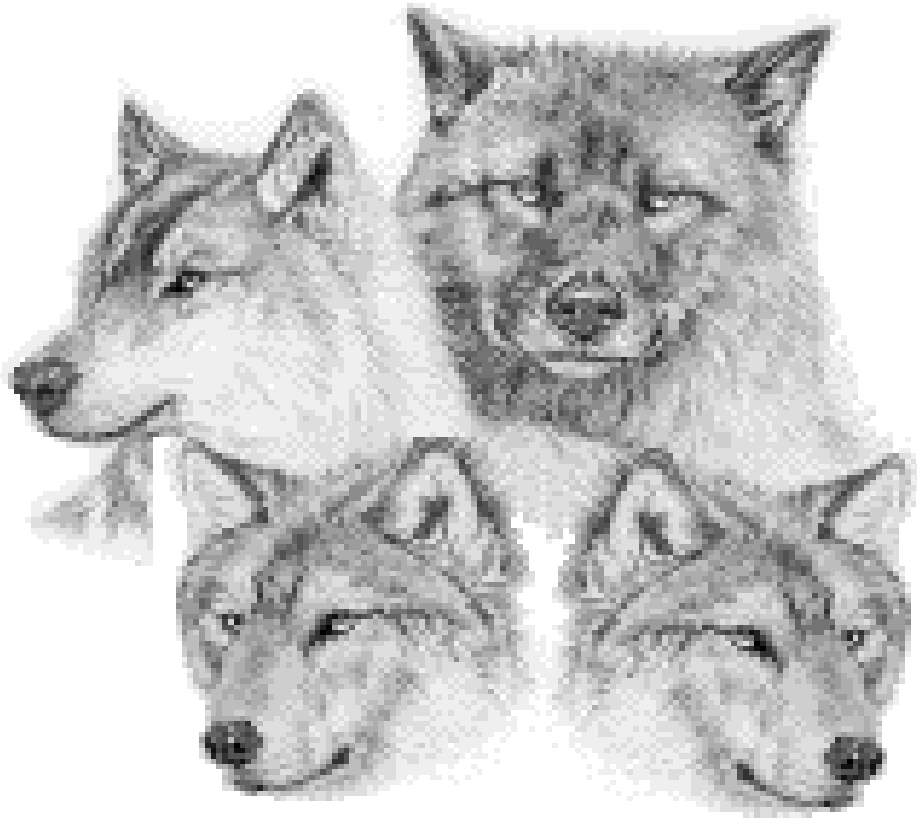


Student Handbook



**Kane Area High School
2025-2026**

**KANE AREA HIGH SCHOOL
6965 ROUTE 321
KANE, PENNSYLVANIA 16735
(814) 837-6821**

**COLORS:
RED & BLUE**

**MASCOT:
LOBO WOLF**

This is the Kane Area High School **Alma Mater** – it is sung at all major school activities.

On the heights of the Alleghenies,
stands a High School fair,
There, among great trees abiding,
Pine scent in the air.
There, all nature in its glory,
In summer green and winter hoary
Tells the seasons' wondrous story;
Hail to Old Kane High!

True to the spirits of thy mountains,
Hail to old Kane High!
May we e'er aspire to service
For our own Kane High!
Drinking from thy fount of learning,
High ideals within us burning,
May our hearts express our yearning,
In service to Kane High.

To the Red and Blue we'll ever be loyal,
Though the years roll by;
Thy red shall ever stir our courage,
be ours the victors' cry.
From azure skies our Blue was taken--
Sign of Loyalty unshaken.
Alma Mater, ne'er forsaken:
Hail to old Kane High!

--- Willis R. Skillman

This handbook belongs to _____ Grade _____

Address _____

NOTE: This handbook replaces all previously published Parent/Student handbooks of rules and regulations. It does not replace or supersede any rules and regulations that appear in the Kane Area School District Official Policy Manual.



KANE AREA HIGH SCHOOL

Dear Kane Area High School Students and Parents/Guardians:

Welcome to the 2025-2026 school year. Our student handbook is revised yearly. It is a guide that offers specific information about school policies, regulations, and procedures that make it possible for students, parents, faculty, and administrators to work together in a well-organized school. It is our intent to provide a supportive learning environment in which students can acquire the knowledge and skills they will need to become responsible, productive citizens when they graduate from high school. To provide a supportive learning environment in a school with nearly 300 students, we need to set expectations for attendance and behavior to insure that all students have an opportunity to develop their skills to their fullest potential.

It is our expectation that all parents/guardians and students will carefully read this handbook and understand its contents. **Once you have completed reading the handbook, please sign the agreements in the packet of papers your student was given (the agreement pages at the end of the student handbook are for your records), return them to the high school office by Friday, August 29, 2025.** The handbook is also available online at www.kasd.net.

Mr. Todd Stanko, Principal
Mr. Casey Zimmerman, Assistant Principal

KANE AREA SCHOOL DISTRICT

Mission

The mission of the Kane Area School District is to provide all students with an engaging, safe, and challenging learning environment that is shared and valued by all.

Vision

The Kane Area School District will inspire our students, all inclusive, to thrive and be productive members of their community.

Kane Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Mrs. Jeannine Kloss, Superintendent, Title IX Coordinator, Section 504 Coordinator, at Kane Area School District, 400 West Hemlock Avenue, Kane, Pennsylvania 16735 (814-837-9570). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mrs. Jeannine Kloss, Superintendent at 814-837-9570.

Faculty Contact Information

Name	Department	Email	Phone Extension
Mr. Keith Anderson	Social Studies	kanderson2@kasd.net kanderson2@kanewolves.net	814-837-6821 x 4830
Mr. Jason Barner	Science	jbarner@kasd.net jbarner@kanewolves.net	814-837-6821 x 4802
Mr. Matt Bodamer	STEM	mbodamer@kasd.net mbodamer@kanewolves.net	814-837-6821 x 4819
Mr. Steve Bogel	Learning Support	sbogel@kasd.net sbogel@kanewolves.net	814-837-6821 x2504
Mr. Nick Byron	Vocational Agriculture	nbyron@kasd.net nbyron@kanewolves.net	814-837-6821 x 4809
Mr. Ernie Chamberlain	Social Studies	echamberlain@kasd.net echamberlain@kanewolves.net	814-837-6821 x????
Mrs. Shannon Darr	Learning Support	sdarr@kasd.net sdarr@kanewolves.net	814-837-6821 x 4810
Mrs. Kerri Detsch	Science	kdetsch@kasd.net kdetsch@kanewolves.net	814-837-6821 x 4814
Mrs. Ariel Eastman	Learning Support	aeastman@kasd.net aeastman@kanewolves.net	814-837-6821 x????
Mrs. Breia Heferle	Family & Consumer Science	bheferle@kasd.net bheferle@kanewolves.net	814-837-6821 x 4817
Ms. Lindsey Hottel	Science	lhottel@kasd.net lhottel@kanewolves.net	814-837-6821 x 4803
Mr. Joshua Jekielek	English	jjekielek@kasd.net jjekielek@kanewolves.net	814-837-6821 x 4832
Mrs. Kelly Johnson	English/Library	kjohnson@kasd.net kjohnson@kanewolves.net	814-837-6821 x 4206
Ms. Aimee Kemick	Nursing	akemick@kasd.net akemick@kanewolves.net	814-837-6821 x 4211
Mrs. Rachael Kennedy	English	rkennedy@kasd.net rkennedy@kanewolves.net	814-837-6030 x 3701
Mr. Tyler Lehman	Family & Consumer Science	tlehman@kasd.net tlehman@kanewolves.net	814-837-6030 x 3712
Mr. Michael London	Science	mlondon@kasd.net mlondon@kanewolves.net	814-837-6821 x 4806
Miss Katherine Milligan	Spanish	krockwell@kasd.net krockwell@kanewolves.net	814-837-6030 x 3736

Mrs. AnnaLisa Ryding	Guidance Counselor	aryding@kasd.net aryding@kanewolves.net	814-837-6821 x4204
Mrs. Allison Saquin	Mathematics	asaquin@kasd.net asaquin@kanewolves.net	814-837-6821 x4864
Mrs. Linda Schneider	German	lschneider@kasd.net lschneider@kanewolves.net	814-837-6821 x4836
Mrs. Cathy Sirianni	Art	csirianni@kasd.net csirianni@kanewolves.net	814-837-6821 x4804
Mrs. Michele Smith	Mathematics	msmith@kasd.net msmith@kanewolves.net	814-837-6821 x4811
Mr. Nathan Smith	Mathematics	nsmith@kasd.net nsmith@kanewolves.net	814-837-6821 x4838
Mr. Tyler Smith	Physical Education	tsmith1@kasd.net tsmith1@kanewolves.net	814-837-6821 x4841
Mr. Henry Sobieski	Music	hsobieski@kasd.net hsobieski@kanewolves.net	814-837-6030 x3734
Mr. Michael Swartwood	Vocational Agriculture	mswartwood@kasd.net mswartwood@kanewolves.net	814-837-6821 x4813
Mr. Michael Szymanski	Social Studies	mszymanski@kasd.net mszymanski@kanewolves.net	814-837-6821 x4829
Mr. Joseph Thornburg	Music	jthornburg@kasd.net jthornburg@kanewolves.net	814-837-6821 x3730
Mrs. Rae El Whitman	Physical Education	rwhitman@kasd.net rwhitman@kanewolves.net	814-837-6821 x4816
Mr. Brian Wymer	Business	bwymmer@kasd.net bwymmer@kanewolves.net	814-837-6821 x4821

180 days - students
188 days - teachers

KANE AREA SCHOOL DISTRICT 2025-2026 Graphic School Calendar

Approved 2-13-25

JULY - 0							AUGUST - 8							SEPTEMBER - 21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	3	4	5	6	7	8	9		1	2	3	4	5	6
6	7	8	9	10	11	12	10	11	12	13	14	15	16	7	8	9	10	11	12	13
13	14	15	16	17	18	19	17	18	19*	20	21	22	23	14	15	16	17	18	19	20
20	21	22	23	24	25	26	24	25	26	27	28	29	30	21	22	23	24	25	26	27
27	28	29	30	31			31							28	29	30				
							() - Inservice Days							Vacation						
							* - First Day for Students													
OCTOBER - 22							NOVEMBER - 16							DECEMBER - 16						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	28	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
() - Inservice Day							() Inservice Day () Vacation () Parent/Teacher Conf							() Vacation * Early Dismissal						
JANUARY - 19							FEBRUARY - 18							MARCH - 21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19*	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30									29	30	31				
() - Inservice Day () Vacation							() - Inservice Day () Vacation							Vacation ()						
APRIL - 20							MAY - 19							JUNE - 0						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29*	30	28	29	30				
							31													
() Vacation							() * Inservice Day - Half Day													
							* Last Day for Students - Early Dismissal													

MARKING PERIODS END

First October 23
Second January 13
Third March 23
Fourth May 28

REPORT CARD DISTRIBUTION

October 31
January 21
March 31
June 5

PARENT/TEACHER CONFERENCE DAY

November 11

OPEN HOUSE FOR PARENTS

High School - September 22
Middle School - September 23
Elementary School - September 24

EARLY DISMISSAL

December 23 and May 28

SCHOOL VACATION

September 1 Labor Day
November 27, 28 Thanksgiving Vacation
December 1 School Vacation
December 24-31 Christmas Vacation
January 1, 2 New Years
February 16 School Vacation
March 16 School Vacation
April 3, 6 Spring Break
May 25 Memorial Day

TEACHER INSERVICE DAYS

August 18, 19*
October 13
November 10
January 19*
February 17
May 29* ½ day

* - Teacher workday

GRADUATION

May 29, 2026

MAKE UP DAYS (as needed)

February 16
March 16
April 6

PSSA TESTING WINDOW 2025-26

Grades 3-8
English Language Arts, April 20 - 24, 2026
Mathematics, Science & Make-ups, April 27 - May 1, 2026

KEYSTONE EXAMS TESTING WINDOW 2025-26

Winter:
Wave 1, December 3 - 17, 2025 Literature, Biology, Algebra I

Spring:

May 11 - 22, 2026 Algebra I, Biology, Literature

Bell Schedules 2025-2026 School Year

Regular Bell Schedule		
	Start	End
First	8:05 a.m.	9:24 a.m.
Pass	9:24 a.m.	9:28 a.m.
Second	9:28 a.m.	10:47 a.m.
Pass	10:47 a.m.	10:51 a.m.
Third 1st lunch	10:51 a.m.	11:21 a.m.
Third 2nd lunch	11:30 a.m.	12:00 p.m.
Third 3rd lunch	12:09 p.m.	12:39 p.m.
Pass	12:39 p.m.	12:43 p.m.
Fourth	12:43 p.m.	2:01 p.m.
Pass	2:01 p.m.	2:05 p.m.
Fifth	2:05 p.m.	2:50 p.m.

Two Hour Delay Schedule		
	Start	End
First	10:05 a.m.	10:49 a.m.
Pass	10:49 a.m.	10:53 a.m.
Third 1st lunch	10:53 a.m.	11:23 a.m.
Third 2nd lunch	11:28 a.m.	11:58 a.m.
Third 3rd lunch	12:03 p.m.	12:33 p.m.
Pass	12:33 p.m.	12:37 p.m.
Second	12:37 p.m.	1:21 p.m.
Pass	1:21 p.m.	1:25 p.m.
Fourth	1:25 p.m.	2:09 p.m.
Pass	2:09 p.m.	2:13 p.m.
Fifth	2:13 p.m.	2:50 p.m.

First Alternate / Activity Bell Schedule		
	Start	End
First	8:05 a.m.	9:15 a.m.
Pass	9:15 a.m.	9:19 a.m.
Second	9:19 a.m.	10:29 a.m.
Pass	10:29 a.m.	10:33 a.m.
Activity	10:33 a.m.	11:08 a.m.
Pass	11:08 a.m.	11:12 a.m.
Third 1st lunch	11:12 a.m.	11:42 a.m.
Third 2nd lunch	11:47 a.m.	12:17 p.m.
Third 3rd lunch	12:22 p.m.	12:52 p.m.
Pass	12:52 p.m.	12:56 p.m.
Fourth	12:56 p.m.	2:06 p.m.
Pass	2:06 p.m.	2:10 p.m.
Fifth	2:10 p.m.	2:50 p.m.

Second Alternate / Activity Bell Schedule		
	Start	End
First	8:05 a.m.	9:15 a.m.
Pass	9:15 a.m.	9:19 a.m.
Second	9:19 a.m.	10:29 a.m.
Pass	10:29 a.m.	10:33 a.m.
Third 1st lunch	10:33 a.m.	11:03 a.m.
Third 2nd lunch	11:08 a.m.	11:38 a.m.
Third 3rd lunch	11:43 a.m.	12:13 p.m.
Pass	12:13 p.m.	12:18 p.m.
Fourth	12:18 p.m.	1:28 p.m.
Pass	1:28 p.m.	1:32 p.m.
Fifth	1:32 p.m.	2:07 p.m.
Pass	2:07 p.m.	2:10 p.m.
Activity	2:10 p.m.	2:50 p.m.

EMERGENCY SCHOOL CLOSING OR CANCELLATION In the event of an emergency school closing or delay due to inclement weather or other factors, notice will be broadcast over the Hound 97.5 FM and WXZY 101.7 FM Kane, KASD text/email/phone, and KASD website beginning between 6:00 and 6:30 a.m.

TWO HOUR DELAY In the event that a two-hour delay is declared, students will be admitted at 9:50 a.m. with first period to begin at 10:05 a.m. Buses will pick up their riders two hours later than normal.

ACADEMIC INFORMATION

STUDENT EVALUATION AND GRADE REPORTING SYSTEM

Report cards will be issued four times during the school year – at the end of each nine week grading period. This reporting system is a computer printout with subject marks and appropriate comments for each marking period. It is taken home by the student and is not to be returned.

It is the responsibility of parents/guardians to be certain the report card is brought home and reviewed with the student. An announcement will be made on the radio, newspaper, KASD website, and/or notification system when report cards will be given to the students. Any questions or concerns regarding the report may be directed to teachers, guidance personnel, or the principal.

The following grading scale will serve as a guideline:

A = 92.5 to 100

B = 85.5 to 92.4

C = 76.5 to 85.4

D = 69.5 to 76.4

I = Incomplete

F = Failure

S = Satisfactory

U = Unsatisfactory

P = Passing

COMMENCEMENT

Participation in commencement exercises is a privilege and not a right. Seniors must complete all graduation requirements as of 3:00p.m. the final senior day of school. In order to participate in commencement exercises, the following guidelines must be adhered to:

1. Graduation practice must be attended in its entirety. If students are not on time or not in attendance for this practice, their participation in graduation ceremonies will be jeopardized.
2. Dress for commencement: **Ladies** – light colored dresses, dress pants, light colored skirts (no longer than knee length) and blouses. **Gentlemen** – solid, light colored button-down dress shirts with neck tie, and dark colored dress slacks.
Everyone – dress shoes

In the event that students are not able to obtain the required clothing, they must make prior arrangements with the senior class advisor and/or administration to obtain the required clothing. Students not meeting the above stated expectations will not be permitted to participate in commencement exercises.

Seniors who have not completed all district and/or school requirements for graduation, including volunteer hours, will be ineligible for participation in district commencement exercises.

Upon completing said requirements and after providing sufficient evidence to the proper authorities that all such requirements have been met, a diploma will be issued to the student through one of these options:

1. The diploma may be picked up in the school office OR
2. The student may participate in the next regularly scheduled commencement exercises the following next school year.

COURSE SELECTION GUIDE

A course selection guide that details curriculum that includes course descriptions, graduation requirements, college entrance requirements, and other important information is available to every Kane Area High School student when scheduling materials are distributed.

HOMEWORK

A student's first and most important responsibility is keeping up with daily lessons. Homework assists students in developing self-discipline, self-reliance, and effective time management skills as well as to prepare students for daily lessons.

A student with an excused absence may request make-up assignments. It is the student's responsibility to contact his or her teachers to make up missed class work, tests and homework. Teachers

will set a reasonable time for the completion of the missed work. **Phone requests for homework must be made before 8:30 A.M. and homework may be picked up at the school office between 3:00 P.M. and 4:00 P.M.**

INCOMPLETE WORK

If incompletes are not made up within **ten (10) school days** after the end of the marking period, they will be changed to a grade of “F.” Incompletes at the end of the year must be made up by the last teacher in-service day or the grade will be changed to an “F.”

CHEATING

Any student caught cheating is to be given an irrevocable "zero" for that test. The paper is to be taken immediately from the student and the teacher is to write the details of the incident on the paper. The paper is to be marked with a zero and filed in the student's folder. The teacher will inform the student's parents of the circumstances of the cheating incident.

ACADEMIC RECOGNITION

Academic recognition at Kane Area High School is a vital part of recognizing academic success. Just as outstanding athletes and performing artists are recognized, we want to congratulate and honor those students who perform in the classroom. Students receive positive feedback in the classrooms and/or rewards from the teachers. We are proud of our students at Kane Area High School and believe that what is expected will be achieved.

It is the school's policy to recognize those students who qualify for academic excellence. Recognition includes an Honor Roll at the conclusion of each marking period published by the local paper. The Honor Roll is a list of students who have received a “B” or higher in the credited subjects. Students must be scheduled for a minimum of 7 credits. Students will qualify for Merit Honor Roll if they have all A's in their subjects and are scheduled for a minimum of three classes. Awards are presented annually to students at each grade level, in each department, who demonstrate outstanding performance. Students are selected by the faculty and presented the awards at the Academic Awards Banquet held in the spring.

Junior and senior students with outstanding academic achievement (3.70 grade point average or higher) may be eligible for membership in the National Honor Society in the fall of their school year. Characteristics that must be taken into consideration for membership in the National Honor Society include scholarship, leadership, service and character.

Those students who rank among the top in their class and the top academically qualified students in each area of study (honors, academic, vocational) are given special recognition at graduation.

CLASS RANK

Class rank for all students is determined at the end of the school year, based on final grades and credits received. A weighted system is used to determine each student's grade point average (GPA). Certain advanced courses carry a numerical rating one point higher than other courses since they require learning a specific body of knowledge, entail regularly scheduled homework and are academically rigorous. These courses are designated in the COURSE SELECTION GUIDE (available in the guidance office and at www.kasd.net).

GRADUATION REQUIREMENTS

Students must successfully complete the following credits for graduation:

English	4
Social Studies	4
Science	4
Mathematics	4
Physical/Health Education	2.5 (CTC 2.0)
Arts/Humanities ⁴	2
Information Technology	1
Electives	8.5 (CTC 6)

Total Credits 30.0 (CTC 28)

Promotion will occur at the end of the year when the student has successfully completed a minimum of six (7) credits to become a sophomore, thirteen (15) credits to become a junior and twenty (22) credits to become a senior.

At the end of the school term, teachers will determine whether a student has met the minimum standards of the course, which include competence and requirements. If the student has not met these requirements, regardless of the accumulated grades, the student will not receive credit for the course.

When the credit requirements for promotion are not met, the student is retained at the same grade level. Limited arrangements can be made through the guidance office for repeating the subject(s), being tutored or taking correspondence courses. Upon successful completion of the requirements, the student may be eligible for promotion or graduation.

In addition to credit requirements, graduation requirements are also subject to additional state mandated requirements. Updated and more detailed information on state mandates for graduation can be found at <http://pdesas.org/>.

VOLUNTEER SERVICE REQUIREMENTS

All students are required to complete a total of 24 approved hours of volunteer service and one job shadow. To complete the required 24 hours, students must complete 8 hours of volunteer service in each grade – 9, 10, and 12. Grade 11 will be one job shadow. Students not completing this requirement will not graduate.

- Service must be voluntary. No pay may be accepted.
- Accumulated hours should be provided through a public nonprofit agency or individual.
- Should fit into one of following categories:
 - Public service
 - Community program planning
 - Care of public equipment
 - Community clean-up
 - Interaction with senior citizens, children or others in need.
- Student must keep an accurate and signed time sheet.
- Volunteer service must be completed outside of regular school hours.
- Job shadow forms must be completed prior to the job shadow and questions answered after.

SCHEDULE CHANGES

It is strongly emphasized that schedule changes will not be made unless circumstances necessitate the change. Valid reasons for schedule changes are:

1. A change in course emphasis (honors, academic, specialized career course)
2. Participation in a school-to-work program
3. Special cases, i.e. medical situation

Requested changes within the same course to simply be assigned a different teacher are not permitted. If a student enters a new course late, the teacher may require that the student make up the work that was missed.

For the first five (5) days of a semester, it is possible to drop, add or change limited courses without penalty, subject to parental, teacher and counselor permission. Any student who withdraws after the five days period will receive a grade of “F” for the course, unless the teacher has recommended the course be dropped.

STUDENT SERVICES

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a Pennsylvania state-mandated program which provides assistance and support for those students who are experiencing significant personal problems such as a drop in grades or a change in attitude, behavior, friends, or appearance. Students may be referred to the SAP team by parents, friends, teachers, or community members. Students may also refer themselves. Based upon the needs of the student, students may be counseled within the school setting, referred to various community agencies within the community, or participate in support groups. **The Student Assistance Program provides services through the Guidance Center, Dickinson Mental Health and Alcohol and Drug Abuse Services.** If you wish to access Student Assistance Program, please contact the high school guidance office

COLLEGE CAREER CENTER

The College and Career Center on the wall outside of the guidance office includes testing information, college catalogs and applications, and other helpful information.

COUNSELING SERVICES:

School counselors are available to assist students in the following areas: Student scheduling, record keeping, transcripts, coordination of college/vocational schools and scheduling armed service recruiters for student visits, providing college career information through scheduled individual sessions (all seniors and juniors, sophomores and freshmen upon request), and administering standardized tests, such as the Preliminary Scholastic Aptitude Test (PSAT), the Armed Service Vocational Aptitude Battery (ASVAB), Scholastic Aptitude Test (S.A.T.), and social, emotional and behavioral supports.

Kane High School offers guidance counseling to assist students in reaching their maximum potential at Kane Area High. Please contact Mrs. AnnaLisa Ryding, guidance counselor, if you have any questions or need any services.

Guidance – Calendar

All activities from the guidance office are posted on the guidance office web page calendar and are announced on the daily announcements.

- Schedule changes – last day to change schedule is **August 27, 2025.**
- College representatives – September through January. Specific dates will be on guidance calendar.
- Military recruiters – Army, Army Reserve, Navy, Air Force, National Guard, Marines will be set up in the cafeteria hallway at various time throughout the year
- National Scholarships – September through May
- Register with NCAA Clearinghouse – Beginning of junior or senior year.
- Mail in college applications in time for deadlines – September through December.
- SAT's – October through June. The SAT tests will be given at KAHS during the school day on October 15th and again in March (specific date to be determined).
- **Open House on September 22, 2025 6:00-7:30 p.m. at KAHS**
- PSAT/NMSQT – Oct. 29, 2025 at KAHS
- ASVAB –October 17, 2025 at KAHS
- Financial Aid Information Night TBD at KAHS
- FAFSA Completion Night TBD at KAHS.
- Local Scholarship Meeting with seniors – TBD at KAHS
- Accept college offers by May

WORKING PAPERS

Working papers are issued in the High School Office, for all high school students. Students must be accompanied by a parent/guardian, along with evidence of age, when picking up an application for a work permit.

Proof of age accepted when a student applies for working papers:

- Birth certificate or baptismal certificate OR

- Other documentary evidence such as a driver's license or permit. School records are not acceptable OR
 - An affidavit of a parent/guardian accompanied by a physician's opinion as to the age of the minor.

*Please note, as stated in the CHILD LABOR ACT:

“Revocation.—An issuing officer may revoke a work permit if it is the issuing officer’s judgement that the applicant cannot maintain adequate academic achievement if permitted to work during the school year.”

Grades and attendance are considered before working papers are issued.

HEALTH SERVICES

Nursing services are available in the health room for medical emergencies. The District strongly recommends that medications be given in the home whenever possible. When medication must be given during school hours, certain procedures need to be followed. Failure to follow the procedures will result in your child not receiving prescribed medication. **Students are not permitted to carry medication with them during the school day except in rare instances when medication may be necessary for life-threatening emergencies. Students shall be permitted to carry and self-administer asthma inhalers in school under very special circumstances. In each of the above situations, prior approval must be obtained from the school nurse.** Any medication to be given during the school hours must be delivered by a parent/guardian directly to the school nurse or main office, before the start of the school day, with written parental approval and specific instructions. Medication must be in the original container. Prescription medication must have a written doctor's order. Only the number of required doses of medication should be brought to school. If there are any extra medications, they must be picked up at the school by a parent/guardian. At the conclusion of the school year, any extra medication will be discarded.

In accordance with the school physician, some over the counter medications will be given if conditions are met for administering these items and parents have signed the Authorization for Medical Services and Medication Administration.

Students who are ill may not leave the building without permission from the nurse or administration. The office must also have parent/guardian permission before allowing a student to go home. Students leaving the building must sign out in the office before leaving. Ill students may not drive themselves home without permission from the parent/guardian and office. If you have additional questions or concerns please contact the high school nurse at extension #4211.

INSURANCE

Students may enroll in the group insurance plan by completing the application received at the beginning of the school year. Parents may use their own insurance or purchase school-approved insurance. Additional forms are available in the office.

It is recommended that you purchase insurance during the first month of school to ensure coverage when your student is participating in sports or going on a school-sponsored activity.

TRANSPORTATION

Transportation will be provided for those students who live in excess of one and one-half miles from school; however, this is not guaranteed under all circumstances. The following regulations apply:

Students' and Parents', Responsibilities

1. Be ready to board the bus on time (10 minutes prior to the scheduled pick-up-time).
2. Be careful in approaching the school bus, wait until the bus is at a complete stop before attempting to enter.
3. Remain off the road at all times and behave in a safe manner while waiting for the bus
4. Students may only ride on their assigned bus

Responsibilities of the Driver

1. At all times, provide for the safety and welfare of the students assigned to his/her bus
2. Provide a clean and sanitary bus for students to ride in
3. Obey traffic laws and driving regulations
4. Follow, as rigidly as conditions will permit, the regular time schedule
5. Be in control of the bus and passengers at all times
6. Enforce the regulations of the board and administration
7. Report all infractions of the rules to the principal of the school involved and to the contractor
8. Assign seats on the bus and insist that they be used

Students' Responsibility to Observe the Following Safe Riding Regulations

1. Assist in keeping the bus as safe and sanitary as possible at all times
2. Avoid unnecessary noise that might divert the driver's attention and cause an accident
3. Never stick hands, arms or any other body part out of windows or doors
4. Pay for damage intentionally caused to seats or other interior parts of the bus and treat the bus equipment in an acceptable manner.
5. Never experiment or tamper with the bus or any of its equipment
6. Be careful to leave nothing in the bus such as lunches, clothing or books
7. Keep personal possessions out of the aisle
8. Never throw anything in the bus or out of bus windows
9. Assist in looking after smaller children
10. Remain in assigned seat until the bus has stopped. Avoid horseplay and objectionable language
11. Be courteous. Treat the driver and other students with respect
12. Remain quiet when the bus is approaching railroad crossings and until bus has passed a railroad crossing.
13. Obey the school bus driver. In case of an emergency, remain in the bus unless otherwise instructed by the individual in authority.
14. All school rules and district policies apply when riding district transportation.

In Case of Serious Infractions of the Rules, the Driver Shall:

1. Report the incident to the school and the contractor. When a bus student so conducts him/herself so as to endanger others, through excessive noise or behavior, the driver shall write a bus conduct slip (keeping one copy)
2. If a pupil has been a continual offender, the principal may notify the parent that he/she may not ride any bus until the parent and the student have the approval of school officials.
3. Under normal circumstances, the driver will carry the offender to school or to his school bus stop. If the situation is such that the safety of the other students is endangered, the driver may pull off the road and call the office for support. This must be reported as soon as possible to the appropriate building principal.

The Kane Area School District is responsible for the safety and welfare of every student. Therefore, due to reasons of liability, all students, upon arrival at school, must remain on school property. If a student has an errand to perform off of school property, the student shall submit a written statement to this effect, signed by the parent or guardian, to the office. Students may not leave school property at the end of the school day and then return and board a bus. All students must board and depart the bus from the location designated by the director of transportation services. Additionally, video/audio equipment (camera) may be used on busses to monitor students. Video and audio from said cameras may be reviewed by school administration and bus drivers in the event of misconduct on the bus. **NOTE: If a student is excluded from riding a bus, this exclusion pertains to any and all buses of the district for the designated time period.** Parents are to make the necessary arrangements to have the student at the school on time and to be picked up from the school at 2:50 p.m. but no later than 3:30 p.m.

LIBRARY

In order to make the library more valuable to both the students and teachers, it is to be used for academic reasons. Considering the library's purpose and use, a quiet atmosphere is expected. Rules of good conduct will be enforced in the library. Misconduct may result in suspension of library privileges.

Just like any classroom, the library has its rules. All students will be expected to follow these rules:

1. No food, drink or gum is allowed in the library.
2. Consideration of others is expected.
3. Students must have a purpose while in the library.
4. A student who is failing, and is in the library during study hall or homeroom, must be working on school work. If they are not, they will need to return to study hall or homeroom.

The consequences of breaking these rules are:

1st offense – restricted from the library for two weeks and your name is reported to the office for further action

2nd offense – restricted from the library for two weeks and your name is reported to the office for further action

3rd offense – restricted from the library for the remainder of the school year and your name is reported to the office for further action.

LIBRARY HOURS – 7:40 A.M. 3:00 P.M.

Students may come to the library during scheduled class period with a pass issued by his/her teacher. Students are expected to come directly to the library and not stop at his/her locker or the restroom. Upon arriving at the library, a student must give their pass to the librarian. If students are not staying for the entire period, students need to get the same pass on their way out and return it to the teacher who sent them to the library. IF students are in the library during homeroom, they will be dismissed at 2:45 to head back to homeroom with their passes. They are not permitted to dismiss for the day from the library. If a student needs to leave the library for the restroom, he/she must receive permission from the librarian before leaving the library.

CIRCULATION PERIODS

Books: 14 school days

Reference Books: 1 school day.

OVERDUE, DAMAGED AND LOST BOOKS:

Notices for overdue books and reference books will be sent to students. It is the student's responsibility to return materials on time. The fine for overdue library materials is five cents a school day per item. The fine for a lost book or a book that is never returned, is the replacement cost.

THE STUDENT WHO IS IDENTIFIED AS THE LAST BORROWER OF LIBRARY MATERIALS WILL BE HELD RESPONSIBLE FOR FINES OR FEES. UNDER NO CIRCUMSTANCES SHOULD A STUDENT ALLOW SOMEONE ELSE TO SIGN OUT MATERIAL IN HIS/HER NAME. Students should check their books for damages and report them to the library staff before signing them out. Under no circumstance should a student or parent try to repair a damaged book. The library staff will make all repairs. If a book is badly damaged, the last borrower will be charged for its replacement cost.

LIBRARY SERVICES

The library provides the following services for students and teachers:

1. Computer use along with internet access
2. Printing for school purposes
3. Electronic References
4. Photocopying: Students may have a reasonable amount of school-related photocopies made if necessary. Anything beyond a reasonable amount will be charged \$.25 per page.

DRIVER’S EDUCATION – Students are able to take a Driver’s Ed. course online through the district’s Waterfront Learning Program. This course can be taken at any time throughout the year. The duration of the course is 9 weeks, but is self-paced for those who want to complete it early. The cost of the course is \$128 – a check is made payable to the “Kane Area School District”. Check in with high school office for details.

School/Student Safety

Digital Citizenship (CIPPA) – Is a internet safety curriculum that provides information on the aspects and concepts related to safe use of the internet regarding appropriate online behavior with social media, how to recognize and avoid cyberbullying, and being aware of what personal information should and should not be posted in any electronic format.

SAFE2SAY SOMETHING PROGRAM

Students are encouraged to utilize this program to anonymously report behaviors or concerns. Reporting directly to school officials is always encouraged as a first measure, when possible. Students reporting through this system can do so in one of the following ways;

1. By downloading the mobile app on their phone.
2. By calling 1-844-SAF2SAY
3. Going to safe2saypa.org website.

All tips through this program will be investigated. All false reporting will be turned over to law enforcement.

Lockdown/Lockout/Shelter in Place/Room Exit Plans – All students need to familiarize themselves with these various school safety measures. Teachers will be covering this information at the beginning of each school year. If you have questions or need clarification on any of these safety measures, ask your teacher(s) and/or your building administrator(s).

HAZARDOUS WEATHER/FIRE DRILLS

Hazardous weather drills and fire drills will be held periodically to insure safe procedures are followed in the event of an actual emergency. Teachers will review specific routes and proper disaster evacuation, etc., with their classes.

POLICIES AND PROCEDURES

ATTENDANCE:

It is the duty of the Kane Area School Board to ensure that all children living within its jurisdiction shall have an equal opportunity to receive a free and appropriate education. Further, it is the duty and responsibility of the School Board to require school attendance of all children living within the district as prescribed by law.

The educational program offered by the Kane Area School District is predicated upon the presence of the pupil in school. In order for pupils to benefit from planned educational activities and classroom participation, it is essential that regular attendance be maintained.

RIGHT TO ATTEND PUBLIC SCHOOL

Resident Students: The laws of the Commonwealth of Pennsylvania provide that every child of school age, being a resident of any school district, may attend the public schools in his/her district of residence. A child's district of residence is that in which his/her parent or guardian resides, or if the child is an emancipated minor, the school district in which the child is living.

Non-Resident Students: A non-resident child of school age is entitled to attend the district's public schools if he/she is maintained and supported in the home of a district resident, and if the resident receives

no personal compensation for maintaining the child. The Board of School Directors shall require a sworn statement that the resident is supporting the child continuously, and not merely through the school term, without personal compensation or gain, and that the resident will assume personal obligation for the child relative to school requirements. Supplemental Security Income (SSI) and Aid to Families of Dependent Children (AFDC) are not considered to be personal compensation or gain.

Non-Resident Students Living in Institutions: Non-resident school age children who are living in or assigned to a shelter, group home, orphanage, maternity home, or other institution within the Kane Area School District shall be entitled to attend the district's public school.

AGE AND ATTENDANCE REQUIREMENTS

School Age: School age refers to the age interval within which a child is entitled to attend the public schools. In the Commonwealth of Pennsylvania this interval includes every child who has attained the age of six (6) years, but who has not attained the age of twenty-one (21) years. A student who attains the age of twenty-one (21) years during the regular term of a school year in which he/she is enrolled in the Kane Area School District, however, shall be permitted to complete the school year. A student who has reached the age of twenty-one (21) years, and who is not enrolled in the Kane Area School District, shall not be permitted to enroll.

Compulsory School Attendance: Compulsory school age is defined as the period of a child's life from the time the child's parents elected to have the child enter school as a beginner (first grade), which shall not be later than when the child has attained the age of six (6) years, until the child has attained the age of eighteen (18) years. Compulsory school age does not include any child who holds a certificate of graduation from a regularly accredited senior high school.

In accordance with the laws of the Commonwealth of Pennsylvania and the Public School Code of 1949, every child of compulsory school age (as defined above), who has a legal residence in this Commonwealth, and every migratory child of compulsory school age, living within the school district, is required to attend a school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.

EXCEPTIONS FROM PUBLIC SCHOOL ATTENDANCE

1. Home Schooling: Students of compulsory school age, who are instructed at home by their parents or by a tutor retained by their parents, are excused from compulsory attendance in the public schools as long as state requirements for Home Schooling under Act 169 have been and continue to be met.
2. Private or Non-Public Attendance: Students of compulsory school age who are enrolled in state-approved private or non-public elementary or secondary schools are excused from compulsory attendance in the public schools.
3. Homebound Instruction: Students of compulsory school age who have a physical or mental illness, as verified by a licensed physician or psychiatrist, and approved by the school district, are excused from compulsory attendance in the public schools until it is recommended by their physician that they may again attend. Students receiving homebound education must be periodically reviewed by the principal or his/her designee to verify on-going physical or mental health problems that preclude public school attendance. Questionable cases will be subject to review and recommendation by the school physician.

TYPES OF ABSENCE

Excused Absence: An excused absence is an absence from school of any enrolled student which is included in the listing of "temporary excused absences" below, **AND** which is supported by an appropriate written excuse from the parent/guardian of the student *and/or person with whom a child lives and who is acting in a parental role of a child*. Step-parents may not write excuses, sign out children, etc. unless there is a written custody agreement that allows them to do so. In order for any absence to be considered an excused absence, a written excuse signed by the student's legal parent or guardian, which states the reasonable cause for the absence, must be submitted to the high school office **within 3 days** of the day on which the absence occurred, regardless of whether consecutive school days are missed or when the student returns to school. If a satisfactory excuse is not submitted within the preceding timeframe, or is submitted but not approved, the absence will be deemed to be an illegal/unexcused absence. In an emergency, the principal may waive the three (3) day requirement." A maximum of ten (10) days of cumulative lawful absences verified by parental

notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician that is IN ADDITION to the parental excuse.

The school notifies students with records of 8 days of absences of any kind (legal or other). A 10 day formal absence letter, with the possibility of requiring a signed doctor's excuse for future absences is sent if there is legitimate concern about effort made for attendance.

Unexcused Absence: An unexcused absence is an absence from school of any enrolled child, beyond the maximum compulsory school age of eighteen (18) years, for a reason not included in the listing of "temporary excused absences" below. This shall include any temporary absence that has not been supported by a written excuse on or before the fifth day after the last day of school missed, from the student's parent/guardian. Teachers are not required to provide assignments, make-up examinations, etc. for unexcused absences.

Illegal Absence: An illegal absence is an absence from school by a student of compulsory school age for a reason not included in the list of "temporary excused absences" below. This shall include any temporary absence that has not been supported by a written excuse from the student's parent/guardian on or before the fifth day after the last day of school missed. It also includes any time that a student has "skipped" school. Teachers are not required to provide assignments, make-up examinations, etc. for illegal absences.

EXCUSED ABSENCE FROM SCHOOL FOR TEMPORARY REASONS:

- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Quarantine.
- Recovery from accident.
- Required court attendance.
- Participation in a project sponsored by a local, state, or federal program, upon prior written request.

Religious Holidays or Religious Instruction: Religious holidays or religious instruction by a bona fide religious group is an excused absence, providing such absence is supported by a written request to be excused, in advance, from the parent/guardian. The absence must be approved in advance by the superintendent or his/her designee (principal). Cumulative absences for this reason may not exceed 36 hours in any one school year.

Tutorial Instruction Not Offered by the School District: Tutorial instruction not offered by the District is an excused absence, providing the instruction is requested in writing by the parent/guardian, approved in advance by the superintendent or his/her designee (principal), and providing it does not interfere with the student's regular program of instruction.

Health Care: Health care which cannot be provided outside of school hours, and which causes only a minor interruption of the student's school program is an excused absence; however, a written excuse must be provided by the parent/guardian. The principal may require verification from the health care provider.

Non-School District Sponsored Trips (Educational Trips): The State Board of Education has authorized local school districts to record legal and excused absences for students on pre-excused educational tours or trips. Although these trips are permitted, parents should use discretion when planning family vacations so students will miss no more than ten school days. Except in unusual circumstances, absences beyond the ten-day limit will be counted as unexcused and/or illegal.

Students planning to go on a vacation of educational value should complete the required form and submit the form to the principal **two weeks** prior to leaving for the trip. Information required includes: reason for the trip, educational objective of the trip, the time included in the trip, parent, student, teachers and principal signatures. The student **MUST** be accompanied by at least one parent/guardian or adult personage acceptable to the district superintendent or his/her designee and to the parents. The student is responsible for all work missed, including any assignments given by the instructor. In some cases, the assignments will be given to and completed by the student before or after he/she returns from the trip, depending on the nature of the course.

NOTE: If a vacation trip is not pre-excused, the days will be considered and treated as unexcused/illegal, and the student may not have the opportunity to make up the work missed.

See form at back of handbook (also online)

College Visit: Students in grade 11 and 12, planning to visit a college, should complete the required form and submit it to the guidance counselor two days prior to the date of the college visit. Students are allowed three college visits per year. Written proof is required from the admissions office.

See form at back of handbook (also online)

Out-of-School Programs or Trips Sponsored by the School District: Out-of-school programs or trips which are related to school curriculum, sponsored by the school district, and supervised by a certified employee of the school district are considered to be part of the school curriculum and are, therefore, not regarded as an absence.

Communicable or Infectious Disease: Communicable or infectious disease, as certified by a licensed physician, is an excused absence.

Emergency or Hardship Release: An emergency or hardship release from compulsory attendance is an excused absence. However, the request must be based on difficult personal circumstances that prevent a child from attending school. The Secretary of Education or his/her designee must individually approve this type of release in advance.

Farm or Domestic Work: A student who is fourteen (14) or fifteen (15) years of age may be released from compulsory school attendance to engage in farm or domestic work, providing the student has completed at least the sixth grade, and has obtained a legal and approved farm or domestic work permit. The farm or domestic work permit is not valid for service in the child's own residence.

Employment: A sixteen (16) year old child who has obtained a legal and approved employment certificate may be excused from compulsory attendance for the duration of the employment, or until the child attains the age of eighteen (18). (Working papers may be obtained from the High School Office.) At the age of eighteen (18), the child is no longer of compulsory school age. The employer, as a condition of the employment release, is requested to return a notice to the High School if the child's employment is terminated.

Temporary Absence Due to Urgent Reasons: An excused absence from school attendance for a temporary urgent reason is subject to the discretion of the principal. Examples of urgent reasons include roads that are impassable, fire, quarantine, and other similar reasons. A written entry must be placed in the student's file by the principal granting the excused absence.

Excessive Excused Absences: When a total of eight (8) days of absences has been recorded for a student, a letter will be sent to the parents/guardians to seek resolution of the attendance problem. When a total of ten (10) days of absences has been recorded, the principal shall notify the parent/guardian, in writing, that a signed doctor's excuse (***signed by the physician***) and a signed parent note will be required for all subsequent absences or the absences will be declared illegal/unexcused. If a child has a chronic or on-going health problem, documented in writing by a licensed physician, the parent's written excuses will be accepted by the principal for absences beyond ten (10) days of excused absences. Absences beyond ten (10) days, which are not due to a chronic or ongoing medical condition, must be supported individually by a physician's written statement. In this case, a physician's statement should be required per illness, not per day of absence. Absences beyond ten (10) days, which are not supported by a physician's written statement, shall be recorded as illegal/unexcused. The principal may exercise discretion in determining unusual circumstances; however, exceptions must be documented in the student's file. (Students who have excessive absences may be denied credit.) If a student is found to be habitually truant (defined as by accumulating 4 illegal absences after the three day notice of illegal absences is sent) the student will need a doctor and parent excuse after eight (8) cumulative absences beginning in the following school year. Any absences after the eight (8) cumulative days will be recorded as illegal without a doctor and parent excuse.

Excessive Illegal Absences by Students of Compulsory School Age: A student of compulsory school age, for whom a fourth illegal day of absence (or equivalent) has been recorded, shall be referred to the district magistrate.

Excessive Unexcused Absences by Students beyond Compulsory School Age: Students beyond compulsory school age who have fifteen (15) or more unexcused days may be denied credit and referred to the Kane Area School Board for expulsion.

Enforcement of Attendance for Children of Compulsory School Age: Penalties for illegal absences by children of compulsory school age are provided by law. "Every parent, guardian, or person in parental relationship, having control over a child of compulsory school age, who fails to comply with compulsory

attendance, shall, upon summary conviction, be required to pay a fine for the benefit of the school district." The principal in each building, as the agent of the school district, has the duty and responsibility to notify the parent/guardian of a child of compulsory school age, in writing, by certified mail, when the first three illegal days of absence, or their equivalents, have been recorded. The parent/guardian must be given three (3) days to respond to the initial notice, with reasonable time for the delivery of the notice taken into consideration and not counted as part of the three (3) days. The principal shall review the parent's response and make a determination regarding the legal/illegal status of the days in question. In the event that one or more of the three-recorded illegal days are converted to "excused" absences, a written adjustment to the child's attendance record shall be made.

Subsequent illegal absences, beyond the first three days, are recorded as illegal days and are subject to referral to a magistrate for action against the parent for violation of the compulsory attendance law. There is no requirement to inform the parent beyond the first required written notification. The school district shall maintain an appropriate schedule and procedure for making referrals to the magistrate.

Illness at School: In the event of sudden illness, a student is not permitted to leave the school building without the expressed permission of the school nurse or the principal. If a student telephones a parent because he/she is ill, the parent must speak to the school nurse or principal to make sure that the student is being legally excused for illness. Students must talk with the nurse or principal before calling for someone to take them home.

Pre-Excused Absence: Students having doctor, dental or other appointments may be excused by presenting a written excuse in advance of the appointment. It is suggested that, when possible, the appointments be scheduled for times that school is not in session to avoid interrupting the educational program of the student. **Excuses to leave school for appointments must include the name of the doctor, dentist, clinic, hospital, etc., and should be presented to the office BEFORE FIRST PERIOD.** An office secretary will be available to properly record the information.

At the designated time, the student should report to the office and sign out before leaving the building. The student, upon returning to school, must present to the office a signed note from the doctor/dentist indicating the time that the student left the appointment. Students must sign back in the office before going to their locker or class.

Students having an early morning doctor or dentist appointment and arriving late to school must present the dental/doctor's excuse to the office the day prior to the appointment.

NOTE: Students leaving school property without authorization, during the normal school day, will be subject to disciplinary action.

ABSENCES/EXCUSES

As previously noted, a written excuse is required within THREE (3) days of the absence. The absence excuse should be submitted to the high school office. Excuses should provide the date(s) of the absence, reason for the absence, and a parent/guardian signature. If a written note is not received within the THREE day limit, the absence(s) will be marked illegal for students under the age of 18 and unexcused for students over 18. No student, unless emancipated, may sign his/her own excuse. This includes students who are 18 years of age.

TARDY TO SCHOOL

When a student reports to school late (after 8:05 a.m.), a tardy slip must be obtained from the office for admittance to class. Valid/excused tardiness requires a written excuse, signed by a parent/guardian. Valid reasons for being tardy are those indicated under "Acceptable Reasons By Law for Excused Absences."

A record of all tardy time is kept. Illegal/unexcused tardy time is accumulated. Each accumulation of 190 minutes tardy results in an illegal/unexcused one-half day.

Any excessive number of illegal/unexcused times tardy will result in disciplinary action as follows:

- 7-9 tardies = warning
- 10-14 tardies = lunch detention
- 15- up tardies = 30 minute after school detention

ACCEPTABLE REASONS BY LAW FOR EXCUSED ABSENCES

Illness

Family emergencies
Religious observance
Court
Death in the family
Impassable roads/weather
Authorized school activities
Prearranged doctor and dentist appointments

MANDATORY ATTENDANCE AT EVENING PERFORMANCES

Mandatory performances by students are required by the High School Music Department when such performances contribute to or are a natural culmination of work in the classroom. These mandatory performances are an integral part of the course requirements. Components of the music policy are as follows:

1. The individual student and his/her parents/guardians must be informed of the mandatory participation component of a course when a student enrolls in the course.
2. Students and parents/guardians must be informed in writing and in a timely manner of the time and place of the mandatory performance.
3. If a student is absent from a mandatory performance due to an unexcused or illegal reason, the student will be penalized as follows:
 - a. Reduction of the nine week grade to an incomplete. The student must complete the work missed due to his/her absence from the mandatory performance. Once the work is complete, the student will receive a grade of a 70% for the nine weeks.
 - b. The student and/or his/her parent/guardian may appeal a decision made on the declaration of an unexcused or illegal excuse under this policy to the building administrator for his/her review.
4. If the student has a school-related conflict of vital importance, the teachers and/or sponsor/coach involved and the principal will determine the event of participation.
5. Students in grades 9-12 will be covered under this policy.
6. Students who are excused from a mandatory performance will have an opportunity to make up the work missed without jeopardizing their grade in the course.

Truancy

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

Habitually Truant

A student is designated as "Habitually Truant" when a student of compulsory school age is unexcused absent for six (6) or more school days.

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program;Or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

MOVING INTO THE DISTRICT

When a pupil transfers into the district, the parents/guardians shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record. Any willful false statement made under this section shall be a misdemeanor of the third degree (1304-A).

A student will not be permitted to attend classes until proof of immunizations is received.

MOVING FROM THE DISTRICT

If your family will be moving from the school district, please notify the office, as far in advance as possible stating the date you are to move. The student must secure a withdrawal form from the office on the morning of his/her last day of attendance. Before transferring from the school, each student must take care of matters such as settling school fines and returning all library materials and textbooks to the various teachers.

The office will provide you with a copy of your child's immunization records that you will need to register in another school district. A copy of his/her permanent record card and/or the current year's grades will also be provided, upon request.

The office will send official records to the student's new school upon receiving a written request from the school. Records will not be forwarded until the withdrawal form has been completed showing that all books have been returned and all other obligations met.

LOCKERS

All student lockers are the property of the Kane Area School District. For the safety of students, district employees, and school visitors, it is important that lockers not be used as repositories for controlled or dangerous items such as drugs, alcohol, and/or weapons. Accordingly, while students are assigned lockers for storing books, belongings and coats, such assignments do NOT restrict the right of school officials to examine lockers any time they believe it necessary to ensure the safe operation of the school. A student using a locker that is the property of the Kane Area School District is presumed to have no expectation of privacy in that locker or in its contents. Searches of lockers are permissible by school authorities, without prior warning. In as much as the student is advised not to have any expectation of privacy in such lockers, it is suggested that any item in which a student has an expectation of privacy be maintained upon that student's person or that the student not bring such an item upon school premises.

Students are responsible for the care of their assigned locker and may be billed for any repair cost. Only the student assigned to a locker may use that locker. Students are responsible for the contents in their lockers. Any items of personal or financial value should not be stored in lockers. The school reserves the right to inspect lockers at any time and remove books and belongings of other students. A copy of the combination or duplicate key must be filed in the principal's office. The administration will not be responsible for items left in lockers. This includes all school-supplied materials such as textbooks, etc.

LOCKS on LOCKERS and RELATED SECURITY PROCEDURES

Students in grades 9 – 12 will be assigned a student combination lock which should be used to secure their personal belongings in their assigned school locker. No backpacks or bookbags will be permitted during the school day.

The locker is to be used to store school books, supplies, coats, hats, personal belongings needed. The locker should be maintained so that materials and supplies needed are easily accessible.

Students are responsible to learn their combination lock and use on a daily basis. Locks are to be used to ensure the safety of your belongings. The school cannot be responsible for lost or stolen items. However, using the combination lock on a daily basis should reduce the risk of these kinds of issues.

Students may decorate the inside of their locker with school appropriate items. These items can be taped or magnetic and easily removable. Students can be charged with school vandalism for marking any school property with permanent marker or stickers. Students are responsible to keep a clean locker during the time they use the locker and clean out their locker prior to natural school breaks, Thanksgiving, Winter Break, Spring Break, and at the end of the year.

Students will be issued locks by the office. Students are prohibited from bringing in or using their own personal locks unless written permission is secured from the office. The principal of the school will approve or disapprove the request based upon the unique needs to be addressed by the request. If the office approves the request, the student will be required to provide the office with the combination or key to the lock. The office will maintain locker combinations for all school and approved personal locks to use in the event the locker needs to be opened in an emergency situation.

1. Be sure your locker is closed and locked before you walk away.
2. Immediately report any difficulty with your locker to the high school office.
3. Do not give your locker combination to anyone.
4. Write your name in ink on the inside covers of all textbooks and identify personal property.
5. When opening your locker, be sure that you do not allow others to see your combination.
6. Lockers are school property and subject to inspection at any time by the Principal/designee.
7. No personal locks are permitted on school lockers unless issued prior administrator approval.

If personal items are lost or stolen, there is no school insurance to cover the loss. Each family should check with their insurance company to see if coverage is provided. Locker and backpack inspections may occur at any time.

ELECTRONIC DEVICES

Kane Area School Board Policy #237 prohibits the inappropriate use of electronic devices such as cell phones, I-pads, tablets, smart watches, and video games by students during the school day. Unauthorized use of these devices during the school day will be subject to confiscation and turned over to the office.

More information regarding electronic devices can be found in School District Policy #237 – Electronic Devices.

Use of Online Software

The Kane Area School District uses many different software applications, which may include AI driven applications. Those applications are all listed on our website at <https://coppa.kasd.net>. If you wish to opt out your student out of these educational software applications, please e-mail techdirector@kasd.net.

VISITORS

The KASD utilizes “Raptor” identification technology for entrance to the school during the school day. All visitors to our school must enter through the front secure vestibule entrance. All visitors are to have a valid government issued ID to enter, ID will be scanned, and a visitor’s badge will be generated. The visitor’s badge must be worn at all times and returned when leaving. No one is permitted to enter the school without being checked through Raptor.

If possible, appointments should be made at least one day in advance. It will not be possible to interrupt a teacher for a visit or conference when that teacher is teaching a class. Those without a pass will be considered to be trespassing.

In order to insure that each student receives the best instruction possible without interruption or distraction, no student visitors or friends of students are permitted to visit the school during school hours.

WRITTEN MATERIALS/COMMENTS

Students should be aware that the faculty takes all written materials and comments made by students seriously. This may include various text messaging and social media exchanges. The district utilizes programs to monitor and detect such materials/comments. It is the responsibility of all district employees to report to the proper authority anything that could be potentially dangerous to the student or another individual. This includes mention of suicide, threats to other people, and questionable behavior. All such reporting is done in the interest of the student's health, safety and welfare.

STUDENT SEARCHES

The District strives to provide a safe learning environment for all students. Without a prevailing sense of safety, students can not effectively learn and teachers cannot effectively teach. This environment of safety is breached when students bring items to school which break school rules and/or cause harm or disruption.

Because students are not always forthcoming and truthful about the possession of harmful or illegal items, the District has occasionally found it necessary to search including the use of a metal wand students' possessions, clothing, and sometimes, students' persons in order to preserve the safe learning environment. In carrying out these searches, the District recognizes that students enjoy individual liberty rights and that students should not be subject to arbitrary searches without reasonable cause. The purpose of this policy is to lend definition to the balance between the protection of the safe learning environment and the protection of students' individual liberty rights. Refusal of searches based on reasonable cause will result in disciplinary action.

Searches of students and their belongings may occur when there exist facts, allegations, or circumstances that create a reasonable suspicion of:

1. A violation of school laws, rules, regulations or policy
2. Harm to a student's self or another
3. Harm to or theft of property
4. Possession of instruments or materials used or potentially used in the behavior described in the preceding three items

CAFETERIA – PURCHASING MEALS

The school provides a variety of breakfast and lunch options daily. Students may purchase meals or a la carte items using their district issued Student ID Card or by entering their Student ID Number on the pin pad.

Kane Area School District has implemented the Community Eligibility Program (CEP). This means that ALL students are eligible for free breakfast and free lunch (no income eligibility application is necessary). All free school meals must meet federal and state guidelines. To meet guidelines, students must take 3 of the 4 items offered during breakfast, and one of those items must be a ½ cup fruit. During lunch, students must take 3 of the 5 items offered and one of those items must be a ½ cup fruit or vegetable. The CEP program does not apply to a la carte items.

Students who wish to purchase an extra entrée, or one of our snack options, or milk only, must pay for these items. To add funds to a student's meal account for a la carte items, please visit schoolcafe.com. With a Student ID number, an online account can be created to view balances or to add funds via a credit/debit card (convenience fee applies). If assistance is needed in setting up your online account, please contact the KASD Food Service Department at 814-837-9570 Extension 1213. Additionally, adding funds to meal accounts via sending cash or check with your student to school will also be accepted. If sending a check, please make

payable to Kane Area School District. Please understand, no students will be allowed to purchase seconds or a la carte items if money is not available in their meal accounts.

Parents or guardians may also limit student purchases by entering limitations on their MySchoolCafe account or by contacting the Food Service Department.

CAFETERIA EXPECTATIONS

1. Students going to lunch should use restroom privileges on the way to the cafeteria. Students will be permitted out of the cafeteria only at the discretion of the cafeteria monitors.
2. If you bring a lunch from home, you should go directly to a table when you enter the cafeteria.
3. Underclassmen cannot “buck” the line when purchasing food; take your place at the end of the line. Seniors may move to the head of the line to purchase their initial lunch.
4. All students must walk to the cafeteria.
5. All students must report to the cafeteria during their assigned period. You may be excused **only** at the discretion of the monitors.
6. Due to the large number of students eating, proper conduct on the part of the student is necessary. Persons not exhibiting proper conduct shall have their cafeteria privileges altered.
Proper conduct DOES NOT INCLUDE
 - a. Making excessive noise
 - b. Throwing food
 - c. Being disrespectful towards cafeteria personnel and/or equipment
 - d. Purchasing seconds with another person's plate
7. The lunch periods contain a minimum of thirty (30) minutes. Most of the lunches can be served in less than twelve minutes.
8. **Students must have written permission from a sponsoring teacher to go to another area of the school during lunch.**
9. Students must ask for permission to use restroom.
10. Only seniors are permitted to sit on the benches in the front hall or in courtyard.
11. Students are expected to keep their table area clean. All garbage should be placed in the garbage cans provided.
12. Students are to quietly return to their classes upon dismissal from the cafeteria.
13. **Food may not be “ordered out” from local vendors.**
14. **Parents may bring food to school for their child; however, food for multiple students may not be brought to the cafeteria without prior approval of the administration.**
15. **No food or drink purchased in the cafeteria is to be removed from the cafeteria.**

VENDING MACHINES AND FOOD

The juice machines may be used ONLY before 8:05 a.m. and after dismissal. State regulations forbid the use of such machines during school hours. No glass containers are permitted in school.

DANCE REGULATIONS

1. Dances are for Kane High School students in grades 9 through 12 and Kane Area High School alumni under the age of 21.
2. Students wishing to bring a guest to Homecoming, Snowball, and/or Prom must return a completed guest request form to the office by 3:00 p.m. on two days prior to the scheduled dance. Dance Guest requests forms will be available in the office. The student bringing a guest is expected to remain with the guest for the evening. Admission of guests is at the discretion of the administration.
3. With the exception of Prom, all dances will be held from 7:00 p.m. to 10:00 p.m. The building must be vacated by 10:30 p.m. with the exception of the clean-up committee, which may have until 11:00 p.m. Hours for the Prom will be 7:00 p.m. to 11:00 p.m.
4. Students attending dances will enter by the outside doors located at the pool entrance. All students and their guests are required to take a Breathalyzer test.
5. All students will be required to sign in as they enter the dance and note the time.
6. Students will not be allowed to enter the dance after 8:30 p.m. (9:00 p.m. for Prom).
7. Students who choose to leave the dance early will be required to sign out and note the time.

8. Once a student leaves the dance, he/she will not be permitted to re-enter.

***Any student attending Prom, Homecoming, Snowball or any other formal dance, should follow formal attire guidelines. Students should wear dress shirts, dress pants, and dress shoes. T-shirts, blue jeans, or informal attire are discouraged. Dress is at the discretion of administration; students should check with administration if they are unsure of formal attire.**

Homecoming and Snowball - Open to all Kane High School Students in grades 9 through 12 and Kane Area High School Alumni, under the age of 21.

Prom – The Junior/Senior Prom will be the responsibility of the Junior Class, the officers of the Junior Class and the Junior Class advisor. This dance is open to any Kane High student in grades 11 or 12 and their guests. Guests are required to meet the criteria listed above.

AUTOMOBILES

The Board provides transportation for students to participate in approved school activities; pupils are not permitted to drive a car in which students are being transported to or from school activities. In cases where permission is granted by the Board of Education for students to travel by private cars driven by authorized drivers, the car must be adequately insured.

Students who will be driving to school or a school function must use the lower parking lot. Front row parking nearest the back of the school is reserved for faculty and visitors. Under no circumstances are students permitted to park in the front parking lot.

Students are expected to use caution when driving in the parking lot and on streets adjacent to the school. Inappropriate driving may result in loss of parking privileges or possible court action. Students who drive to school must abide by the following rules:

1. Lock and vacate your vehicle immediately upon arrival on school grounds.
2. Any student driving to school must be legally licensed and properly insured.
3. Loitering around any vehicle during school hours is prohibited. Access to vehicles during school hours will only be allowed with consent from the principal or his/her designee.
4. Students may not leave school grounds in their vehicles during the school day without written permission.
5. Excessive tardiness or truancy by student drivers and passengers may result in a loss of driving privilege.
6. School property speed limit is 15 mph.
7. Vehicles on school property are subject to search.

Any student who has a financial obligation from the previous year will not be permitted to drive to school the upcoming school year. Any students who leaves school grounds without permission will have his/her driving permission revoked.

DISPLAY OF AFFECTION

No physical contact by students, with the exception of holding hands, will be tolerated. Students violating this regulation will receive appropriate disciplinary action. Students will be suspended if this behavior persists.

CLOSED CAMPUS

The Kane Area High School campus is not open for students to freely come and go as they wish. During the students' instructional day, students may not leave the school or enter the parking lot without prior office permission.

LEGISLATION/ DISTRICT POLICY

KASD Policy 249 BULLYING/CYBERBULLYING

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

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

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

This policy is in effect in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or assistant principal.

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another classroom or school bus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Referral to law enforcement officials.

A copy of this policy is posted in all classrooms in the school, the school office, as well as located on the district website.

Act 17 of 1994 - Institutional Vandalism and Criminal Mischief

A person who intentionally defaces or otherwise damages tangible public property with an aerosol spray-paint can, broad tipped indelible markers or similar device commits criminal mischief. Sentencing for this offense is supervised community service as follows:

- Damage less than \$200 - not less than 50 days or more than 74 days
- Damage of \$200 to less than \$1,000 – 75 to 99 days
- Damage of \$1,000 or more - 100 to 200 days

If community service is satisfactorily completed, the criminal mischief offense is dismissed and expunged from the record.

A person also commits institutional vandalism if the person carries an aerosol spray-paint can, indelible marker or similar device onto public property with the intent to damage property.

KASD Policy 222 Tobacco and Vaping Products

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

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

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

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

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

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

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

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

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

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

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Office for Safe Schools Report -

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

Law Enforcement Incident Report –

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

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

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

Students with Disabilities

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

Act 23 of 1999 - Driver's License Suspension

A student convicted of any offense regarding the possession, sale, delivery or giving away any controlled substance can lose driving privileges.

Any 21 year-old or younger convicted or adjudicated of delinquency relating to terroristic threats committed on any school property, including public school grounds, during any school-sponsored activity or on any transport to/from such an activity can lose their driver's license.

Suspension of driving license as follows:

First offense - 6 months

Second offense - 1 year

Third and subsequent offenses - 2 years

A driver under the age of 18 may not operate a vehicle in which passengers exceed the number of available seat belts in the vehicle.

Criminal Code Section 6306.1 (Use of Tobacco In Schools Prohibited)

(a) Pupils.--A pupil commits a summary offense if the pupil possesses or uses a tobacco product:

- (1) in a school building;
- (2) on a school bus or other vehicle owned by, leased by or under the control of a school district; or
- (3) on school property owned by, leased by or under the control of a school district.

(a.1) Other persons.--

(1) Any person, other than a pupil, commits a summary offense if the person uses a tobacco product:

- (i) in a school building;
- (ii) on a school bus or other vehicle owned by, leased by or under the control of a school district; or
- (iii) on school property owned by, leased by or under the control of a school district.

(2) The board of school directors may designate certain areas on property owned by, leased by or under the control of the school district where tobacco product use by persons other than pupils is permitted. The areas must be no less than 50 feet from school buildings, stadiums or bleachers.

(a.2) Policy.--

(1) The board of school directors shall establish a policy to enforce the prohibition of tobacco product use under this section and may further establish policy relating to tobacco product use at school-sponsored events that are held off school premises.

(2) The board of school directors shall notify employees, pupils and parents of the policy developed in accordance with paragraph (1) by publishing the information in a student handbook and parent newsletter and on posters or other efficient means.

(b) Grading.--A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides and to pay court costs. When a pupil is charged with violating subsection (a), the court may admit the offender to an adjudication alternative as authorized under 42 Pa.C.S. § 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

(c) Nature of offense.--A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

(c.1) Preemption.--This section preempts any municipal ordinance or school board regulation to the contrary.

(d) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Electronic cigarette." An electronic device that delivers nicotine or other substances through vaporization and inhalation.

"Electronic nicotine delivery system" or "ENDS." A product or device used, intended for use or designed for the purpose of ingesting a nicotine product. The term includes an electronic cigarette.

"Nicotine product." A product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or any other means.

"Pupil." A person between the ages of 6 and 21 years who is enrolled in school.

"School." A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, including a career and technical school, charter school and intermediate unit.

"Tobacco product." As follows:

(1) The term includes:

(i) Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, a cigar, a little cigar, chewing tobacco, pipe tobacco, snuff and snus.

(ii) Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

(iii) Any product containing, made or derived from either:

(A) Tobacco, whether in its natural or synthetic form; or

(B) Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

(iv) Any component, part or accessory of the product or electronic device under subparagraphs (i), (ii) and (iii), whether or not sold separately.

(2) The term does not include:

(i) A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, so long as the product is not inhaled.

(ii) A device under paragraph (1)(ii) or (iii) if sold by a dispensary licensed under the act of April 17, 2016 (P.L.84, No.16), known as the Medical Marijuana Act.

Section 2702 of Title 18 (Aggravated Assault)

A person is guilty of aggravated assault if he/she attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student employee of any elementary or secondary public-funded educational institution.

The above pertains to offenses not happening on just school property, but also occurring while a student is en route to school or on his/her way home.

In the case of a fight, charges may be filed in the district magistrate's office by the principal against one or both students involved in the fight. The fine imposed by the magistrate is a minimum of \$150 and a maximum of \$300.

Pennsylvania's Homeless Children's Initiative

The McKinney-Vento Homeless Assistance Act of 1987 aids homeless children and youths who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. Information can also be accessed at the following Pennsylvania Department of Education website link - [Education for Homeless Youth \(pa.gov\)](https://www.pa.gov/education/homeless-youth)

The categories of children who are "homeless" and entitled to the protections of the federal law include the following categories:

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal

employment in agricultural or fishing work; and,

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

Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as "children living with a parent in a domestic violence shelter; runaway children and children, and youth who have been abandoned or forced out of their home by parents or other caretakers; and school-aged parents living in houses for school-aged parents if they have no other available living accommodations."

This policy helps maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is fully resolved by a McKinney-Vento coordinator, state coordinator, through mediation or in court.

The McKinney-Vento Act requires that, "local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youth." **The liaison for homeless children and youth in the Kane Area School District is Ms. Chelsey Murray.**

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that LEAs comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A). Level 1 – A dispute may be raised with the Local Educating Agency (school district). Level 2 – A complaint may be filed with a McKinney-Vento coordinator. **For more information on the dispute process or anything related to the McKinney-Vento Homeless Act please contact Ms. Chelsey Murray, cmurray@kasd.net or 814-837-9570 x1217.**

WELLNESS POLICY

On July 20, 2007, legislation was enacted to change the School Code for the Commonwealth of Pennsylvania to provide a supplemental state reimbursement for each breakfast and lunch served as part of the National School Lunch Program and School Breakfast Program. This applies to all schools that adopt and implement, as part of their wellness policy, the Department of Education's nutritional guidelines for food and beverages available on each school campus. The Kane Area School District has adopted these nutritional guidelines.

The "nutrition standards for competitive foods in Pennsylvania Schools" must be implemented in all identified areas, exactly as written in order for schools to receive the supplemental state reimbursement. Year Two of the standards have been implemented on or before the 2008-2009 School Year and each school year thereafter.

A detailed and complete guide of the all the Nutritional Standards for Competitive Foods in Pennsylvania Schools can be located on the district website (www.edline.net/pages/kane_ASD).

SEXUAL HARASSMENT

Sexual harassment is defined as the unwelcome sexual advances, request for sexual favors, and/or verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting.

In general, the following conduct is clearly considered sexual harassment and is prohibited in Kane Area High School:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully limiting a student's access to educational tools
9. Cornering or blocking of normal movements
10. Displaying sexually suggestive objects in the educational environment
11. Pressure for dates

When a student believes that they are being harassed, he/she should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. Harassment complaints may be made to the principal, teachers, counselors or the school nurse. All employees who receive a harassment complaint from a student shall report the complaint to the principal who will then investigate the complaint.

Students involved in sexual harassment may be subject to suspension and/or expulsion. Legal authorities may become involved.

HAZING - KASD Policy 247

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Kane Area Board of Education.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

STUDENT DRESS CODE

Kane Area High School has established a dress code to aid in accomplishing the following:

- Create and maintain a school environment that is safe, orderly, and conducive to learning.
- Prepare our students on researched based "dressing for success" philosophy. The majority of all students' future employers will require a dress code that directly aligns with the mission of their place of employment.

The main focus of all students will be on successfully acquiring the skill sets and knowledge necessary to obtain their post-graduation goals. Any apparel worn to school that causes a disruption to the educational process is a direct violation of the KAHS dress code.

The following are guidelines to be followed when choosing what to wear to school. Any items not specifically covered in the following guidelines may be prohibited at the discretion of the principal if the item is questionable.

DRESSING FOR SUCCESS GUIDELINES:

- Students have the right to express themselves through their clothing and appearance, provided it complies with the dress code.
- All students are expected to dress in a way that is appropriate for the school setting.
- Dress and grooming standards shall apply equally to all students.
- Bottom lengths must cover the buttocks when sitting, standing, or moving.
- Clothing must provide appropriate coverage of the chest and torso in a way that allows students to participate safely and comfortably in all school activities.
- Attire should not intentionally expose excessive cleavage. This standard applies equally to all students, regardless of gender or body type.
- No clothing that is typically worn as undergarments shall be visible
- Clothing requirements may be necessary for safety in specific classes such as full-length pants, closed toe shoes, athletic shoes, etc. (i.e. Chemistry lab, Vo-ag classes, Physical Education, and other courses as deemed necessary by the teacher of record.)

Unacceptable Apparel:

- Hat, caps, hoods, sweatbands, and bandannas are to be removed prior to the start of the school day and remain off until the end of the student day.
- Sunglasses are not permitted unless prescription/medically necessary as verified by the school nurse.
- Costumes are not permitted to be worn; exceptions would be in conjunction with a school approved event or activity.
- All clothes must be the appropriate fit for the student.
- Any clothing or accessory that poses a safety risk to self or another student(s) is unacceptable. Spiked jewelry is prohibited.

Obscene or suggestive messages:

- Clothing may not be worn if it displays obscene words, pictures or designs; or conveys messages that are sexually suggestive, vulgar, violent, hateful, inappropriate, demeaning or inflammatory, pro-alcohol, tobacco, or drug related; or is symbolic of gangs or hate groups.

Shoe Policy:

- Footwear must be worn at all times. Sandals and flip-flops are permitted.
- Footwear must fit securely enough to the foot for safe movement, have a hard or rubber sole, and not have such a high heel as to cause concern for safety.
- When indoors, footwear is to be free of mud and dirt.

School Representation:

When students participate in activities where they are representing the school, such as field trips, competitions, performances, or other off-campus events, they are expected to dress in a way that reflects respect for themselves, their peers, and the KASD community. This expectation is intended to promote school pride, personal responsibility, and a positive public image. Students should wear clothing that is:

- Neat, clean, and appropriate for the nature of the event.
- Suitable for the environment, activity, and weather.
- Aligned with any specific dress requirements shared prior to the event

Enforcement:

- Dress code violations should be addressed discreetly and respectfully.

- Students shall not be shamed or singled out, and no student will be asked to change clothing in a way that causes them embarrassment.
- Staff should focus on behaviors, not bodies, and ensure dress code enforcement is equitable and unbiased.

Consequences for violation of the 2025/26 Dress Code:

Violation of the dress may result in progressive discipline:

- 1st time - Warning and change of clothes
- 2nd time - Lunch detention and change of clothes
- 3rd time – 30-minute after school detention and change of clothes
- 4th time – 1 hour after school detention and change of clothes
- 5th time – Saturday detentions and change of clothes
- 6th or more – Saturday detentions, parent conference, and change of clothes

If the student is not able to secure a proper change of clothing, then students may borrow a clean shirt and/or sweatpants from the nurse's office.

DISCIPLINE

Discipline

Section 1317 of the School Law of Pennsylvania states:

"Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

The administration of the Kane Area High School will strictly adhere to all policies set forth by the Kane Area School Board and published in the Board Policy Manual.

TEACHERS' AUTHORITY

Teachers organize their classes within guidelines agreed to by the administration. Students are expected to follow teachers' instructions to complete their course requirements. Disputes will be settled by the administration if students have questions regarding a teacher's regulations. In the classroom, teachers will establish certain rules that they deem necessary in developing an atmosphere conducive to learning. It is the responsibility of each student to respect these rules as well as the general policies of the school. Conduct that interferes with maintaining a favorable school atmosphere will not be tolerated. Students are encouraged to exhibit good behavior and to practice the principles of good citizenship.

DISCIPLINE CODE

In order to provide a safe and effective learning environment, the District must maintain discipline in the face of student misconduct. This policy is intended to provide a general outline for the manner in which discipline will be handled. The student is reminded that this discipline policy does not stand alone. Other district policy sections also relate to student conduct including, but not limited to, the Student Search Policy and the Athletic Policy.

This code will govern any circumstance or action that has impact upon the District, its employees or students, or the educational process of the District. That means this code will govern behavior and circumstances that occur during school or school-related activities if there is misconduct that has a direct and immediate tendency to influence the conduct of other people while in the school room, to set at naught the proper discipline of the school, or to impair the authority of the District's employees. An example of

this would be insubordination to a teacher at a restaurant or intentional infliction of damage to a teacher's house or property. This code gives a general description as to consequences that the District will impose through its system of discipline. The student should be aware that in addition to the consequences of the code the student may also be subject to criminal prosecution for misconduct that rises to the criminal level.

HOW TO UNDERSTAND THIS CODE

Described in the paragraphs below are general categories of misconduct. For the most part, these categories are described in one or two words; the categories are intended to be very general in nature and broad in their scope. When a student is disciplined for misconduct, the consequence of the misconduct will usually be the consequence(s) set forth in numerical order under the applicable general category. When more than one category applies, the District may impose discipline under the category or categories it believes most applicable.

The discipline outline herein will be carried out in accordance with the laws of Pennsylvania and Policies of the Kane School District. However, this code cannot anticipate every possible circumstance or type of misconduct. Therefore, this code is intended to serve as a general guide applicable to most, but not all, situations. Greater or lesser discipline, alternative referrals, or other alternatives of action not necessarily set forth herein may be taken or imposed depending upon the circumstance of the infraction.

The student must be aware that the District cannot police every instance of misconduct. Because the District does not impose discipline upon a student for misconduct is no reason to believe the District will not impose discipline for the same misconduct the next time it occurs. When two or more students are involved in misconduct the fact that the District does not impose discipline upon one of those students is no reason to believe that the District will not impose discipline upon the other student(s).

In addition to the discipline described below, the student is advised that the District may also confiscate any items used in association with misconduct (such as tobacco, cheat sheets, weapons, computer accessories, beepers, telephones, alcohol, etc.)

From time to time the consequences listed below include the phrase "or other disciplinary action." That phrase is intended to include suspension, expulsion or referral to the district magistrate. Other disciplinary measures such as detention may be substituted for and/or added to the consequences described below at the discretion of the building administrator.

Special Education students will be disciplined under this policy subject to the requirements of State and Federal guidelines.

CONSEQUENCES FOR VIOLATION OF POLICIES, RULES AND REGULATIONS

TEACHER ACTIONS

1. Teacher/pupil conference
2. Special written assignment
3. Parent Contact
4. Teacher/pupil/parent conference
5. Informal conference with school administration (may include parent/pupil)
6. Timed out to office
7. Conference with school counselor
8. Referral to Student Assistance Program
9. Detention of pupil before or after school for a reasonable period of time. Detention notices shall be issued with a minimum of 24 hours notice to the student. Parent(s) or guardian(s) shall be responsible for arranging transportation home.
10. Behavior Modification Contract.
11. Official discipline referral to school administrator (misconduct report/contract)

ADMINISTRATIVE ACTIONS

1. Conference with pupil and/or parent.
2. Counseling
3. Detention – the administrator may detain a pupil before, during or after school for a reasonable period of time (twenty-four hour notice).

4. Denial of privileges – The administrator may exclude the student from participating in activities or programs that are otherwise afforded to students.
5. Exclusion from class – The administrator may elect to exclude the student from a class in which he/she has presented behavior problems until a parent/teacher/pupil conference can be held to resolve the problem(s).
6. Restrictions – confiscation
7. In-school suspension
8. Saturday Detentions
9. Special work assignments
10. Out-of-school suspension
11. Legal authorities
12. Judicial review
13. Expulsion

“TIMED OUT” IN OFFICE

A student who is “timed out” of a class or study hall is to report directly to the office. Time and/or work missed must be made up at the discretion of the teacher. Failure to comply with the teacher’s directions may result in the student being detained after school by the principal, forfeiture of class work missed, or placed on a behavioral contract. Students “timed out” must report to the teacher who assigned it by the end of the day. Teacher will make contact with the parent regarding the reason for the time out of student.

RESTRICTION

Restriction results from a violation of trust. Students on restriction must be under the direct supervision of school personnel at all times during the school day. Students on restriction are not permitted to leave class, study hall or the cafeteria for any reason. Tardiness to class is a violation of restriction.

It is the student’s responsibility to remind teachers that they are on restriction and may not leave the class. (Note: A student monitor may be assigned only to bring a student to the office.)

COMPUTER ACCESS RESTRICTION

Computer access restriction results from a violation of use of the computer. Students on computer access restriction must be under direct supervision of a teacher when using a computer; otherwise, the student will not be permitted to use a computer for any reason.

MISCONDUCT REPORT

A student may be informed of an offense through a Misconduct Report. The parent/guardian will be informed by letter and/or phone of the behavior and the consequences. A second Misconduct Report may require a meeting between principal, parent and student.

STUDENT PASSES

Students traveling through the building must use Student Passes. They must be used to “time out” any student and be followed up with a Misconduct Report, if necessary.

LUNCH DETENTIONS

Students who are assigned lunch detention will adhere to the following procedures:

- Students are to go directly to the lunch monitor to share they have lunch detention
- One of the lunch monitors will take the students to the front of the line so they can get their lunch and report to the office to eat
- Students will stay in the office until bell rings. Trays will be returned by the office staff.
- Be aware students will not be able to get seconds or snacks on lunch detention unless there is a medical issue.
- No cell phone use during lunch detention.

WEEK DAY DETENTIONS

Students are to report to the assigned area during detention, with work to do. Detention may be assigned before school, during lunch, during homeroom, or after school for a time period of between 30 and 60 minutes. There will be no talking, sleeping, music, electronic devices, or games allowed. Students who do not attend an assigned detention may be excluded from attending after school events until detention is served.

SATURDAY DETENTIONS

The Saturday detention program will allow students to complete their time for school infractions while not missing valuable class time. Students who are assigned Saturday detention must be at the Kane Middle School Library before 8:00 a.m. Saturday detention runs from 8:00 am to 12:00 pm. Any students arriving to detention after 8:00 a.m. will not be permitted admission and will have to serve the detention on the following Saturday. Students assigned to Saturday detention must abide by the following rules;

- Students are responsible for their own transportation to and from Saturday detention.
- Parents will be notified by phone and mail of the assigned Saturday detention as well as rules for the Saturday detention.
- Students are to be working on assignments and/or reading quietly the entire time.
- Restroom breaks will be provided at set times during the detention.
- No sleeping or head down.
- If a student leaves detention or is removed from detention, parents will be notified immediately, as well as a possible referral to law enforcement.
- Any other rules and regulations are to be set forth by the Saturday detention monitor.

Failure to follow these rules will result in another assigned Saturday detention. If a student fails to complete the detention on the date assigned, they will have to make the detention up on the following Saturday. From the time of detention assignment until the detention is satisfactorily completed, the following will apply to the student;

- Students are not permitted to participate in any extra or co-curricular activities, including games and school sponsored club activities.
- Students are not permitted on school property for any events after the regular school day. This includes being a spectator for any event on school property.

BEHAVIORAL CONTRACTS

Behavioral contracts may be used by teachers based on poor student behavior or performance. Contracts must be supported with anecdotal records and prior contact with a parent.

IN-SCHOOL SUSPENSION

In-school suspension is assigned to students that do not abide by the rules and regulations of the Kane Area High School. Through the use of individualized attention, students are able to complete their academic work as well as gain a better understanding of the behaviors that are expected of them. When assigned in-school suspension, students will:

1. Report directly to the office.
2. Have in their possession all books and materials needed for the day.
3. Bring lunch or eat the school issued lunch in assigned ISS area.
4. Complete and hand in all assigned work.
5. Conference with the principal.
6. No cell phone use permitted.

OUT-OF-SCHOOL SUSPENSION

The student is removed from the school setting for one to ten days for acts that are unacceptable or dangerous to self or others or actions that are of a repetitive nature after receiving adequate warnings and notice. Any student suspended for three (3) or more days must have a parent/guardian reinstate the student the day of return to school.

JUDICIAL REVIEW

At the discretion of the administration, students who continually violate students' rights and responsibilities will be referred to a Judicial Review Committee. This committee is composed of one or more school board members, the principal or his designee, a guidance counselor and two teachers not involved in the situation under discussion.

EXPULSION

The Board may either expel for a period exceeding ten school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and a Board vote after the hearing.

Discipline Procedure Overview

The following is a list of behaviors that are inappropriate at Kane Area High School and will be dealt with to ensure a safe, healthy, and orderly environment conducive to learning. This is not an all-inclusive list, but a general description of behaviors and consequences that may occur. You are responsible for your behavior and actions. Teachers and/or the administration will deal with violations of the discipline policy according to school, district, state, and/or federal laws and policies.

Examples of Infractions

- Class cut (class, study hall, lunch)
- Cafeteria Rules (noisy, sloppy, messy, throwing food, leaving food, etc...)
- Cheating
- Disruptive behavior
- Dress code violations
- Driving related
- Failure to bring an excuse within required time – Will lead to illegal/unexcused absences
- Failure to follow ISS rules (not filling out assignment sheet, not completing assignments, etc...)
- Failure to follow reasonable requests (not completing assignments, non-participation, etc...)
- Minor disruptions (talking out, out of seat, noisy, etc...)
- Misuse of Internet
- Out of assigned area (wandering hallways, in an area not designated by teacher, no legitimate pass)
- Public displays of affection (kissing, excessive hugging, etc...)
- Skipping office assigned detention
- Skipping teacher detention
- Tardy to class or school
- Teasing
- Use of cell phone or other electronic device when it is not permitted.

The above infractions may become major infractions depending on the situation, severity, and/or frequency of behavior. These infractions will be dealt with using one or a combination of the following discipline actions:

- Warning, Misconduct Report, Parent Contact, Conference (student, teacher, administrator, and/or parent), Restriction, Detention, Saturday Detention, temporary placement in the Alternative Education Program (1-10 days), Student Assistance Program referral.

Examples of Major Infractions

- Aggravated Assault
- Assault against faculty/staff/volunteers/any school personnel
- Bus Disruption (bus stopped, bus returns to school, route changed, etc...)
- Defacing or damaging school property
- Disorderly conduct (fighting, assault, threats)
- Forgery or alteration of a document
- Harassment (chronic teasing) or Bullying
- Insubordination (chronic refusal to follow reasonable requests, to participate, and to conform to class/school rules)
- Leaving school without permission
- Major disruption (any behavior that totally disrupts class or any school function including the cafeteria, hallways, assemblies, athletic events, etc...)
- Possession or Use of a Controlled Substance (Alcohol, Drugs [including over the counter and look alike], and Paraphernalia)
- Possession or Use of Weapons
- Possession or Use of Tobacco
- Sexual Harassment
- Terroristic Threats
- Theft
- Truancy
- Vandalism

Any major infraction will result in the student's parent(s)/guardian being contacted, a misconduct report, and one or a combination of the following disciplinary actions:

- Conference (student, teacher, administrator, and parents), Restriction, Restitution, Detention, Saturday Detention, ISS, OSS, Student Assistance Program referral, Police referral, Magistrate referral, Judicial Review, and/or Expulsion.

Miscellaneous Inappropriate Behavior – Any student who engages in inappropriate behavior, not otherwise specifically addressed in this code, including but not limited to self-destructive behavior, behavior that is harmful to others or the property of others, or other behavior that negatively reflects the values of this discipline code or the philosophy, goals, and aims of the Kane Area School District, will be subject to disciplinary action. The discipline may include action by the administration, as well as, possible referral to police and/or the district magistrate.

The administration reserves the right to use greater or lesser disciplinary actions due to the severity of the violation.

Student Responsibilities

The Pennsylvania Code specifically outlines student responsibilities. Subsection 12.2 of the Pennsylvania Code is as follows:

12.2. Student responsibilities

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

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

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

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

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

STUDENT ACTIVITIES

All students participating in these activities are required to abide by the rules and regulations established by the activity director, school authorities, or any other authorized body.

ATHLETIC ASSOCIATION CLUB (AA)

Student members are in charge of ticket booths at home basketball, volleyball games and wrestling matches, as well as selling refreshments at those events.

HI-LIFE

Students produce the school newspaper.

QUIZ BOWL

This academic competition is with high schools from Cattaraugus, Chautauqua, and Warren counties that is broadcast over the radio.

HURRI-KANE

The Kane Area High School yearbook and staff are becoming well known for their great product. Last year's book received many compliments. Orders are taken in November with payment due at that time. Delivery is the following August.

MARCHING BAND

Open to all students in grades seven through twelve.

MARCHING BAND FRONT

Includes the flag corps, rifle corps, majorettes, and color front line

NATIONAL HONOR SOCIETY

Open to students in grades 11 – 12; based on service, leadership, character and high academic achievement with candidates selected by a faculty council.

The National Honor Society Selection Process

Any junior or senior who has a GPA of 3.70 or above is invited to apply for admittance into NHS. Applications are handed out to these students with instructions for completion and deadline information. This application packet includes an application for the student to complete, 3 teacher recommendation forms for the student to give to three teachers he or she feels know him/her best, and documentation forms for community service, leadership and activity.

Once these forms are all received by the Chapter adviser, they are then scored by a five member NHS advisory committee. They score these using the rubric, and they do so independently without consulting each other. This rubric has a 50 point total. The 50 points are divided up as follows:

- 5 points based on the 3 teacher recommendations. This is completely objective as it requires just adding up the scores from the 3 recommendations and giving points based on a predetermined scale.
- 3 points based on GPA- since all students have a 3.70 or higher, they are all awarded the full 3 points for scholarship.
- 5 points for leadership- these points are awarded based on the leadership activity described on the leadership documentation sheet as well as the feedback from the sponsor who completed this sheet. The rubric provides some basis for breaking this down on a 5 point scale but there is some subjective judgement involved (as it inevitably will be no matter how hard we try to keep this out of the decision making process).

- 5 points for service- these points are awarded based in the community service described on the community service documentation sheet as well as feedback from the sponsor who completed this sheet. Points are also awarded based on the rubric.
- 2 points for service length- these are based on the number of hours of community service described on the community service documentation sheet
- 5 points for activity- points awarded in a similar manner to leadership and service
- 10 points for the student portion of the application- these are based on how well written and well thought out answers were on the application sheet
- 10 points for the student portions of the activity, leadership, and community service sheets- in these sections the student had to describe how these activities would help them to be good members of NHS
- 5 points based on the recommendation scores of the entire faculty. Every member of the faculty is given a sheet asking about the qualities outlined by the national NHS chapter and asking them to rate each candidate on these qualities. Teachers are not required to fill these out and do not fill them out for students they do not know. This is also a set amount of points based on a predetermined scale.

Once the five advisory committee members have completed scoring, they give the sheets to the adviser to total. The council will then meet- the five members of the advisory committee and the adviser. The scores are discussed to make sure there are no discrepancies or major disagreements between scores. All members of this committee take this responsibility very seriously and there are many discussions about their desire to remain objective with their scores.

SCIENCE OLYMPIAD

Students use scientific knowledge to compete against other schools, culminating in a national competition

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)

Students promote positive peer pressure that others should not drink and drive, use tobacco products, drugs or make other harmful decisions.

STUDENT COUNCIL

The voice of the student body in school government; provides many services for the students such as assemblies, dances, concerts, etc.

ATHLETICS

INTERSCHOLASTIC ATHLETICS – Freshman, junior varsity and varsity sports for boys and girls. Sports include: Football, Baseball, Softball, Basketball (boys and girls), Volleyball (girls), Cross Country (boys and girls), Wrestling, Track (boys and girls), Soccer (boys and girls), Golf (boys and girls), and Trap Team (boys and girls).

CHEERLEADERS – chosen in the spring, represent Kane High at most athletic events throughout the year

STUDENT PARTICIPATION - Interscholastic athletics are offered by the KASD as an extracurricular activity designed to enhance the physical, emotional, and social development of those choosing to participate. Since interscholastic athletic participation is a privilege and not a right for students of the district, each pupil must successfully address the following issues in order to participate:

- Parent Consent: To be eligible to practice or play in any sport, a student athlete must have on file with the principal a certificate of consent signed by a parent or guardian. If a student decides to quit a sport, written permission should be received from the parent or guardian expressing the reason.

- **Physical Examination:** No student athlete shall practice or play without having been examined and certified for play by a licensed physician of medicine or osteopathy or a nurse practitioner. Before each subsequent sports season of the same academic year, he/she must be re-examined or re-certified for participation by said licensed individual before practice shall commence.
- **Insurance:** All student athletes must enroll in the Student Accident Insurance Plan or furnish evidence that their parents are willing and capable of assuming the medical and/or hospital costs and expenses resulting from athletic injuries to their child or children. Parents may waive the purchase of student accident insurance provided appropriate information is included on the Athletic Participation Contract. It shall be the coaches' responsibility to ensure proper coverage before allowing an athlete to participate in practice or contest.

STUDENT ATHLETIC AND SCHOOL SPONSORED ACTIVITY ELIGIBILITY REQUIREMENTS

Students must be passing and complete in **all** of their classes to remain eligible to participate and compete in any contest, activity, or event for **all** school sponsored clubs and organizations. When a student signs up for a club, organization, or team, their name will be added to the roster and monitored on a weekly basis for eligibility while that club, team or organization is in session or season. Students will still be able to participate in practices throughout their period of ineligibility. The period of eligibility is one week, from Sunday through Saturday. Eligibility for each week is determined on the Thursday morning prior to the next eligible week. If a student is failing any course on Thursday morning when eligibility is due, he or she will be ineligible to compete beginning the following Sunday through Saturday. Students who are listed as incomplete can make up their work at any time and become eligible **the school day after the work is turned in**, or sooner if approved and confirmed by the teacher of the class in question, provided they are passing the class. At the end of each marking period all student athletes must be passing all of their classes. If not, he/she is ineligible for fifteen (15) days at **both the middle and high school. The days of ineligibility begin the day report cards are issued.** It is important to point out the ineligibility is carried over from sport to sport as well as season to season. At the end of the school year, the student's final grades in the student's subjects rather than the student's grades for the last grading period shall be used to determine the student's eligibility for the next grading period.

TRANSPORTATION

All student athletes are expected to ride to and from contests as a team, in school provided vehicles, from Kane Area High School and back to Kane Area High School. A student may request to travel to and from an event with a member of the immediate family, but only with prior written permission from the principal.

GOOD SPORTSMANSHIP:

The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

***Gain An Understanding And An Appreciation For The Rules Of The Contest** - The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinion on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

***Exercise Representative Behavior At All Times** - A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

***Recognize And Appreciate Skilled Performances Regardless of Affiliation** - Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practice. This not only represents GOOD SPORTSMANSHIP but also reflects as a true awareness of the game by recognizing and acknowledging quality.

*Exhibit Respect For The Officials – The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

*Display Openly A Respect For The Opponent At All Times – Opponents are guests and should be treated cordially, provided with the best accommodations and accorded tolerance at all times. Be a positive representative for your school, team or family. This fundamental is the Golden Rule in action.

TRADITIONS

Kane Area High School has a rich history filled with tradition. Your predecessors have established these traditions over the years. The most important tradition is that of **EXCELLENCE!**

SPIRIT WEEK

Spirit week is held every fall preceding the Homecoming football game and dance. It is a week of class competition between seniors, juniors, sophomores, and freshmen to promote school spirit.

HOMECOMING

The tradition of homecoming at Kane Area High School takes place each year at the end of spirit week. Senior girls from an eligibility pool are voted onto the homecoming court. The homecoming queen is selected from the court by a vote and is crowned at half-time during the football game.

MISS KANE HIGH

Each year a female student in the junior class is chosen to represent Kane Area High School as a candidate for queen at the McKean County Fair. Eligibility requirements include:

1. Passing all classes
2. No suspensions
3. No arrests
4. No 10 day letters regarding attendance
5. No discipline related to tardiness
6. Participate in community service or extracurricular school activity
7. Must be a female member of the junior class.

SENIOR CLASS TRIP - Each year the senior class visits Washington, D.C for three days. A variety of activities are planned, including visits to the Capitol and historical sights. A senior student must be academically and behaviorally eligible to attend the senior class trip.

SENIOR CLASS GIFT – Presented by the senior class president at the commencement ceremony, the senior class gift is a tradition paid for with funds earned by the senior class.

PROJECT GRADUATION – Project Graduation is a traditional all-night celebration for the senior class and is held after the commencement ceremony. Parent volunteers begin planning and fundraising early for this event that transforms the campus into a party to celebrate four years of hard work and success.

Success

By Ralph Waldo Emerson

To laugh often and much

To win the respect of intelligent people and the affection of children

To earn the appreciation of honest critics and endure the betrayal of false friends

To appreciate beauty

To find the best in others

*To leave the world a bit better,
whether by a healthy child, a garden patch,
or a redeemed social condition*

To know even one life has breathed easier because you have lived

This is to have succeeded.

STUDENT SERVICES AND SPECIAL EDUCATION SERVICES

The Kane Area School District, either in conjunction with Intermediate Unit Nine or independently, offers a wide variety of special education services to students of our district.

Those interested in exploring any of the following services are urged to contact the Superintendent's Office at 837-9570 for further direction.

CHILD FIND PROCESS – M.T.S.S. PROCESS

The Kane Area School District provides a proactive approach to dealing with students who may be exhibiting academic, social-emotional, or behavioral problems in school. Each school has a building based problem solving team called the Multi-Tiered Support System Success System (MTSS) team. When a student is experiencing difficulty, a teacher or a parent can bring the issue before the team to brainstorm interventions. An intervention plan is developed and monitored. If the plan is unsuccessful and it is believed the student may have a disability requiring extraordinary and continued interventions, a referral will be made to the school psychologist to complete a multidisciplinary evaluation.

PSYCHOLOGICAL SERVICES

The school psychologist serves on a variety of intervention teams within each school; Multi-Tiered Support System Success System (MTSS) team, Student Assistance Program (SAP) team (for students who may have serious issues regarding mental health and/ or drug/alcohol) and Crisis Response Team (for dealing with a crisis within the school which could have an overwhelming emotional effect on a critical mass of the school). The school psychologist also conducts multidisciplinary evaluations (MDE) for possible identification of students who may have a disability requiring interventions through a Student Service Plan (Chapter 15; SSP) or an Individualized Educational Plan (Chapter 14; IEP). The formal involvement of the school psychologist requires parental consent.

MULTIDISCIPLINARY EVALUATION (MDE)

This process is used to recommend whether a student is exceptional and in need of specially designed instruction. Information is provided and examined by a team (parent/guardian, school personnel, and any other resource persons) to determine whether to recommend services in any of the following areas:

Gifted Support

Autism

Traumatic Brain Injury

Visual Impairment

Other Health Impairment

Hearing Impairment

Orthopedic Impairment

Speech and Language Impairment

Emotional Disturbance

Mental Retardation

Specific Learning Disability

Multiple disabilities

Developmental Delay (age 3 to school age)

CHAPTER 15 SERVICES

These services are provided by the district in compliance with the law to protect handicapped students who require aides and/or accommodations designed to fulfill educational needs commensurate with non-handicapped students.

HOMEBOUND INSTRUCTION

The district will provide guided instruction for the core courses (language arts, mathematics, science, and social studies), at a minimum, for those students who by doctor's orders cannot attend regular classes for a period of time not less than ten school days.

Additional information pertinent to these services, as well as due process rights for parents/ guardians, can be obtained in the guidance offices of the elementary, middle and high schools.

BEHAVIOR MANAGEMENT POLICY FOR SPECIAL EDUCATION STUDENTS

For special education students displaying behavior difficulties, which may be interfering in the learning process, the IEP team should consider a Behavior Management Program with the cooperation of Intermediate Unit Nine consultants.

Behavior Management Programs include a variety of techniques to develop and maintain skills that will enhance the individual's opportunity for learning. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, staffing and program concerns, shall be reviewed and addressed prior to development of a behavior management program.

For each eligible student who exhibits behavior problems which interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior in accordance with Chapter 14 (relating to special education services and programs).

Positive, rather than negative, measures shall form the basis of behavior management programs. This would include methods, which utilize positive reinforcement to shape student behavior, ranging from use of positive verbal statements as a means of reinforcement for good behavior to specific tangible rewards. The type of intervention chosen shall be the least intrusive necessary and shall be in accordance with Chapter 14. Aversive techniques, restraints or discipline procedures may never be used as a substitute for a behavior management program.

RESPONSIBILITY

The IEP team will document the type of behavior management program that is developed. It will also be the responsibility of this team to determine the effectiveness of the agreed upon interventions. This will insure that the least restrictive and intrusive methods are being utilized. The district will not proceed to more restrictive or more intrusive methods without previously obtaining signed parental consent.

It will be the responsibility of the school district to provide training to school personnel for the use of appropriate procedures, methods and techniques to be used in conjunction with the behavior management plan.

NOTICE TO PARENTS AND ELIGIBLE STUDENTS WHO RESIDE IN THE KANE AREA SCHOOL DISTRICT

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS IN THE KANE AREA SCHOOL DISTRICT

Family Educational Rights and Privacy Acts (FERPA) provides for its parents and students who are over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request of access.

Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Kane Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

Disclosure to school officials with legitimate educational interests is permitted. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a specific 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 task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

As per FERPA and No Child Left Behind Legislation, directory information (name, address, telephone number) is made available to Military Recruiters and officials of institutions of higher learning upon request. Parents /guardians may request this information to be withheld from third parties by notifying the building principal in writing of this request. The request must be made at least once in each building the student attends.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notification of Rights Under PPRA

The Protection of Pupil Right Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible student”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning “protected information.” If the US Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

2. Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);

- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional materials used as part of the educational curriculum.

4. Receive notification of district policy. The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

5. Report violations. Parents and 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

KASD ACCEPTABLE USE OF INTERNET (KASD Policy 815)

1. Purpose

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

2. Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that district Internet, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive, access, or display on or over the district's Internet, computers or network resources, including personal files. The district reserves the right to monitor, track and log network access and use; monitor fileserver space utilization by district users; monitor cloud storage and usage by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors except as used for educational research purposes:

1. Defamatory
2. Lewd, vulgar, or profane
3. Threatening
4. Harassing or discriminatory
5. Bullying
6. Terroristic
7. (Consisting of/Relating to) Weapons

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of any computer and network resources with Internet access. The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of any computer and network resources with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering software for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

3. Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district may use monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors on district computers and network resources.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

4. Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them. Restriction of minors' access to materials harmful to them.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers, electronic devices, or other network resources without authorization. Accessing the Internet, district computers, electronic devices, or other network resources without authorization.
19. Disabling, bypassing, or adjusting the Internet blocking/filtering technology protection measure(s) without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting, or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Passwords shall adhere to the following best practices:
 - a. MFA - Multi-factor Authentication is used on all employee/volunteer, and Board Microsoft and Google accounts at KASD. It is recommended
 - MFA - Multi-factor Authentication is used on all employee/volunteer, and Board Microsoft and Google accounts at KASD. It is recommended MFA be used on all accounts that allow such authentication.
 - Changed once a year (365 days).
 - Cannot reuse the previous ten (10) passwords.
 - Minimum eleven (11) characters in length.
 - Passwords must meet three (3) of the following four (4) complexity requirements.
 - English uppercase characters (A-Z).
 - English lowercase characters (a-z).
 - Base ten (10) digits (0-9).
 - Nonalphabetic characters (for example: !, \$, #, %).

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[19][20]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the Superintendent or designee.

Accessibility

District staff who maintain district websites and web pages shall post content, which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:

All district websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network, Internet enabled electronic devices, or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

237. ELECTRONIC DEVICES

Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition

Electronic Devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers as well as any new technology developed with similar capabilities.

Authority

The Board restricts and/or prohibits inappropriate **use of** electronic devices by students during the school day at any time in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.[1]

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[2]

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

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Use of Personal Devices for Electronic Recording and Photographic/Video Imaging

The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes. (*18 Pa.C.S. subsection 5703*)[9]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Terms of Use

The district allows use of an electronic device by a student for the following reasons:

1. Safety or emergency reasons.
2. An individualized education program (IEP) or a Section 504 Service Agreement.
3. Classroom or instructional-related activities. Examples of devices for activities:
 - a. E-book Readers without network/Internet/wireless/cellular access.
 - b. Tablets without network/Internet/wireless/cellular access.
 - c. Netbooks/Laptops without network/Internet/wireless/cellular access.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons.

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a medical need or due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Surveillance Policy

Student's Name _____

Measures used by the Administration to promote student and staff security and safety may include the use of surveillance cameras that transmit and/or record video and/or audio. These may be installed on school buses, school hallways, cafeterias, athletic fields, gymnasiums, or other areas of school facilities presenting safety and security concerns, where student and staff safety would be enhanced by supplementing staff supervision, and/or where constant staff supervision is not practical or feasible.

It should be remembered that school facilities such as school hallways, cafeterias, athletic fields, buses and the like, are public facilities. Members of the public, staff, or students are likely to be present at any time or place, and it is likely that any conversation at any time might be overheard. Therefore, people should have the expectation that on or within a school facility their conversations may be overheard or recorded, and their images may be seen or recorded.

Whenever camera surveillance includes audio recording, the Administration will use reasonable efforts to provide notice to members of the public, students, and staff which notice may include the following means:

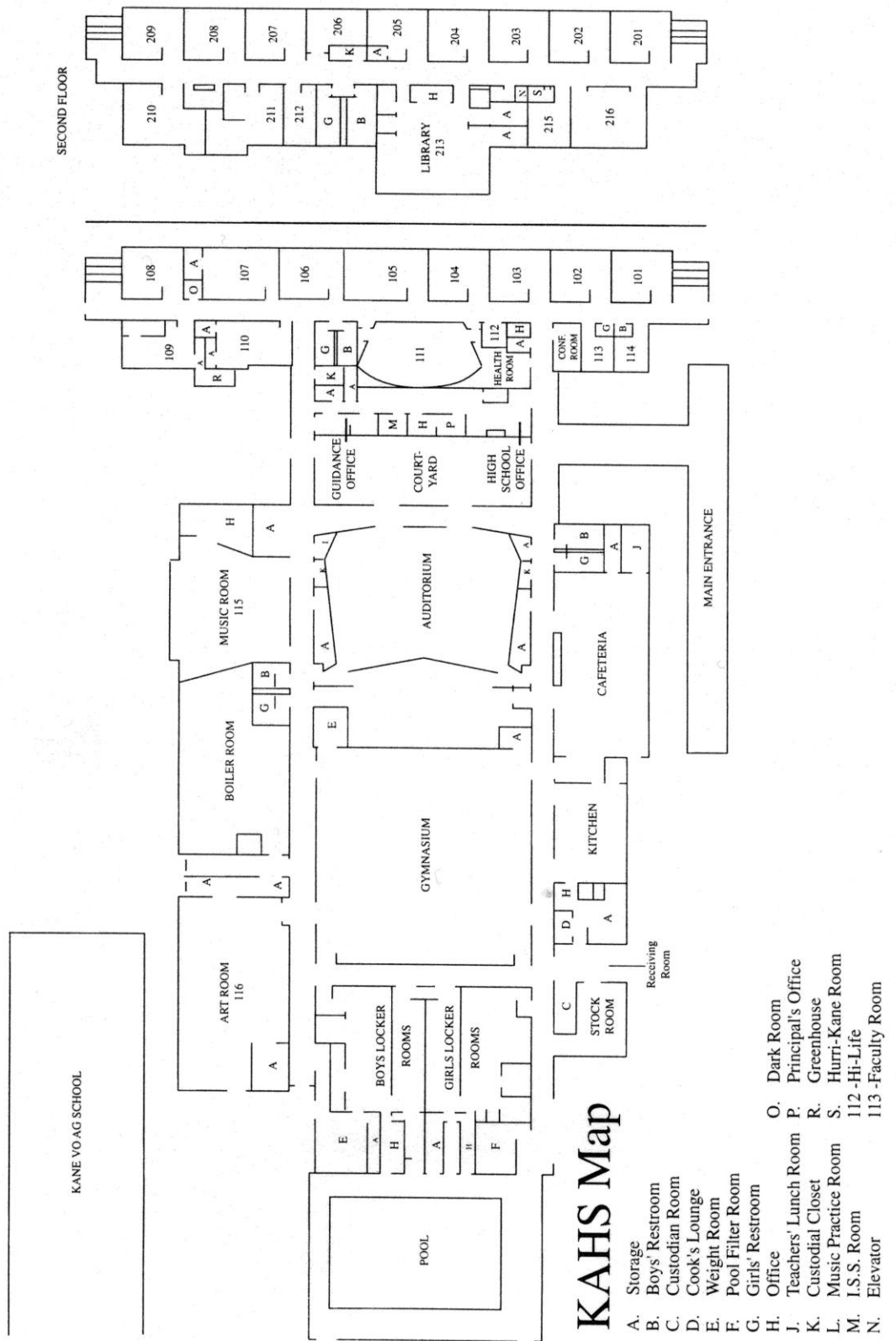
1. Posting signs at the affected locations indicating that video and audio recording may be taking place;
2. Notice in the student handbook, pupil transportation orientation materials, and employee handbooks and in the notices section of the school calendar.

I have read this Surveillance Policy and understand that audio and video equipment will be used by the Kane Area School District for the purpose to promote student and staff security and safety.

_____ Date_____

Parent/ guardian signature

This must be returned to the school office by August 29, 2025





Name _____

Date_____

Date of Incident _____

Time of Incident _____

Exact Location of Incident _____

According to KASD policy 249;

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Based on the above definition, do you feel this incident involves bullying? Yes No

People present at the time of the incident:

DETAILED account of the incident (use the back of this form if necessary):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Was this incident reported to anyone else (police, parents, teachers, etc.)? If yes, who?

Were there any conditions before this incident that should be brought to the attention of the district?

What evidence do you have related to this incident?

***If this incident involves the use of social media (Facebook, text messages, notes, graffiti, etc.) as evidence, PLEASE save records of these items in print or in an electronic device.

Office Use Only

Investigator _____

Dates/duration of investigation _____

List the names of people you spoke to as part of this investigation and how their information was recorded.

Who was contacted as a result of the investigation (police, parents, CYS, caseworkers, probation, etc.)

Were any disciplinary actions or referrals made as a result of this investigation? YES
NO

(If yes, please provide details)

**This form must be completed and returned to the office
two weeks before the date of the trip.**

Educational Trip Request

“Parents desiring to take their children on an educational trip must submit to the administration a description of the educational value to be gained by the student.”

“This request must be submitted at least two weeks prior to departure for proper review. Students are responsible for making arrangements with their teachers to make up all work to meet course requirements.”

It is the recommendation of the Kane Area High School principal that all vacations be scheduled around school seasons. The duration of a vacation (time off school) is suggested at five (5) days; however all circumstances will be reviewed individually.

Student Name _____ Grade _____

List date(s) school will be missed _____

Please **write a description** below, or attach, of the educational value of this trip - be specific. If no description is listed, trip will not be approved.

Parent Signature _____ Date _____

TEACHER REVIEW

If the student is in an academic position to be excused from school for this number of days AND has made arrangements with you to receive the appropriate make up work, please sign below.

If you feel the student should not be excused from school for this time period, please write your comments on the back of this sheet.

SUBJECT/CURRENT GRADE_____	SUBJECT/CURRENT GRADE_____
SUBJECT/CURRENT GRADE_____	SUBJECT/CURRENT GRADE_____
SUBJECT/CURRENT GRADE_____	SUBJECT/CURRENT GRADE_____
SUBJECT/CURRENT GRADE_____	SUBJECT/CURRENT GRADE_____

DATE RECEIVED IN OFFICE _____

REVIEWED BY PRINCIPAL - DATE _____ APPROVED _____ NOT APPROVED _____

Principal Signature _____ -

FOR JUNIORS AND SENIORS ONLY

COLLEGE VISIT REQUEST FORM

This form must be completed and returned to the school counselor TWO DAYS prior to the date of the college visit. The student is allowed three college visits per year. Written proof of your visit is required from the admissions office upon return to the high school.

Student Name _____ Grade _____

Date(s) of school to be missed _____

College(s) scheduled to visit _____

Parent/Guardian Signature _____ Date _____

TEACHER REVIEW: If the student is an academic position to be excused from school AND has made arrangements to receive the appropriate make-up work, please sign below. **If the student should not be excused from school for this time period, please write your comments on this sheet.**

Subject/Current Grade/Signature _____

Subject/Current Grade/Signature _____

Subject/Current Grade/Signature _____

Subject/Current Grade/Signature _____

Date Received _____

Approved _____ Not Approved _____

Verification of visit received _____

PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE BY FRIDAY, August 29, 2025.

Kane Area School District - Student Account Agreement

Student Section

Student Name _____ Grade _____

I have read the KASD Student Acceptable Use of the Internet Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the KASDNet Student Acceptable Use Policy. I will supervise my child's use of the system when my child is accessing the system from home.

I hereby release Kane Area School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, KASDNet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Name: _____

Home Address: _____ Phone: _____

Parent Signature: _____ Date: _____

THIS PAGE IS FOR JUNIORS AND SENIORS ONLY. PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE BY FRIDAY, August 29, 2025.

As a result of the "No Child Left Behind Act", schools are required to disclose names, addresses and telephone numbers of students upon request by military recruiters and institutions of higher learning, unless individual students or their parents request that the information not be released without prior written parental consent.

As of October 1, 2002, Kane Area High School will, upon request by military recruiters or institutions of higher learning, provide lists of students, addresses and telephone numbers.

If you request that your child's name, address and telephone number not be included in this listing, please complete the information below and return to Mr. Stanko, Principal, Kane Area High School. As soon as we receive this notice from the parent or student, the student's name will no longer be included in listings.

Please print.

NOTICE

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

_____ (Date)

Dear Parent/Guardian and Student:

Pursuant to 20 U.S.C §7908, 10 U.S.C. §503, and 51 P.S. §20222, the Kane Area School District must, upon request, disclose to military recruiters and institutions of higher education the names, addresses, district issued e-mail addresses, and telephone numbers of high school juniors and seniors, unless the district is directed not to do so without prior written consent.

Pursuant to §8528 of the No Child Left Behind Act, the district must also notify parents/guardians of students under the age of 18 and students that are 18 years of age or older of their right to request that the district not release such information without prior written consent. Parents/Guardians or Students wishing to make such request must sign this form below and return it to the building principal within 15 days of the date indicated above.

Please do not release the name, address, district issued e-mail address, or telephone number for the student identified below unless I later provide my prior written consent to do so:

☐ to military recruiters ☐ institutions of higher education.

(Print Name of Student)

(School)

(Grade)

(Student's Signature) – **only if student is 18 or older**

(Date)

Printed Name of Parent/Guardian

(Parent's/Guardian's Signature) – **only if student is under 18**

(Date)

HANDBOOK REVIEW FORM

Student Name _____ Grade _____ Homeroom _____

I, _____, have read, reviewed, and understand the contents of
(signature of parent/guardian)

the 2025-2026 Parent/Student Handbook with my son/daughter. Date _____