

9100 CURRICULUM DEVELOPMENT, ADOPTION AND REVIEW

9170 ~~AIDS/HIV Education~~ HIV/AIDS and Other Life Threatening and Communicable Diseases

The Board recognizes that Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) pose a public health crisis. At the present time, one of the weapons against this deadly disease is public education.

Instruction regarding prevention of HIV/AIDS shall be given for primary, intermediate, middle school and high school and shall follow the requirements established by the Department of Education.

Adoption Date	-	September 13, 1999
Revised	-	
Legal Reference	-	22 PA. Code, Section 5.220 22 PA Code, Section 4.29

JT/ab
JHD/rjf

9100 CURRICULUM DEVELOPMENT, ADOPTION AND REVIEW**9175 Family Life/Sex Education**

In recognition of the fact that sexuality is fundamental to all life, and is of primary importance in nature, in society, and in the life of every individual; and in recognition of the fact that the essence of education is the acquisition of knowledge related to those areas that are important in society and in the lives of individuals, the Board accepts the responsibility to provide information concerning sexuality as part of the educational opportunities available to students.

The Board further recognizes that the family has the primary responsibility for the education of children in the area of human sexuality. Although the public schools have a responsibility to provide information concerning sexuality, it is the family that provides the specific value system through which students translate knowledge into decisions and actions.

In the District, the guidelines for instruction relating to human sexual behavior are that abstinence from sexual activity is the only completely reliable means of preventing conception. ~~and that abstinence from sexual activity is the only completely reliable means of preventing sexually transmitted diseases, including HIV/AIDS.~~ **Programs discussing transmission through of sexual activity shall stress that abstinence from sexual activity is the only completely reliable means of preventing sexual transmission.**

Adoption Date	-	September 13, 1999
Revision Date	-	
Legal Reference	-	22 PA Code, Section 4.29

JT/ab
JHD/rjf

9300 SPECIAL INSTRUCTIONAL PROGRAMS

9325 Homebound Education

The Board may provide, pursuant to rules and regulations of the State Board of Education, tutorial instruction to students confined to home or hospital for physical disability, illness, or injury, or when such confinement is recommended for psychological or psychiatric reasons. Applications for tutorial services shall be recommended by a physician and approved by the Superintendent or his/her designee. The program of instruction shall be limited to a maximum of five hours per week. The District reserves the right to withhold individual instruction when the instructor's presence in the place of a student's confinement presents a hazard to the health or safety of the instructor, or when a parent or other responsible adult is not present in the home during the hours of instruction.

Adoption Date	-	September 13, 1999
Revision Date	-	
Legal Reference	-	Public School Code of 1949
		Section 1329
		22 Pa. Code, Section 342.42
		22 Pa. Code 11.25

JT/ab
JHD/rjf

9300 SPECIAL INSTRUCTIONAL PROGRAMS

9330 Private Tutoring

In accordance with the School Code, the District shall permit a parent, guardian, or legal custodian to retain a properly qualified tutor for the purpose of conducting an educational program in the home. Tutoring programs shall be conducted at the expense of the parent. A private tutor must meet minimal qualifications as established by the Home Education Program Act. The Superintendent or his/her designee shall establish procedures to facilitate the transition of students between the public school system and private tutoring programs. The Superintendent or his/her designee shall establish procedures to determine which programs in the public school system will be made available to students in private tutoring programs.

Adoption Date	-	September 13, 1999
Revision Date	-	
Legal Reference	-	Public School Code of 1949, Section 1327 Public School Code of 1999, Section 13-1327 22 Pa. Code 11.22, 11.31
Cross Reference	-	Policy 9335

JT/ab
JHD/rjf

9300 SPECIAL INSTRUCTIONAL PROGRAMS

9335 Home Education Programs

In accordance with the School Code, the District shall permit parents, guardians, or legal custodians to teach their children in the home. Applications for home schooling shall be reviewed by the Superintendent or his/her designee to ascertain that the program is in compliance with the provisions of the Home Education Program Act. The Superintendent or his/her designee shall establish procedures to facilitate the transition of students between the public school system and home education programs. Procedures shall also be established to determine which programs in the public school system will be made available to students in home education programs.

Adoption Date	-	September 13, 1999
Revision Date	-	
Legal Reference	-	Public School Code of 1949, Section 1327.1, 1327 (d)
Cross Reference	-	Policy 9330

JT/ab
JHD/rjf

9300 SPECIAL INSTRUCTIONAL PROGRAM

9345 Participation of Home-Education Students In Athletic and Co-Curricular Activities

Home-education students residing within the District shall have equal access to participate in co-curricular activities at the district school within their regular attendance area. The student shall be required to follow the rules of the school, Policies of the District, and PIAA rules and regulations.

Transportation to and from scheduled practices and events is the responsibility of the parents of the home-education student except where team transportation is required.

The Superintendent or his/her designee may prepare procedures to implement this policy.

Adoption Date - September 13, 1999
Revision Date -
Legal Reference - **24 P.S. § 13-1327.1**

JT/ab
JHD/rjf

9300 SPECIAL INSTRUCTIONAL PROGRAMS

9355 Students Study Abroad

Students who spend a high school year abroad and take a planned program of instruction will be eligible to have the work count as a year's work towards graduation. This planned program must include a course in English or a foreign language and a course in Social Studies or History.

The Superintendent or his/her designee will establish procedures to assign credits based upon the time the student spends in class and the review of the foreign school transcript.

~~A student~~ **Students** who studies **study** abroad will not be regarded as a students of the District during the year they are abroad.

Adoption Date - September 13, 1999

Revision Date -

Legal Reference -

Public School Code of 1949

24 P.S. § 13-1326

24 P.S. § 13-1327

24 P.S. § 13-1329

22 Pa. Code § 11.25

JT/ab
JHD/rjf

9500 INSTRUCTIONAL ARRANGEMENTS

9510 Independent Study

The Board authorizes the Superintendent or his/her designee to develop procedures for the granting of credit for independent study work.

Adoption Date - September 13, 1999
Practice -
Legal Reference - 22 Pa. Code, § ~~5.222~~ 4.12 (f)

JT/ab
JHD/rjf

9500 INSTRUCTIONAL ARRANGEMENTS**9525 Exemption From Instruction**

Students may be excused from specific instruction which conflicts with their religious beliefs, or based upon other reasonable concerns.

The rights granted by this policy are granted to parents of students enrolled in this District where the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.

As used in this policy, the phrase "specific instruction" means identifiable elements of instruction by the teacher. It does not include learning outcomes.

The request to be excused from specific instruction must be made in writing and must detail the specific instruction with respect to which the student is to be excused.

The Superintendent or his/her designee may develop procedures for implementing this policy.

Adoption Date	-	September 13, 1999
Practice	-	
Legal Reference	-	22 Pa. Code, § 5-4.4 (d)(3)

JT/ab
JHD/rjf

9500 INSTRUCTIONAL ARRANGEMENTS

9540 Excusing Students from the State Assessment/District Assessment

The District shall excuse any student from the state/District assessment upon satisfaction of and subject to the following conditions:

1. Parent or guardian may review the state assessment/District assessment in the school district two weeks prior to their administration during convenient hours for parents or guardians.
2. The request must be made in writing two (2) days prior to the administration of the assessment.
3. The written request to be excused shall be sent/delivered to the building principal. One copy shall be retained in the student's permanent record.
4. The written request must include a statement that taking the assessment is objectionable for religious reasons.
5. The building principal shall determine where the student shall report during the time the assessment is administered.

It shall be the responsibility of the Superintendent or his/her designee to develop additional procedures for implementing this policy.

Adoption Date - March 12, 2001

Revision Date -

Legal Reference - **Pa. 22 Code, § 4.4 (d)(7)**

JHS/kk
JHD/rjf

9600 INSTRUCTIONAL RESOURCES AND MATERIALS

9615 Challenge Procedures for Adopted Materials

Since we have a democratic form of government, opinions may differ. Citizens of the school community may register their criticism with the Superintendent and the Board regarding the selection of adopted materials. The Superintendent or his/her designee will develop a "Citizen's Request for Reconsideration of An Adopted Book or Materials" form and appropriate procedures for citizens to use to express their criticism.

Adoption Date - September 13, 1999
 Revised Date -
 Legal Reference - 22 Pa. Code, § 5.4-(d)-(2) **4.4(d)(2)**

JT/ab
 JHD/rjf

9600 INSTRUCTIONAL RESOURCES & MATERIALS

9635 Field Trips

The Board encourages school sponsored trips to parks, museums, institutions and other points of interest if they contribute to the total educational program.

Approval of all field trip requests is subject to the procedures and criteria developed by the Superintendent or his/her designee.

It must be demonstrated that a field trip is an integral part of a planned instruction, unit or lesson plan that incorporates the academic standards.

Adoption Date	September 13, 1999
Revision Date	November 14, 2005
Revised	
Legal Reference	24 PS 13-1361
	22 Pa Code 11.26
	22 Pa Code Chapter 4

JT/ab
JHD/rjf

9600 INSTRUCTIONAL RESOURCES & MATERIALS**9640 Cancellation of Activities When School is Closed**

When schools are closed by the Superintendent or his/her designee for any weather related reason, all co-curricular practices shall be canceled during the daytime when school is normally in session. However, all scheduled games and performances may occur upon the approval of the Superintendent or his/her designee.

Individual students or teams of students may also participate in the following instructional and co-curricular activities with the approval of the Superintendent or his/her designee:

- Students who are already in attendance at a District approved activity outside the District.
- Students who must participate in a District approved activity in order to participate in competition leading to state or national placement.
- Teams who are participating at the District or higher level of competition.
- Activities hosted by state organizations within the District.

Adoption Date - September 13, 1999

Revised Date -

Legal Reference - ~~Pennsylvania School Laws & Rules~~
24 PS 15-1501

JT/ab

JHD/rjf

9700 ACADEMIC ACHIEVEMENT9710 Grading of Student Progress

The Board recognizes that a system of grading student achievement can help the student, teachers, and parents to better assess the student's progress toward personal educational goals.

Grading shall be that system of measuring and recording student progress and achievement which enables the students, parents and teachers to: learn the student's strengths and weaknesses; plan an educational and vocational future for the student in the areas of the greatest potential for success; and know where remedial work is required.

Such grades shall measure the student's progress against his/her own potential for achievement and the following guidelines will pertain:

- All high schools and the Career Center shall award credit in the same fashion.

~~• The principal in each high school in consultation with the staff shall determine how the following courses shall be graded in their school:~~

GRADE 11

- Physical Education .25 credits
- ~~• Periodical Indexes .033 credits~~
- ~~• Library Media Resources .033 credits~~
- ~~• Senior High Career Awareness .067 credits~~

GRADE 12

- Physical Education .25 credits
- *** Graduation Project 1.0 Pass/Incomplete**
- ~~• On-Line Information Resources .033 credits~~
- ~~• Electronic Strategies .033 credits~~

*** Graduation Project will be recorded upon completion.**

The two options available are Pass (P)/Fail (F) or percentage.

Page 2 9710 Grading of Student Progress

The following policy on honor roll criteria shall be utilized in the District for determining honor students at the completion of each nine weeks grading period.

Honor Roll

An average of 84% with no percentage below 75%.

Merit Honor Roll

An average of 92% with no percentage below 75%.

Other Criteria

In grades 5-12, courses will be weighted according to potential credits (the value given to each course - example: 1 credit or .5 credit). The honor roll/merit honor roll average is based on the percent times potential credit (for each course). This total is divided by the total potential credits for the grading period.

Those students enrolled in Pass (P)/Fail (F) courses must receive a pass in all the courses graded Pass (P)/Fail (F).

Students receiving an INC. (incomplete) for any course during the grading period do not qualify for the honor roll/merit honor roll until the INC. is completed.

Students receiving a WF (Withdraw Fail) for any course during the grading period do not qualify for the Honor Roll/Merit Honor Roll.

The administration will develop an administrative procedure in support of the policy.

Adoption Date - September 13, 1999
Revision Date -
Legal Reference - **22 Pa Code Chapter 4**

WARREN COUNTY SCHOOL DISTRICT**SECTION 9000****9700 ACADEMIC ACHIEVEMENT****9730 Graduation Requirements - Graduating Class of 2001 and Beyond 2002**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interest and needs by the awarding of a diploma and a concentrated area of study certificate.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board. The listed requirements become effective with students entering ninth grade in August 1997.

Any student graduating from the senior high schools of the District is required to satisfactorily complete a minimum of **27.249** credits in grades 9-10-11-12 for a high school diploma. A breakdown of the credits is as follows:

FOUR (4) YEAR COURSE SEQUENCE FOR ALL STUDENTS**Grade 9**

1. English	1.000
2. Non-Western Cultures	1.000
3. Mathematics	1.000
4. Intro to Environmental and Earth Science	1.000
5. Note-taking and Study Skills	.500
6. Practical Computing I & II	1.000
7. Physical Education	.250 * P/F OR %
8. Periodical Indexes	.033 * P/F OR %
9. Library Media Resources	.033 * P/F OR %
10. Senior High Career Awareness	.067 * P/F OR %
11. Elective	<u>1.000</u>
Total	6.883

**Page 2 9730 Graduation Requirements - Graduating Class of
2001 and Beyond 2002**

Grade 10

1.	English	1.000	
2.	US History	1.000	
3.	Mathematics	1.000	
4.	Science	1.000	
5.	Health (including First Aid beginning 97-98)	.500	
6.	Physical Education	.250	* P/F OR %
7.	On-line Information Resources	.083	* P/F OR %
8.	Electronic Search Strategies	.033	* P/F OR %
9.	Concentrated Area of Study	1.000	
10.	Elective	<u>1.000</u>	
	Total	6.866	

Grade 11

1.	English	1.000	
2.	Modern World History	1.000	
3.	Mathematics	1.000	
4.	Science	1.000	
5.	Physical Education	.250	* P/F OR %
6.	Concentrated Area of Study	1.000	
7.	Concentrated Area of Study	1.000	
8.	Elective	<u>.500</u>	
	Total	6.750	

Grade 12

1.	Government	.500	
2.	Economics	.500	
3.	Physical Education	.250	* P/F OR %
4.	English	1.000	
5.	Science or Math	1.000	
6.	Concentrated Area of Study	1.000	
7.	Concentrated Area of Study	1.000	
8.	Elective	<u>1.500</u>	

Total 6.750

Grade 9 6.883

Grade 10 6.866

Grade 11 6.750

Grade 12 6.750

TOTAL CREDITS 27.249

**Page 3 9730 Graduation Requirements - Graduating Class of
2001 and Beyond 2002**

*Courses with * will be graded P/F or % (site-based decision), but will not count towards a student's GPA.

First Aid is a required course for the graduating Class of 1999 (.125 P/F or %, site-based decision, but will not count towards a student's GPA). Beginning with the graduating Class of 2000, First Aid will be incorporated into the required Health course.

The Board approves concentrated areas of study as follows:

- Academic - Science
- Academic - Liberal Arts
- Agriculture/Natural Resources Technology
- Transportation/Material Moving Technology
- Engineering Technology
- Consumer Service Technology
- Construction Technology
- Mechanics/Installers/Repairers Technology
- Production Industries Technology
- Communications Technology
- Health Care Technology (PYAP Medical Arts & Management)
- Business/Information Computer Technology

Adoption Date	-	February 14, 2000
Revision Date	-	
Legal Reference	-	22 Pa Code Chapter 4
Cross Reference	-	Policy 9735, 9736

JHS/kk
JHD/rjf

9700 ACADEMIC ACHIEVEMENT

9750 Promotion and Retention

It shall be the general policy of the District to assist and encourage each student to progress in a continuous growth pattern of academic achievement in harmony with his/her normal social and emotional development.

Most students will require the normal allotted time to progress through the nine year kindergarten/middle curriculum.

In arriving at the decision for either acceleration or retention of students, there should be a combined view of the teachers, principal, and others. For children in jeopardy of retention, a minimum of three (3) school conferences between such interested persons shall occur to reach a combined view. The first conference must occur before the end of the second full week in March and parents/ guardians of children in jeopardy will be invited to those conferences. Results obtained from various tests and class work assignments will be important factors in the decision. It will be the building principal's responsibility to make the final determination.

Concurrent with a recommendation to retain, a plan to insure proper remediation during the next school year is to be developed by teachers, administrators, counselors and the parents of the involved student.

Adoption Date - Second Reading: November 8, 1999
 Revision Date -
 Legal Reference - **24 PS 15-1531**

JHS/kk
 JHD/rjf

9800 EVALUATION OF INSTRUCTIONAL PROGRAM**9830 Use and Dissemination of Test Results**

The Board authorizes the Superintendent or his/her designee to direct a program of standardized testing of students. The results of these tests must be judged carefully. School personnel should know the limitations of the test data and should be wary of drawing conclusions concerning individual students or instructional strategies which are unsupported by the data. Test results should not be used in formal evaluations of personnel.

School personnel who have the responsibility for dissemination of test results should have a thorough understanding of the test manuals and technical reports. The scores should not be released to students, parents or guardians, teachers or the media without proper interpretations and supporting guides. Individual student's scores may only be given to that student, the student's parents or guardians, and school personnel on a need-to-know basis.

Adoption Date	-	September 13, 1999
Revised Date	-	
Legal Reference	-	FERPA 22 Pa. Code § 12.32 and 12.33

JT/ab

JHD/rjf

9900 MISCELLANEOUS INSTRUCTIONAL POLICIES**9905 Copyright**

On January 1, 1978, Public Law 94-533, the new Copyright Law, went into effect in the United States. It is the intent of the District Directors to adhere to the provisions of this law. The Board recognizes that violations of copyright law contribute to higher costs and/or lessen incentives for the development of good instructional materials. Though there continues to be controversy regarding interpretation of copyright law, this policy represents a sincere effort to operate legally and to maintain the highest possible ethical standard in the District's use of copyrighted materials for administrative and instructional purposes.

While the District encourages its staff to enrich learning programs by making proper use of instructional materials, it is the responsibility of District personnel to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for employees of the District to violate copyright requirements in order to perform their duties properly. The Board does not sanction or condone illegal duplication in any form and any employee violating the school district's copyright position does so at his/her own risk and assumes all liability and responsibilities.

In an effort to discourage violation of the copyright law and to prevent such illegal activities from occurring in facilities utilizing equipment under the Board's control, the following policy shall be applied:

1. The Superintendent or his/her designee, working through the appropriate administrators, has the responsibility of informing district employees that the copyright law, subsequent Congressional amendment, "fair use" clarified by case law, and the district policy and procedures herein outlined, shall guide employee use of copyrighted material. Employees shall also be informed that violation of copyright is a felony and that the law allows a court to hold individuals personally responsible for infringing the law. Employees shall inform students that violation of copyright is a felony and that the law allows a court to hold individuals personally responsible for infringing the law.

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2 **Page 2 9905 Copyright Policy**
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4 2. Administrators with responsibility for equipment such as
5 photocopy machines, audio and video tape recorders, microcomputers,
6 and any other technology capable of reproducing copyrighted material
7 shall take responsible steps to inform staff of the appropriate and legal
8 application of the equipment's use. When practical, appropriate
9 copyright notices shall be placed on or near all district equipment
10 capable of making copies.
11

12 3. Information about copyright law and policies shall be distributed to
13 employees through a printed publication which addresses all issues of
14 copyright law. Ignorance of the law is no excuse for violation.
15

16 4. No District hardware, software or facilities may be used to violate
17 copyright laws, regulations, or guidelines.
18

19 5. Legal or insurance protection and indemnification shall not be
20 extended to employees who willfully violate copyright law and policies.
21

22 6. Appropriate copyright records, including but not necessarily
23 limited to site licenses and notices of rights expiration, shall be developed
24 and retained by District staff designated by the Superintendent or
25 his/her designee.
26

27 7. Illegal copies of District owned copyrighted programs may not be
28 duplicated or used on school equipment nor can copies of District or
29 school licensed programs be duplicated on employee or student owned
30 equipment.
31

32 8. Willful infringement of the law by an employee or student may
33 result in disciplinary action.
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35 Adoption Date - September 13, 1999

36 Revision Date -

37 Legal Reference - ~~Public Law 94-533~~

38 **17 USC 107**
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41 JT/ab

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9900 MISCELLANEOUS INSTRUCTIONAL POLICY

9940 Parents' Curriculum Access Policy

All curriculum documents, adopted material, and assessment techniques of the District are public documents to which parents shall have access for review. The planned courses taught in each building shall be on file in that building. Parents may contact the building administrator to make arrangements to review the same. All planned courses for the district shall be on file at the central office where they may be reviewed upon request. A listing of all District planned courses and a description of each shall also be on file in each building.

All proposed materials for adoption will be available to the public for review 30 days prior to Board approval. These materials will be available at Central Office. Parents have the option of expressing their opinion in writing to the Superintendent or his/her designee. The District's materials will then be presented for Board approval.

Adoption Date - September 13, 1999

Revision Date -

Legal Reference - **FERPA**
22 Pa Code § 404 (d)(1)

JT/ab

JHD/rjf