

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.

The Board prohibits tobacco use by any persons in its school buildings and on any property, during school sanctioned activities, buses, vans and vehicles that are owned, leased or controlled by the school district.

The district shall annually notify staff, parents and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

### TEXTBOOK CHARGES

Students and/or their parents will be expected to pay for lost or damaged textbooks. As a rule of thumb, textbooks are utilized five or more years. Students will be charged a replacement fee equal to the amount of the cost incurred by the district to buy a replacement book. Used books will be purchased when possible.

### GUIDELINES FOR PARENT GROUPS OR OTHERS PROVIDING ASSISTANCE TO ELEMENTARY AND SECONDARY SCHOOLS DURING THE SCHOOL DAY

PTA's, individuals and/or groups of parents or others who provide services and assistance to the instructional staff or have students deserve the district's gratitude. These individuals are giving of their time or effort to provide a better learning experience for Tussey Mountain School District students. It is necessary; however, to have some guidelines for individuals who come into the building while the regular function of carrying forth instruction takes place. This is an attempt to bring some clarity pertaining to equipment usage, student interaction, building restrictions, etc.

1. Phones - Phones are for school uses and should not be used by school personnel or anyone else for other than school use except in the case of emergencies. Lengths of calls should be kept at a minimum; the private lines at each of the buildings should not be used for any length of time and only in a case of minor emergencies.
2. Copiers - The number of copies permitted to be run on each of the copiers is minimal compared to the number of teachers, etc. in the building. Therefore, organizations should not be utilizing the building copier for making larger number of copies. The aide should be consulted prior to copies being made. If the copies are for school purposes and there

- are a larger number of them, they should be sent to the high school to be made.
3. Children/Students - During the school day, the children of parents who may be working as PTA, parent volunteers, etc., are the students of teachers. These parents/volunteers, etc., must keep this in mind that permission from the teacher must be acquired in order to talk with the student, etc. Having the student be as much like the other students during the day even though the parent is in the building assisting with a project, etc., is important. It is also important that negative interaction does not take place between the parent volunteer and other children. Discipline is the role of the teacher. Safety is everyone's concern. If concerns are raised, parents should talk with teachers.
  4. Restricted Use/Restricted Areas - Only appropriate office/school personnel should be handling mail, answering the phone and be in the office desk drawers, nurse's desk drawers, files, etc. Confidentiality is important here. It is the law! Students should not be taken anywhere without the permission of the teacher; further, students should not be taken into such areas as the faculty room. School personnel should not leave areas such as faculty rooms and offices open for access to groups who permit students into these areas.
  5. Transporting of Students - Teachers will not release students to persons other than their parents without written permission.
  6. Work Space - Space to work in any of the buildings is a problem. PTA or parent volunteers should work closely on a regular basis with the building principal as to what space is available in the building to carry forth their project. Many times this area will be the Art/Music Room as coordinated with the building principal.