

Penn-Trafford School District
Middle School Handbook and Homework Book



The Warrior Heart is Pure.

2019-2020 School Year

Penn Middle School Trafford Middle School

Name _____ HR _____

Penn-Trafford School District

Middle School Handbook, Student Agenda, and Homework Log

The information in this book was the best available at press time. All information is subject to change.

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Assistant Superintendent: Mr. Scott Inglese
Director of Student Learning Supports: Mr. Greg Karazsia
Business Manager: Mr. Brett Lago

District Website - www.penntrafford.org

District Mission Statement – Effective, Efficient, Quality Education

School Mission Statements – PMS-Empowering independent thinkers in an interdependent world.

TMS-The mission of Trafford Schools is to provide appropriate and engaging learning opportunities that instills a passion for learning in a caring atmosphere.

MIDDLE SCHOOL PHILOSOPHY

The Middle School is designed to meet the transitional needs of students between the ages of ten and fourteen. The middle school will provide a program and an environment designed to help students progress intellectually, socially, physically, and emotionally in ways which enhance the individual's self image, offer opportunities for success, foster "active" learning, promote exploration, and encourage students to assume responsibility for their own behavior, as well as become responsible members of society. Emphasized in the middle school's educational process are provisions for assisting students in becoming independent learners, in acquiring self direction and motivation, and learning how to learn independently.

The middle concept of a "school within a school" is emphasized as students migrate from self-contained elementary classrooms to partially contained classes in sixth grade to a full day, 8-period, mixed schedule in seventh and eighth. The core subject areas (reading, language arts, math, science, and social studies) and the special area subjects are coordinated to produce a well-rounded, mature student who is proficient in academics. Through programs like Organizational Support, Proficiency Prep, After-School Tutoring, and the Student Assistance Program, students who are struggling academically or otherwise can receive extra tutoring and/or mentoring.

It is our goal to work with parents and children to provide a quality-learning environment. Our collective success lies in our ability to communicate effectively and work together. We want all of our students to meet their academic potential, establish quality relationships with other students and staff, discover their individual talents, and enjoy the overall school experience.

Mr. Simpson and Mr. Sullivan
Middle School Principals

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SECTION 1 - GENERAL REQUIREMENTS AND STUDENT POLICIES

ASSEMBLIES

Assembly programs are held throughout the school year. These programs are designed to enrich the school curriculum. Some assemblies feature pupil participation, while others are performances by professionals.

ATHLETICS

Inter-scholastic sporting teams are for 7th & 8th grade students*. Events are scheduled through the Athletic Department. Students must have a physical by the district physician or their own personal doctor. The team sports are listed below by season.

FALL

Boys/Girls Cross Country, Boys/Girls Soccer, Field Hockey, Football, and Girls Basketball

WINTER

Boys Basketball, Boys Wrestling

SPRING

Boys Junior High Baseball, Boys/Girls Track, Girls Junior High Softball, Girls Volleyball

*Any student earning a failing grade in a core subject will be ineligible to participate until all grades are passing.

*Students must be in attendance by 9:30 am on the day of an event or they will not be permitted to participate.

ATTENDANCE

The Board of Education of the Penn-Trafford School District believes that regular school attendance is conducive to learning and is essential for maximizing student achievement. Furthermore, in accordance with Pennsylvania School Code and the Penn-Trafford Board of Education, school aged children must attend school regularly if enrolled in the district. Parents and guardians are legally responsible for their children's attendance at school and because of this parents and guardians may face legal action and students may face disciplinary action if students do not attend school regularly. Section 1327 of the Pennsylvania School Code requires that every child of compulsory school age attend public school or private school meeting standards prescribed the State Board of Education. "Every parent, guardian or other person having control or charge of any child of school age is required to send such child to school." The Pennsylvania School Code (PS-13-1333) stipulates compulsory attendance and penalties for violations.

Key Definitions for Attendance

The following definitions are provided to help to assist in understanding the policies and procedures established by the Board of School Directors.

Compulsory School Age: The period of a child's life from the time the child's parents elect to have the child enter school as a beginner, which shall not be later than eight (8) years of age, until the age of 17 years.

Half-Day Absence: Students who arrive after or leave before 11:15 a.m. will be charged with a half day absence.

Tardiness: Absence of a student at the time a given class and/or school begins. Students arriving after 9:30 a.m. will receive a tardy and cannot participate in extracurricular events that day.

Early Dismissal before 9:30am for the day will result in a full day of absence.

Truant: The failure of a child and his/her parents or legal guardians to comply with the compulsory school attendance laws set forth in the Pennsylvania Public School Code. A child is truant when he/she accumulates three (3) or more school days of unexcused absence.

Habitually Truant: Six (6) or more unexcused absences during the current school year.

Procedures after a student is considered truant:

Once a student is considered truant:

1. The school shall notify the parent/guardian in writing within 10 days of the student's 3rd unexcused absence.
2. A conference with parents/guardians can be held. This can be a phone conference.
3. If unexcused absences continue, school will offer another school attendance conference unless a conference was held after the first notice. The conference outcome will be documented using the Truancy Elimination Plan.

If a child is under the age of 15 and habitually truant, school may:

- refer the student to the Student Assistance Program for attendance improvement or
- refer the student to the Westmoreland County Children's Bureau (WCCB) for possible disposition as a dependent child
- file with the Magistrate's Office against the parent/guardian

If a child is 15 and over and habitually truant, school may:

- refer the student to the Student Assistance Program for attendance improvement
- File a citation with the Magistrate's Office against the child OR the parent/guardian
- may refer to WCCB for possible disposition as a dependent child

If taken to the District Magistrate's Office, possible sentencing:

1. Fined:

- 1st Offense: \$300
- 2nd Offense: Up to \$500
- 3rd Offense: Up to \$750

2. Community Service offered through Magistrate's Office.
3. Required student to complete a course or program designed to improve school attendance.
4. The court may suspend sentence and waive fines if the child attends school in accordance with a plan devised by the court.
5. On 2nd or subsequent convictions within a 3 year period, the court shall refer the child to WCCB for possible disposition as a dependent child.

6. If failure to satisfy the penalty, the person in parental relation may be found in contempt and sentenced up to 3 days in jail.

7. If a child is convicted, the court may send the department of transportation a certified record of the conviction and the department shall suspend driving privileges for 90 days.

Subsequent convictions, 6 month suspension. If the child does not have a driver's license, they will be ineligible to apply for set time.

Unexcused Absence: Any absence that is not due to one of the reasons for excused absences or an excuse is not turned in within three (3) days of the student's return to school after an absence.

Unlawful or Illegal Absence: The unexcused absence of a pupil under 17 years of age.

Excused Absence: Attendance is required of all enrolled students during the days that school is in session. A student's absence is excused if due to one of the following reasons:

1. Illness/quarantine—must be verified by written excuse from parent/guardian.
2. Death in the Family— must be verified by written excuse from parent/guardian.
3. Observance of a major Religious Holiday or religious instruction limited to a total of not more than 36 hours per school year—must be verified by written excuse from parent/guardian.
4. Severe weather/Impassable roads— must be verified by written excuse from parent/guardian
5. Other urgent reasons or family emergency that are deemed acceptable by the school administration.
6. Required court attendance—verified by court official.
7. Educational Tours and Trips-see description below.

Absences for reasons not listed above, not approved by the administration, and not verified by written excuse from the parent and/or appropriate physician or court official will be recorded as unexcused/illegal. Absences for portions of the day, i.e. early dismissals and tardiness, will be considered on a cumulative basis and may be translated to equivalent days of absence.

Student Attendance Requirement: The following are guidelines for the Penn-Trafford Attendance Policy:

1. To meet attendance requirements to be eligible for academic credit, a student must attend 150 out of the possible 180 classes in yearlong courses, 75 out 90 in a semester course, and 38 out of 45 in a quarter course.
2. School sanctioned absences, although included in the student's absentee record, will not be a factor in determining a violation of the attendance policy.
3. When students have missed 15% of the school year, they will not be excused from school for school activities, including field trips, provided this provision shall not be applied in violation of the IDEA Act, Section 504 of the Rehabilitation Act of 1973 or ADA Act.
4. For students to participate in extracurricular activities they must be present the day of the event.

Educational Tours & Trips:

Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip during the school term, when such a tour or trip is so determined by the building principal to serve an educational purpose. The excuse is subject to the following conditions:

1. The request for an excuse must indicate the days to be missed, the destination of the tour or trip and the reason why the tour or trip could not be taken on days when school is not in session. The tour/trip may not exceed ten (10) school days.
2. Unless some emergency arises, such requests shall be made at least 2 weeks prior to the date of the tour or trip.
3. If more than one child in a family will be taking the tour or trip, the requests for the children shall be made to the principal of the school of each involved child.
4. All work missed during a student trip will be made up through the teacher websites. Teachers will not create "work packets" prior to or after any trip. All work shall be made up at the "initiative of the student and at the reasonable convenience of the teacher." Students may be denied principal's permission to take such trips if the student has a record of excessive absenteeism (greater than 10% days missed at the time of request).

RETURN TO SCHOOL AFTER ABSENCE PROCEDURES

Upon returning to school after an absence, the student must ALWAYS present a written excuse to their homeroom teacher **within three (3) days** of their return. **If the excuse is not turned in within the three (3) day period, the absence will be unexcused / unlawful.** The responsibility for providing the excuse rests upon the student and parent/guardian, not upon the school district. **In order for a medical excuse to be valid, it must be submitted within three (3) days upon the student's return.** Any visit to a doctor or other professional office requires written verification from that office for the absence to be excused.

Excuses: All absences and tardies require signed excuses from the parent or guardian. See the previous page for a listing of legal excuses. An excuse form is provided for you at the end of the handbook. Make copies as needed.

Procedure for Writing Excuses

The following information **MUST** be included on the written excuse:

1. Student's full name
2. Grade level
3. Homeroom Number
4. Specific date of absence (i.e. 11/9/2011)
5. Specific reason for absence
6. Parent/guardian signature and phone number

Absences not excused by the methods outlined above, or which are for an unlawful reason, will be designated as unexcused/unlawful.

Excuses deemed to be a forgery, or to be willfully false, will be considered invalid. The resultant action will be the recording of the absence as unexcused/unlawful and school and/or legal

disciplinary responses as per Pennsylvania Law and School Board policies.

EXCESSIVE ABSENCES AND MEDICAL EXCUSES

Excessive absence, whether it is excused or unexcused, may seriously affect a student's performance in school. This includes excessive full day absence, tardiness, and early dismissals. Absence notes from physicians are defined as medically approved; excuses from parents are non-medically approved. In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return. Medical excuses do not count towards excessive absences.

When excessive absences total ten(10) or more, a letter can be sent expressing medical excuses may be required for all future absences due to illness to be considered legal absences, and they must be provided immediately upon return to school. When excessive absences total twenty (20) or more, a letter will be sent expressing medical excuses will be required for all future absences due to illness to be considered legal absences, and they must be provided immediately upon return to school. Absences over 20 days will be considered unlawful (see previous page).

BOOK BAGS, BACKPACKS, AND GYM BAGS

Book bags, backpacks and gym bags can be clear, mesh, or solid cloth. No hard-shell briefcases or similar articles will be acceptable. The building principal will make any final determination of approved book bags, backpacks, and gym bags.

BUS TRANSPORTATION

School bus routes are determined by the Central Office. The fundamental concern in transporting students on school buses is the safety and welfare of all occupants of the bus and others that share the road. All of the District's rules and regulations apply to students when using District Transportation. To that end, it should be realized that it is a privilege to ride the bus and pupils may be denied the privilege by displaying conduct, which endangers the safety of the students or interferes with the safe driving of the bus. Such denial of bus privileges, however, can only come from the office of the principal following due process procedure. Video cameras are used to tape students while on district buses. The first display of minor student misbehavior on a school bus will usually be responded to with a reprimand. Such actions are expected to eliminate any future problems with the student(s) involved. If a second offense does occur, the student's parents will be involved in affecting a remedy. The second offense and subsequent offenses can result in suspension of bus riding privileges. The student's transportation to school during the period of a bus suspension becomes the responsibility of the student and the student's parents. Suspension of bus privileges does not remove attendance requirements from students and parents. A serious offense can result in immediate suspension of bus-riding privileges.

Parents are reminded that, under current district policy, students are permitted to ride the bus to which they are assigned. In cases of emergency due to supervision at home, parents are to send a written request citing the reason to the principal for temporary

assignment to another bus. Only the principal can authorize a student to ride another bus.

CAFETERIA SERVICE

The middle schools encourage all parents and students to support the school lunch program. The cafeteria will be in operation on the first day of school and the price of a lunch is \$2.95. Students are permitted to purchase ala-carte items each day. Breakfast will be available each day for \$1.30 as well. When a student's account falls below \$3.00, a reminder note will be given to the student. Once a student has no money left in his account, he/she can charge one (1) lunch. When a negative balance of -\$3 is reached the student can no longer charge lunches.

No charging will be allowed after April 30th.

Free and reduced guidelines apply for both Lunch and Breakfast programs. Any family may apply for free or reduced lunches. Applications will be distributed to the students on the first day of school and are available on the district website. These should be returned as soon as possible to the principal. Students who participated during the previous school year will be eligible for free or reduced lunches on the first day to the end of the first month of school. Their continued eligibility will be based on their new applications. All correspondence will be kept confidential. Cafeteria menus will be sent home via email and posted in homerooms and in the cafeteria. Menus are also available on the district website – penntafford.org.

CARE OF THE SCHOOL AND SCHOOL GROUNDS

Pupils are not to be on school grounds unless they are there for a school related activity. There is to be no skateboarding, roller skating or loitering on school property. Pupils damaging school property will be required to pay for all damages and be subject to disciplinary action as well as possible prosecution. Interest in the appearance of your school is essential to maintain a high standard of educational achievement. Our schools have been remodeled and carpeted. Gum chewing is prohibited.

COUNSELING PROGRAM

The Counseling Program offers the following services:

1. The Guidance Counselor is available to discuss individual student concerns at the request of the student, parent, or teacher.
2. A liaison between the school, home and outside agencies. If specific problems or situations are brought to the attention of the school, the counselor will research the materials and will meet with the involved personnel to better integrate the child in the middle school program.
3. Orientation of new students will originate in this department.
4. Study skills information.
5. Interpretation of test results by the counselor is available to students/parents.
6. The counselors are available, upon request, to make recommendations on specific students or situations.
7. This department serves as a referral agency for students who are in need of specialized services.

8. The State Assessment Tests (PSSA or PASA) will be given to all grades 6 through 8.

EARLY DISMISSAL

Due to the difficulty in arranging appointments with various health care services, students may find it necessary to leave school for a portion of the school day to keep such appointments. Please note that if a student is released from school before 9:30 a.m. and does not return to school, the student will receive a full day absence, and an excuse must be provided. If a student is released after 9:30 a.m. and does not return to school, the student will receive a ½ day absence and an excuse is required. This policy is in effect for both early dismissals and early releases from the nurse's office.

Procedures for Early Dismissals: Parents/Guardians wishing to dismiss the students must write a request to do so and their student must submit the request to their Homeroom teacher the morning of the dismissal. The request for dismissal should have the following information:

1. Students full name
2. Date
3. Reason for dismissal
4. Time of dismissal
- 5 Signature of Parent/Guardian

All medical appointments must be verified by the doctor's office in writing and submitted upon return to school to the homeroom teacher. Parents must report to the office to sign out and sign in their child whenever they leave and return to the building for any reason. Students are to report to the office at the designated pick-up time.

Emergency Early Dismissals

If it is necessary for a student to be dismissed from school without prior written notice, parents/guardians should call the school office to inform the staff of the dismissal before coming to the school to pick up the child.

EMERGENCY CARDS

A medical emergency card must be completed for each student who is enrolled in the middle school. The card indicates the address, telephone number, doctor or person to contact in the event of an emergency. Parents are requested to keep this card up-to-date by notifying the school if there are any changes. Any custody issues should be listed on the card and custody paperwork should be on file in the office.

FOOD ALLERGIES

During the first week of school, an Emergency Care Card (ECC) will be distributed to ALL students. If the ECC indicates that the student has a food allergy, the school nurse will obtain a completed Food Allergy Management Plan (FAM) and a Food Allergy Action Plan (FAAP) from the parent/guardian. The school nurse will also arrange for a food allergy alert symbol to be represented in the student's Power School Information.

If a parent/guardian has a child with a completed FAM and FAAP and s/he chooses to have an additional formal, written, individualized response plan on file at the school, the

parent/guardian must submit a signed written request to the building principal. The principal will then contact the school nurse and oversee the creation of the plan.

Monitoring Of Food Allergy Plans

1. The school nurse and building principal will be responsible for monitoring the implementation and management of student/staff food allergy plans. The school nurse will provide the cafeteria staff and the current food service provider with a list of students who have food allergies. The current food service provider will contact the school nurse on September 15th of each school year if no information regarding student food allergies has been received.
2. The school nurse will revisit individualized plans for appropriate updates and revisions as necessary – at least one (1) time per year.
3. Concerns related to revisions in the food allergy plan will be brought to the attention of the building principal, who will advise the school nurse regarding appropriate action.
4. The school nurse will audit the inventory of necessary food allergy plan supplies such as epi-pens and medications on a monthly basis.
5. The district's food service company will not use nuts or nut containing products.

Staff Training

1. The school nurse will conduct necessary food allergy plan awareness training with all staff members. The parent/guardian of a student with food allergies may participate in the training of staff when the parent/guardian, nurse and principal deem it to be necessary. The school nurse will document attendance of all participants at all training sessions using a "sign-in" sheet.
2. Training should include appropriate teachers, cafeteria staff, bus drivers, principal, itinerant staff and any other staff who have direct involvement with the student in need.
3. During the training session, the school nurse will also provide staff with any materials they need in order to implement the plan.

Food Selection Plans – Middle/High School Events Involving Food Items During School Hours

All food items served at the middle school or high school for any function that occurs during the normal school day (7:55-2:55 @ middle schools and 7:30-2:30 at high school) must be approved by the building principal. Staff involved in overseeing student functions that include food items as part of an activity or event that occurs during the normal school hours must have food items pre-approved by the building principal using the Secondary School Food Allergy Approval Sign-Off Sheet.

Communication Of Allergy Plan/Allergy Awareness

1. The Assistant to the Superintendent will provide a copy of the district's policy and procedures governing food allergies and food allergy plans for students to building principals, nurses and teachers.
2. A copy of the policy and procedures will be shared on the PTSD website.
3. A link to the Food Allergy Network web page will be provided on the PTSD web page.

1. A copy of the Healthy Foods Snack List will be displayed on the PTSD website and provided in all elementary school handbooks.
2. The building principal, in coordination with the Assistant to the Superintendent, will assure that information regarding the policy and procedures is shared in the student handbook.
3. The Assistant to the Superintendent will assure that the policy and procedures is shared in the August edition of "The Prospectus."

DIFFERENTIATED FOOD ALLERGY SCHOOL PLAN

(This plan is to be implemented in school where one (1) or more students have been identified with a food allergy and are using a FAM and FAAP)

Alert And Signs

1. The school nurse will assure that food allergy alert signs are placed outside elementary school classroom doors of students who have severe allergies and attend an elementary school in the district. (NOTE: The student's name should not be publicly identified on the sign.)
2. The school nurse will arrange for a food allergy alert symbol to be included in the student's Power School information.
3. The building principal and school nurse will alert the district's food service company, all cafeteria and appropriate staff members when an individual student has a food allergy condition. They will also provide the same staff with appropriate procedures that need to be followed in order to meet the needs of the student.
4. Teachers of all identified students will be notified by the school nurse and building principal regarding the needs of specific students who have food allergy conditions.

Nut Allergies

1. No nut products are to be used in any Consumer Science classes; the school nurse will send notice to the Consumer Science teacher and building principal.
2. Hand wipes/cafeteria wipes will be used and the recess and lunch schedules will be reviewed to determine if revisions to the school's general schedule are required; the building principal will make arrangements with the cafeteria staff.
3. If other adjustments are required, a plan should be created and shared with appropriate staff by the school nurse and building principal.

Other Allergies

Consumer Science classes, classroom teachers, and the current food service company will take appropriate measures as directed by the school nurse and building principal.

GENERAL CLASSROOM REQUIREMENTS

1. Follow specific instructions established by the classroom teacher.
2. Complete homework and turn in on time.
3. Be on time for class — if late, students must have a pass.
4. Come to class prepared — pencil, paper, books, projects and assignments.
5. Use lavatories between classes except in extreme emergencies.

6. Give your best effort at all times.

HOMEBOUND INSTRUCTION PROCEDURES

The school district may provide homebound instruction for a total of three months without consulting or notifying the Pennsylvania Department of Education (PDE). The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "urgent reasons" shall be strictly construed and not permit irregular attendance. See *22 Pa Code § 11.25(a)*. It is the responsibility of the family to ensure adequate proof is provided or the request may be denied.

Students receiving homebound instruction for a mental, physical or other urgent reason as recommended by an appropriately licensed professional are not allowed to participate in or attend any extracurricular activities (athletic events, musicals, dances, club activities).

The parent must give the homebound teacher notification if an appointment or session must be cancelled. If prior notification is not given, the session may not be made up and the assignments are to be turned in by the original due date.

Homebound instruction, up to five hours per week, is provided by the Penn-Trafford School District. Requests for this special instruction via an approved district form must be made by the student's parents to the principal and approved by the Director of Student Learning Supports.

For further information see Penn-Trafford School District Policy 117.

HOMELESS

Education for Children and Youth Experiencing Homelessness (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If you believe that your child may qualify for this service, please contact:

Gregory Karazsia, Director of Student Learning Supports
 Phone: 724-744-4496
 email: karazsiag@penntrafford.org

HEALTH ROOM

The main purpose in having a Health Room in each school is to have a specific area where mandatory services can be rendered. Therefore, certain restrictions must be placed on its use.

1. The Health Room is not a treatment center or a clinic.

2. Injuries occurring outside of school are to be taken care of at home.
3. Admission to the Health Room requires a note from a teacher. Students should not come during class change or from the cafeteria. Report to the next class and receive permission from the teacher.
4. During the day, if a student is too ill to stay in school, a phone call will be made by a school official to the home asking that someone pick up the student. Students are not to call home themselves when ill.
5. The procedure for an early dismissal of a sick child is as follows:
 - a. Permission from the nurse or the office is required.
 - b. Parents or guardian must come to the Health Room or the Office.
 - c. The parent/guardian must sign out the student in the Early Dismissal Book.
6. If injured at school, students must report the injury to a teacher and then the school nurse so an accident report can be completed.
7. Students are not to carry food or drink while in school. Student who must carry food or a snack in school must have a script from a physician.

LOCKERS

Penn-Trafford School District acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property. As such, the School may from time to time provide lockers, cabinets, or other storage facilities (hereinafter referred to as "lockers") for such use by students.

School Ownership

All lockers are and shall remain the property of the Penn-Trafford School District. Students are merely being permitted by the School to utilize the lockers. Lockers and contents are the responsibility of the person(s) assigned.

No Expectation of Privacy

Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

The School will not provide locks on lockers; however, the Administration recommends students purchase their own locks. If students want to use a lock, they need to give the combination and/or key to the homeroom teacher. Students are responsible for keeping their lockers clean at all times. The fact that students are allowed to maintain locks on their lockers is not to be interpreted in any manner as giving the students any expectation of privacy in their lockers.

Prohibition

No student may use a locker as a depository for a substance or object which is prohibited by law or School regulations and policies, or which constitutes a threat to the health, safety, or welfare of the occupants of the School building or the building itself. Any such materials may be used as evidence against the student in

disciplinary proceeding and may also be turned over to the law enforcement agencies.

Search Procedure

1. School officials are authorized to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the School.
2. Prior to a locker search, the student shall be notified and be given the opportunity to be present. The School official, in the presence of the student and another member of the School staff, may search the student's locker.
3. In the case of an emergency, such as a bomb threat, a locker may be searched without the student being present. When the school official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.
4. The School official shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in the student's locker, unless a law enforcement officer has confiscated the contents. The Principal, or designee, shall be responsible for the prompt recording, in writing, of each locker inspection; records shall include reasons for the search, persons present, objects found and their disposition. After a search has taken place, the parent/guardian of the student shall be notified.
5. Absent the existence of a search warrant, the School official may open a student's locker upon the request of a law enforcement officer, provided the School official or a designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or substance the possession of which is illegal. In such an event, the search shall be conducted without the law enforcement officer and pursuant to the above procedures.
6. The School official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the School official shall not act as the student's informed adult for purposes of any Miranda warnings or for any purpose; rather, the School official shall attempt to contact the student's parent/guardian.
7. The school official conducting the search shall seize any item found in the search, which is evidence of a violation of the law or school rules.

No Insurance

The School is not obligated to insure the contents of lockers. Items stored in lockers are the responsibility of the students. The School District is not responsible for any loss/theft of items; however, all losses should be reported to the School authorities immediately. Locker problems should be reported to the homeroom teacher or

administration. With the exception of student lunches, no food or drink may be kept in lockers.

Student Notification

Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy.

Police Investigation

If local police are summoned, the parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the School official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.

Gym lockers are to be used by students in the physical education area. The school does not provide locks; therefore, students may use their own lock to secure their personal items on physical education days. Students may also request for the physical education teacher to lock valuable in their offices. The school district is not responsible for any loss/theft of items; however, all losses should be reported to school authorities promptly.

MEDICAL EXAMINATIONS

All children are required to have a medical examination on original entry to school and later in grades 6 and 11. It is recommended that these examinations be done by the family physician that is familiar with your child. The examination may be done by the school physician. A dental examination is given by the school dentist during the year of the student's original entry, at grades 3 and 7. It is recommended that these examinations be done by the family dentist, who is familiar with your child. The examination may be done by the school dentist. A hearing test using an audiometer is administered to each student in kindergarten, grades one, two, three, seven and eleven. The school nurse conducts this test.

MEDICATION GUIDELINES (Revised March 20, 2012)

I. **PURPOSE** - The Penn-Trafford School District recognizes that the utilization of medication is a necessary, serious, and growing health concern affecting our students and staff. Whenever possible, parents/guardians should administer medications at home. The school district recognizes that there may be circumstances when a medication must be administered at school. This concern has led to the formulation of required procedures for students who must utilize prescribed and non-prescribed medication during school hours. These guidelines address the policy for medication administration that is required by law. The school board acknowledges that all medication, whether prescriptive or non-prescriptive, must be administered in accordance with the Nurse Practice Act of the Commonwealth of Pennsylvania and the Guidelines for Pennsylvania Schools for The Administration of Medications and Emergency Care, issued by the PA Dept. of Health (3/30/10), The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. 780-101-780-144), and Act No.104 of the Commonwealth of Pennsylvania. **All medication given in**

school (both prescription and over the counter) must have both a written order from a physician and a written consent form from the parent/guardian.

II. MEDICATION ORDERS

- A. Written orders from a student's physician, CRNP, or PA should include:
1. Student's name
 2. Name and signature of the licensed prescriber and phone number
 3. Name of the medication
 4. Route and dosage of medication
 5. Frequency and time of medication administration
 6. Date of the order and discontinuation date
 7. Specific directions for administration, if necessary.
- B. Written permission must also be provided by the parent/guardian requesting that the school district comply with the physician's orders. The following information must be included:
1. Parent/guardian name, signature and emergency phone number
 2. Approval to have the certified school nurse or designated registered nurse administer the medication
 3. A list of all other medications that the student is taking.
- C. Written physician's orders and parental permission should be directed to the certified school nurse or designated licensed registered nurse and must be renewed yearly at the beginning of the school year.
- D. Controlled substances, such as Ritalin (Methylphenidate), Dexedrine, Strattera, Adderall, Codeine, antipsychotics, and antidepressants, **MUST BE BROUGHT TO THE SCHOOL BY THE PARENT OR GUARDIAN. STUDENTS ARE NOT PERMITTED TO CARRY THESE MEDICATIONS AT ANY TIME.**
1. The certified school nurse or the designated registered nurse can accept up to a 30-day supply of this medication.
 2. If the medication is in pill form, the number of pills in the container must be noted in ink on the outside of the prescription bottle.
 3. Medication shall be brought in the original container appropriately labeled by the pharmacy or physician.
 4. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. The student is not permitted to take the medication home. The nurse and one witness will dispose of and document any medication not picked up by the end of the school year.
- E. Over the counter medications such as Tylenol and Advil may be brought to the certified school nurse or designated licensed registered nurse by the student. Please limit quantities of these medications to small bottles. Reminder: all over the counter medications require BOTH a written physician order and written parental consent.

- F. **Medication that is brought to school in a container other than the original prescription bottle or manufacturer's packaging will not be administered.**
- G. The certified school nurse or designated licensed registered nurse or designated licensed practical nurse ("LPN") shall supervise student intake of all medication (Section 21.14 and 21.145 of the Pennsylvania Code, Title 49. Professional and Vocational Standards, January 13, 2001).
- H. All students will take medications in the presence of the certified school nurse or designated registered nurse or designated LPN.
- I. Student in the Middle and High School will be responsible for reporting to the nurse's office at the time the medication is to be given.
- J. In the event of a true emergency, including but not limited to asthma attack, anaphylaxis, bee sting reaction, or diabetic emergency, the building principal may administer medication. (CSPG No. 95 for Principals, No. 2). In a life-threatening situation, the building principal may administer medication after making a good faith effort to consult with a certified school nurse.
- K. Certified school nurses or the designated registered nurse or LPNs must keep medication records and record all dosages of medications administered to students.
- L. All student medications will be kept locked in the nurse's office with the exception of Epi-pens and asthma inhalers.
- M. In accordance with standard nursing practice, the certified school nurse or the designated registered nurse may refuse to administer or permit the administration of a medication, which is based on his/her assessment and professional judgment has the potential to be harmful, dangerous or inappropriate. The certified school nurse or designated licensed registered nurse will notify the parent/guardian of this concern and explain the reason for refusal.
- III. **STANDING ORDERS** - The school physician has provided a medical directive for standing orders to authorize the administration of specific over the counter medications in the school setting. A consent form giving permission for the administration of these medications are available in the nurse's office. Parents MUST sign this consent form PRIOR to the administration of any of these medications. This form must be signed at the beginning of EACH school year.
- IV. **MEDICATION USE DURING FIELD TRIPS** - If medications are to be administered during school sponsored field trips, this will be done by the certified school nurse or the designated licensed registered nurse.
- V. **EMERGENCY MEDICATION**
- A. The certified school nurse or designated registered nurse shall follow the Penn-Trafford School District Policy on Anaphylaxis for the administration of emergency medication.
- B. Under 42 Pa. C.S. 8337, school directors, principals, superintendents, teachers, guidance counselors or support staff may administer emergency medication and shall be immune from civil liability as outlined in section Pa. C.S. 8337.1.
- C. Teachers, principals, guidance counselors, and designated support staff should be instructed at the beginning of each school year in the administration of an epinephrine pen.
- D. **Asthma Inhaler**
1. Written permission to use an inhaler must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse or designated licensed registered nurse at the beginning of each school year and be resubmitted to the certified school nurse or designated licensed registered nurse if the medication use should change at any time during the school year.
 2. The written order from the physician, CRNP, or PA to use an asthma inhaler must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.
 3. Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.
 4. Parents must submit the "Asthma Management Plan" at the beginning of each school year to the certified school nurse. These plans are available from the school nurse or on line at the school district website.
 5. School Students may carry their prescribed inhalers provided they meet the following criteria:
 - a. The student verbalized and demonstrated competency in the use of the inhaler to the certified school nurse or the designated registered nurse.
 - b. The student reports use of the inhaler to the certified school nurse or the designated registered nurse after every occurrence.
 - c. The certified school nurse or designated licensed registered nurse has the right and the responsibility to revoke a student's right from carrying an inhaler if they are judged incompetent in the use and administration of the inhaler.
 - d. If the student is judged incompetent in the administration of the asthma inhaler, the school shall ensure that the inhaler is stored at locations in close proximity to the student.

Teachers and appropriate staff members shall be made aware of these locations and have means to access them.

- e. Students participating in extracurricular activities may also carry an inhaler providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the inhaler.

E. Epinephrine Pen

1. Written permission to use an epipen must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse at the beginning of each school year and be resubmitted to the certified school nurse if the medication use should change at any time during the school year.
2. The written order from the physician, CRNP, or PA must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.
3. Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.
4. Parents must submit the appropriate "Food Allergy Action Plan" or "Bee Sting Action Plan" at the beginning of each school year to the certified school nurse or the designated registered nurse. These plans are available from the school nurse or on the school district website.
5. School Students may carry their prescribed epipen provided they meet the following criteria:
 - a. The student verbalized appropriate understanding in the use and administration of the epipen to the certified school nurse or the designated registered nurse. The student demonstrated to the certified school nurse or the designated registered nurse the proper procedure for administration of an epi-pen using an epi-pen trainer.
 - b. The student reports use of the epipen to the certified school nurse after every occurrence.
 - c. The certified school nurse or designated registered nurse has the right and responsibility to revoke a student's right from carrying an epipen if they are judged incompetent in the use and administration of the epipen.

- d. If a student is deemed incompetent in the administration of an epi-pen, the school shall ensure that epipens are stored at locations in close proximity to the student. Teachers and appropriate staff members shall be made aware of these locations and have means to access them.
- e. Students participating in extra-curricular activities may also carry an epipen providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the epipen.

PARENT CONFERENCES

Conferences are encouraged between teachers and parents to discuss student progress. Parents may schedule group conferences with individual teachers or teams of teachers by contacting the counselor. Teachers are assigned from 7:15 a.m. to 3:15 p.m. Parents should call or email the teacher to set up a conference. Parents are requested to contact the principal if there is difficulty in reaching a teacher.

PRIVACY POLICY

The middle schools abide by a School Board Policy which prohibits the administration of non-academic examination unless prior parental permission has been given. This policy includes two specific parts. The first prohibits medical or dental exams, except those required by law. The second part prohibits any psychological or psychiatric examination plus any assessment of a student's attitudes, beliefs or feelings unless prior parental permission is given.

PROPERTY SECURITY

The school assumes no responsibility for articles lost or stolen. Any personal articles students bring to school should be labeled so they may be identified by the student. A Lost and Found in is located in front of the school office. Students are encouraged to bring any articles they find to the school office and to check "Lost and Found" for articles they lose.

PUPIL PERSONNEL SERVICES

These support services are concerned with the whole child, and his/her successful school experience and positive adjustment to the learning environment. They are made up of: Counseling, Homebound Instruction, Psychological Services, Career Exploration, Health Services, Study Skills Assistance, Attendance, Testing, and Assessment for Special Classes and Referral for Exceptional Children. A district vision specialist is available to work with those children who have severe eye disorders that may hamper academic progress in school.

PMS Counselor – Mrs. Lea Wentroble (724-744-7877)
PMS Nurse - Mrs. Aimee Markilinski / Mrs. B. Sandala
TMS Counselor - Mrs. Megan McGraw (412-372-6600)
TMS Nurse - Mrs. Alberta Markilinski/ Mrs. T Mauro

SCHOOL DAY

The school day for pupils begins at 7:45 A.M. and ends with dismissal at 3:00 P.M. The daily schedule for 6th, 7th or 8th grade students may vary depending on the school program. Students should not arrive at school before 7:45 unless under the direction of a staff member.

SCHOOL INSURANCE

The school district does not carry medical insurance on students. School Insurance may be purchased by each student in the Penn-Trafford School District at the beginning of the school year. A new student entering during the school year may purchase school insurance upon request. Information will be sent out with students at the beginning of the year. Students participating in interscholastic athletics are encouraged to enroll in the program.

SURVEILLANCE CAMERAS

Video surveillance cameras will be used in school buildings, on school property, and on school buses to promote order, safety, and security of students, staff and property. Video recordings may be used as evidence for disciplinary action and/or legal action. In addition to video, school buses also have audio surveillance capabilities. These recordings may be used as evidence for disciplinary action.

VIDEO/AUDIO RECORDINGS

Video and audio recording of others is prohibited unless permission is granted.

SCHOOL VISITATION

Upon entering the building, all visitors are required to report directly to the main office. To visit a classroom during the regular instructional day, parents should contact the principal's office to establish a mutually convenient date and time.

SPECIAL INTEREST ACTIVITIES

Middle School students are provided opportunities in activities such as band, chorus, and student council. Students are encouraged to participate in community and school district activities. Many activities require after school attendance. All dances are to be held on school property and are open only to students in grades 6-8.

STUDENT ASSISTANCE PROGRAM

The Penn-Trafford School district recognizes that students can experience a number of personal, behavioral, or medical problems, which can have an adverse effect on their conduct, or academic performance in school. The school becomes concerned when any of these problems, which may involve another student or family member, repeatedly and definitely interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel. Therefore, the Penn-Trafford School district has established a Student Assistance Program to help students cope with, control and eliminate these problems. Selected staff members and specialists from outside agencies coordinate the program. Parents

can enroll their child in the program by contacting the school counselor.

STUDENT PICTURES

A professional photographer takes pictures of the students once a year. All information regarding this item will be issued in advance.

STUDY HALL

Most students have study time on his/her daily schedule. He/she would be wise to make advantageous use of this time. The proper use of this time can lessen the homework load and also give students an opportunity to use the library for research or recreational reading.

TARDINESS

Any student entering school after the end of homeroom time must report to the office. A written excuse is necessary to obtain a class admission slip, to be presented to the teacher upon entering the class. Habitual tardiness could result in an unexcused absence being recorded on the student's attendance record at which time parents will be notified of the situation and detention assigned. Excessive tardies can be counted as illegal absences in which the attendance policy will take effect. Each semester, students will be given a lunch detention on the fourth tardy and a detention on the fifth and subsequent tardies.

TELEPHONE CALLS

Students will not be called to the telephone except in cases of emergency. A message will be delivered to them if necessary. If a student wishes to use the telephone during the school day, the student should ask the office for permission. Students are not permitted to call or text from their cell phone to anyone during the school day without permission from a staff member. Students in violation of this rule will be subject to the discipline code.

SECTION 2 - ACADEMIC PROGRAM

CORE STUDIES

The basic core program of the middle school consists of language arts, reading or literature, social studies, mathematics, and science, to which students are assigned daily for each year that they are enrolled in the middle school. Students are in these subjects 5 out of 8 periods per day. Embedded in the daily instruction is the middle school philosophy of learning by doing, understanding transition, and respect for uniqueness.

SPECIAL AREA SUBJECTS

Special area subjects, including music, art, foreign language, physical education, computers, study skills, health, and technology are also scheduled for each student at least once during the Middle School span. Special area subjects are one semester (90 days). Students are in these subjects 2 out of 8 periods per day.

LEARNING SUPPORT

“Learning Support” students are supported by the “learning for all” (LFA) philosophy. Under LFA, we believe all students can learn – but at times, not at the same rate, or to the same volume. Students receive additional support based on individual needs. Special Education teachers support students in class and during study hall/mentoring periods.

GIFTED SUPPORT

Instruction is also provided for students identified as “Gifted”. Students who have been tested into the program receive advanced instruction or enrichment in class and enrichment outside of the regular classroom.

ADDITIONAL ACADEMIC PROGRAMS

Proficiency Preparation

Students who have failing grades and/or are not proficient on 4-sight assessments can be placed in an additional math and/or reading preparation class during their study hall. This course will be designed to remediate toward proficiency. Students may test out of the program by improving grades and/or scoring proficient in reading and math on the quarterly 4-sight assessment. Also during this class time, students will receive support in the core courses such as math, literature, language arts, science, and social studies.

Advancement and Acceleration

Students can be eligible for advanced work in ELA and Math. Eligibility is based on the final grade average (90% or better) from the previous year, teacher recommendation, parent recommendation, and advanced PSSA scores. Consideration for this advancement will occur during May of the previous year. Parents/Guardians should notify the school counselor, in writing, before May 1st if they are seeking advancement for their child in the next school year.

Subject Acceleration is the by-passing over a year of study in a course or entire grade level. This policy is on the district website.

Middle school students in advanced courses must maintain an 85% in that course to be promoted to an advanced class the next year.

EMAILING TEACHERS

All professional staff have district email accounts. Parents should check the PT notes link on the district website where they can find the last name and first initial to email staff. For example: Mr. John Doe would have this email address: doej@penntrafford.org. Parents can also email teachers through the PowerSchool Parent Portal.

GRADING POLICY

Grades for each class will be assigned using the district's grading scale:

Core Courses	Special Area Courses
90 - 100% A	90 – 100% E
80 - 89% B	60 - 89% S
70 - 79% C	0 - 59% U
60 - 69% D	

0 - 59% F

The report card will reflect the percentage earned for each course.

GRADE NOTIFICATION

Weekly updates of student progress can be sent home via email. Parents/Guardians can register for this service at Open House in September. If your email changes please notify the office so we can update the account.

Student grades may be reviewed on PowerSchool at anytime. Report cards will be compiled electronically on PowerSchool each nine (9) weeks. *There will be NO physical report cards sent home.* Mid-Point Progress Notices will be sent home electronically via email, usually during the 5th week of a 9 week period. Parents can arrange with specific teachers if they wish to receive written progress notices. You will receive this notice if your child drops two letter grades (from an A to C) or if they are doing unsatisfactory work at the midpoint of each nine weeks (D, F or U). Please bear in mind that this is an indication of your child’s progress during the course offering first half of any grading period. It is entirely possible that your child’s performance could deteriorate and he/she could receive a D or F or unsatisfactory grade for the nine (9) week period without you receiving a midpoint progress notice.

FINAL GRADE DETERMINATION

The final grade in any full year course will be calculated as shown in the following example.

Grading Period	Grade
First nine weeks	85%
Second nine weeks	88%
Third nine weeks	80%
Fourth nine weeks	93%

$(85+88+80+93)/4 = 86.5\%$ which rounds to an 87% or B average.

Students cannot earn less than 50% or more than 100% in a quarterly grade period. However, teacher discretion may be used to assign a percentage of less than 50% for students who do not work to their potential or put forth minimal effort in the fourth quarter. This is only to be done with the principal's approval. Middle school students in advanced courses must maintain an 85% in that course to be promoted to an advanced class the next year.

GYM DRESS

All students are required to take physical education. Students will not be excused from regular physical education unless an excuse from a physician stating the reason is presented. Adapted physical education may be substituted for the regular physical education class. Students must dress in acceptable gym attire for every gym class. This is a minimum requirement for passing the physical education course. Any gym uniform is acceptable if validated by the physical education instructor.

HONOR ROLL

The Honor Roll will be determined every nine (9) weeks by the counselor. Students will have the responsibility of notifying the office of any errors in determining the Honor Roll.

- To be eligible for the Honor Roll, students cannot have any Unsatisfactory (U) grades in special area subjects.
- Any I, D, F or U grades will keep a student off of the Honor Roll.
- The Honor Roll status will be determined as follows:
 - Each core subject grade is worth a numerical point value. These values are A=4, B=3, C=2, D=1, and F=0. Students should total their point values from their grades and divide it by five (5), the number of core courses.
 - The result is a Grade Point Average (GPA).
 - High Honor Roll is a GPA of 3.75 or higher
 - Honor Roll is a GPA of 3.5 to 3.74

HOMEWORK

The objectives of home study are:

1. Reinforce learning through the practice, application, integration and/or extension of knowledge and skills.
2. Develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
3. Stimulate originality and creativity.
4. Enrich school experiences and encourage a carry-over into leisure and career-centered interests.
5. Students, staff members and parents share a responsibility for ensuring the success of homework assignments.

PARENTS ARE ADVISED TO REVIEW THE COMPLETE HOMEWORK POLICY, AVAILABLE AT THE DISTRICT OFFICE.

HOMEWORK ASSIGNMENTS WHEN ABSENT

When students are absent, assignments may be accessed daily on the “teacher lesson plans” tab under the teachers & staff resource on the school website. Go to the middle school website to find teacher lesson plans. Parents can come to school to pick up textbooks at the end of the school day (3:15 to 4 pm). Students will have the same number of days missed given as an extension. For example, if a student is absent the day homework is collected it is due the next day he returns with an extra day extension for each day missed.

CHEATING

If a student is caught cheating, the following will occur:

1st offense: Teacher will assign a zero (0) for that assignment
 2nd offense: Student will be assigned a zero (0) for that grading period.
 3rd offense: Student will fail the course. The principal can assign disciplinary measures on the 2nd and subsequent offenses.

INCOMPLETE GRADES

If all the requirements for the nine weeks period have not been met, a grade of “I”, or Incomplete, will be issued. It is the responsibility of all students receiving such a grade to contact the teacher involved and make arrangements to complete the assignments. When the work is complete, the “I” will be changed to

the proper letter grade. If incomplete work is not made up within a reasonable time period, the grade is automatically changed to “F”.

PROMOTION

Middle School students must pass six (6) out of seven (7) credits for the year. Core subjects are worth one (1) credit and passing grades are A, B, C, and D and an F is failing. Special Area subjects are .25 for quarter courses and .5 credits for semester courses. E and S are passing and a U is failing. Those students not meeting the necessary requirements for promotion will be considered for retention. The principal, in consultation with the counselor, teachers, and other professional personnel, shall make the final determination regarding grades earned and promotion.

SUMMER SCHOOL

If a student is required to complete summer school for any subject, the student must submit to the building principal a letter on official school stationary documenting the course(s) taken and the grade(s) earned. The letter must be signed by the course teacher or appropriate summer school official.

TITLE I SERVICES

Title I funds aim to bridge the gap between low-income students and other students. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low-income students.

Purpose of Title I Funding

The purpose of Title I funding is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

The basic principles of Title I state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. Not all buildings will qualify for Title I funds. The qualifying percentage is set yearly by the U.S. Department of Education.

Usage of Title I Funds

The use of Title I funds rests with each qualifying school. Title I funds can be used to improve curriculum, instructional activities, parental involvement, increase staff, and program improvement. The funding will assist schools in meeting the educational goals of low-income students. Title I funds may support supplemental instruction in reading and math.

Title I Meetings

There is at least one district-wide Title I meeting held annually. Parents and guardians of children receiving Title I services are encouraged to attend all building level meetings concerning

reading instruction. Recommendations will be made to further your child's progress. Additionally, parents and guardians have input into the Title I Program at the building level, which will address individual student and building needs.

SECTION 3 – CODE OF CONDUCT AND DISCIPLINE RESPONSE STRUCTURE

PHILOSOPHY

The Penn-Trafford School District believes it is the responsibility of the school, home and community to provide an atmosphere of purpose and concern for education and the individual. Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary responses and options. A discipline code must:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.
4. Promote a positive relationship among students, parents and the school staff.
5. Distinguish between minor and serious infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.
7. Be enforced by all in a fair, firm, reasonable and consistent manner.
8. Be subjective to review as required, but not less than every two years.

In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

It is important to note that the rules set forth in this handbook apply to students while they are at school, attending school sponsored or sanctioned events, and finally when going to and returning from school as provided by Section 510 of the PA Public School Code.

EXPECTATIONS AND RATIONALE

Proper student conduct in school and school related activities is a shared responsibility of the student, parents, and school staff members. In order to acquire the ability to make responsible decisions, young people must be provided with appropriate guidelines. Permissiveness, whether it is in the home or the school, is a disservice to youngsters and does not adequately prepare them for future acceptance of adult responsibilities. Through the cooperation of parents and educators, a desirable learning climate can be created for developing young people into responsible members of the adult community. Students will be responsible for

complying with the Code of Student Conduct, a policy adopted by the Penn-Trafford School District. In order to maintain a healthy school environment, students may be disciplined to help correct inappropriate behaviors. The goal is not to be overtly punitive, but to teach each student that he/she is responsible for his/her actions. The Penn-Trafford School District believes it is the responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the individual.

Self-Reporting Safe Haven:

Among the essential goals of the Discipline Code is the promotion of self-discipline and personal responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning rather than as an arbitrary exercise in authority. Students are expected to know and to follow school regulations governing student behavior, including the rule that students are prohibited from possessing weapons, alcohol, tobacco, and drugs on school grounds. As a responsible member of the school community, a student who has unintentionally brought to school or while in school has come into the possession of such items should immediately bring the situation to the attention of a teacher or administrator. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student disciplinary code promotes. In such circumstances, the student's self-reporting of the situation will be considered as a mitigating factor in determining what discipline, if any, should result.

Citations - The School District reserves the right to issue disorderly conduct citations, as defined in the Crimes Code of Pennsylvania, Chapter 55: Riot, Disorderly Conduct, and Related Offenses. The School District may issue citations in any of the following situations: Student Fighting, Student Horseplay, Student harassment and/or threats, Student disruptive behavior, including the use of obscene and profane language and gestures, Vandalism, Violation of the BOCA Code- smoking and possession of tobacco products and smoking apparatus.

Responsibilities of the School Community

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized and conducive to teaching, learning and living. It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

Students' Responsibilities

Students attend school to receive a quality education. Therefore, each student should:

1. Know all the rules and regulations for student behavior.
2. Accept responsibilities for his/her actions.
3. Understand that, by law, the teacher functions in place of the parent while the student is in school.
4. Recognize that teacher and principal authority extends beyond the classroom and to all school sponsored activities.
5. Respect and protect school property and the property of others.

6. Be aware that by law it is mandatory to attend school until the age of seventeen (17) and that good attendance is essential to learning.

Parents' Responsibilities

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

Teachers' Responsibilities

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations.

In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Serve in place of the parent in matters of discipline in accordance with Pennsylvania School Law.
6. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
7. Develop a cooperative relationship with parents and students.

Principals' Responsibilities

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Support teachers and adult staff in their enforcement of all rules in all areas of the school.
3. Provide a climate of mutual respect with the student body, staff, and community; and assume responsibility for dissemination and enforcement of the discipline code.
4. Be available to teachers, parents and students in order to resolve discipline problems.
5. Provide orientation and in-service programs on student discipline.

Central Administration and Board of School Directors' Responsibilities

As the educational leaders and policy makers the Board of School Directors and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.

2. Develop, maintain, and support the implementation of current discipline code.
3. Provide a safe and secure environment for all members of the school community.

DISCIPLINE RESPONSE STRUCTURE AND PROGRESSIVE CONSEQUENCES

The descriptions below are to serve as a guide. The principal has the right to judge the circumstances and limit or increase the level of consequences based on the severity of the behavior and extenuating circumstances of person(s) involved. Refer to Behavior Response chart on page 22 for a listing of specific infractions.

LEVEL 1

Minor or initial misbehavior that impedes orderly classroom procedures or interferes with the operation of the school and school sponsored activities. Level I infractions will be handled by individual teachers. Since initial misbehavior may be indicative of an underlying issue, students may be referred to appropriate support staff. Continued Level I misbehaviors will be referred to administration as a Level II offense. Level I consequences include but are not limited to, verbal warnings, written warnings, student-teacher conference, separated seating, loss of privileges, special assignment, parent contact, teacher detention and lunch detention.

LEVEL 2

Level 2 infractions are misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school or school-sponsored activities. These types of infractions, which often result from a continuation of Level 1 misbehaviors, require the intervention of administrative personnel because implementation of Level 1 disciplinary options failed to correct the situation. Several first time behaviors bypass level 1 based on the seriousness of the behavior – see the behavior response chart. Level 2 consequences include but are not limited to, multiple level 1 consequences, written warnings, loss of privileges, parental conference, after-school detention, before-school detention, and referral to appropriate support staff.

LEVEL 3

Level 3 infractions can result from a continuation of Level 2 misbehaviors. Other instances of level 3 infractions include acts directed against others or property, but whose consequences do not seriously endanger the health or safety of others in the school – see the behavior response chart. These acts could be considered criminal but can frequently be handled through disciplinary procedures in the school. Corrective measures taken by the school are dependent upon the extent of the school's resources for remediation that is in the best interest of all students and school personnel. Level 3 consequences include but are not limited to, multiple level 2 consequences, In-school suspension, out-of-school suspension, restitution of property or damages, parent conference, referral to appropriate law enforcement agencies, and referral to appropriate support staff.

LEVEL 4

Level 4 infractions can result from a continuation of Level 3 misbehaviors. Most often level 4 behaviors are acts resulting in violence to another person or property, or that pose a direct threat to the health and safety of others in the school – see the behavior response chart. Level 4 consequences include but are not limited to, multiple level 3 consequences, in-school suspension, out-of-school suspension, restitution of property or damages, parent conference, referral to appropriate support staff, referral to appropriate law enforcement agencies, informal hearing with building administration, formal hearing with district administration, charges filed with the magistrate, formal hearing with board of school directors, and expulsion.

DETENTION POLICY

Teachers or administrators when appropriate may assign detention. Lunch Detention can be assigned by teachers or the principal. AM or PM Detention can be assigned by the head teacher or principal. Student privileges may be suspended due to detention obligations that are not completed or continued discipline infractions. These privileges may include extra-curricular activities, such as dances, early dismissals, library, athletics, or any other activity the head teacher or principal deems appropriate.

LUNCH DETENTION

Lunch Detention is served during the student's regular lunch. The student will eat his or her lunch in an isolated environment while completing a writing assignment.

TEACHER DETENTION

Teacher detention is a 15 minute detention with the assigning teacher. It is held from 3:00-3:15. It is the responsibility of the parents or guardians to arrange transportation to school.

OFFICE DETENTION

AM office detention is held from 7:00 to 7:45. PM office detention is held from 3:00 to 3:45. It is the responsibility of the parents or guardians to arrange transportation to and from school.

SATURDAY DETENTION

Saturday detention is held one Saturday per month from 9am to Noon. Students must be on-time and bring work to complete. It is the responsibility of the parents or guardians to arrange transportation to and from school.

SUSPENSION

Suspension may be assigned by the principal when appropriate. While suspended, students may not take part in any extracurricular activities. See continued explanations below.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension occurs when a student is excluded from class, but not from school. During ISS, students are required to complete the work sent to them by their teachers in an isolated environment. Students may serve additional ISS time if this work is

not completed. Students who are not compliant in ISS will have additional days added or go to OSS.

OUT OF SCHOOL SUSPENSION (OSS)

In-school suspension occurs when a student is excluded from class and school and is not permitted on School District premises. Students have the right to make up assignments and exams missed within the guidelines established by the Board of School Directors. Student suspensions may last from one to ten days. When a student is suspended more than three days, the students and his/her parents have the right to an informal hearing. The purpose of the informal hearing is to enable the student and parents to meet with appropriate school personnel to explain the circumstances that led to the suspension. More detailed information concerning the informal hearing is outlined in the Pennsylvania State Code.

EXPULSION

Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days after a formal hearing. Permanent expulsion from school rolls, in accordance with the policies of the Penn Trafford Board of School Directors and State Regulations, may also result. A student may be subject to expulsion by the Penn Trafford Board of School Directors for any act, which in its opinion violates Board policy, rules, regulations or interferes with the ordinary processes of the School District. A suspension may be followed by an expulsion for the same offense, in which case the expulsion need not immediately follow the suspension, provided that the student has been returned to the normal class.

STUDENT DUE PROCESS RIGHTS AND EXPULSION POLICY

The District Discipline Policy and Due Process Rights will be provided when requested by a student, parent, or guardian.

TOBACCO USAGE (Act 1996-145)

A pupil enrolled in school between the ages of 6 to 21 who possesses or uses tobacco (a lighted or unlighted cigarette, e-cigarette, vape, juul, cigar, pipe or other lighted smoking product and smokeless tobacco in any form) in a school building, a school bus or on school property owned by, leased by or under the control of the school (including the stadium) is committing a summary offense. A summary offense is not a criminal offense and will not create a criminal record but a pupil who commits an offense under this act shall be subject to prosecution initiated by the local school district as follows:

1. First Offense – One to Two (1 to 2) day suspension. The student must participate in a smoking cessation class. If the student does not participate in this class, charges will be filed with the district magistrate.
2. Second Offense - Three (3) day suspension. Charges will be filed with the district magistrate.

WEAPONS POLICY

The Pennsylvania Crimes Code makes it a criminal offense for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any secondary or elementary public school. Penn-Trafford School District also prohibits a student from bringing onto or being in possession of a weapon on any school property, at any school-sponsored activity (whether on or off school property), or any school authorized vehicle providing transportation to or from school, or school-sponsored event.

Weapons and replicas of weapons are forbidden on school grounds, in school buildings, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm threaten, or harass students, staff members, school officials, parents, or patrons.

Weapon does not include any implement that is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, or pencils. Any student, however, using any such object with intent to threaten or physically harm another shall be considered in possession of a weapon.

A destructive device is also considered a weapon. A destructive device means any explosive, incendiary, poison gas, bomb, grenade, a rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above. A firecracker fitting this definition can be considered a destructive device.

A student is in possession of a weapon when the weapon is found on the person of the student, in a purse or book bag, in the student's locker, or was otherwise under his or her control at any time while the student was on school property, on property being used by the school, or at any school function or activity, or at any event held away from the school, or while the student is on his or her way to and from school. If a school has a weapon in a car used for purposes of transporting the student to or from school, or which is parked on school property, the student will be in violation of the weapons policy.

A violation of the weapons policy will lead to any or all of the following:

1. Notification of Law Enforcement Officials
2. Notification of Parent/Guardian
3. Ten (10) days out-of-school suspension and referral to the School Board for an expulsion hearing. The Safe School's Act states that a school shall expel, for a period of not less than one (1) year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Dangerous Weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or

serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

SALE, USE, POSSESSION OR PROCUREMENT OF INTOXICATING BEVERAGES, RESTRICTED DRUGS, ETC.

Definition of Terms:

- (1) *Restricted Drugs* - includes opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, substances listed as controlled substances in either Section 202 of the Federal Controlled Substance Act (21 U.S.C. § 812) or Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101, et seq.). The term also includes anabolic steroids; provided, however, Human Growth Hormone (HGH) shall not be included as an anabolic steroid.
- (2) *Drug Paraphernalia* - Shall include those items as listed in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101, et. Seq.). "Drug Paraphernalia" shall also include any forged, stolen, or blank prescriptions.
- (3) *Look-a-like Drugs* - shall mean a "substance which, or the label or container of which, substantially resembles a specific Restricted Drug and/or Controlled Substance." The Administration, in arriving at a determination of whether or not a substance is a look-alike-drug, shall be guided by the provisions of the Controlled Substance Drug Device and Cosmetic Act or a comparable or related state or federal statute or regulation.
- (4) *Intoxicating Beverages* - shall mean any liquor, malt or brewed beverages or alcohol as those terms are defined in the Liquor Code as amended (47 P. S. 1-101, et seq.) or any comparable or related state or federal statute or regulation.
- (5) *Use* - means to ingest, inhale, inject, imbibe or otherwise use a restricted drug, look-a-like drug or intoxicating beverage to reach the bloodstream or digestive tract or be under the influence thereof.
- (6) *Possession* - means the possession of any restricted drug, intoxicating beverage, look-a-like drug or drug paraphernalia. Such restricted materials found in a student's locker is equivalent to possession.
- (7) *Sale/Sell* - shall include any abuse or transfer of a restricted drug, intoxicating beverage, drug paraphernalia, look-a-like drug or over-the-counter-drug. "Over-the-counter stimulants and/or depressants" include any substance that can be purchased over-the-counter which can be health endangering when used in any way contrary to the manufacturer's directions.
- (8) *Distribution* - means to deliver or give possession of a restricted drug, intoxicating beverage, drug paraphernalia, look-a-like drug, or over-the-counter drug to another person whether or not said distribution is with or without consideration.

Prohibited Conduct/Consequences – the possession, sale, use, distribution of, being under the influence of, or aiding in the procurement of a restricted drug, intoxicating beverage, look-a-like drug, over-the-counter drug or drug paraphernalia is strictly forbidden. Students participating in such prohibited conduct while on school ground, during a school-sanctioned or sponsored activity, while going to or from their homes, or while going to and from their homes, shall be subject to the policies regarding suspension/expulsion from school. Specifically, the following discipline consequence shall be assigned to student violating this policy:

1. Possession, use, or being under the influence of restricted drug/intoxicating beverage – first offense: ten (10) days out of school suspension; possible referral to the Board of Directors for expulsion; student loses eligibility to participate in all extra-curricular activities for sixty (60) days from last date of suspension.
2. Possession, use or being under the influence of restricted drug/intoxicating beverage – second offense: ten (10) days out of school suspension; automatic referral to the Board of Directors for expulsion; student loses eligibility to participate in all extra-curricular activities for sixty (60) days from last date of suspension.
3. Distribution, sale, passing or sharing of restricted drug/intoxicating beverage – all offenses: ten (10) days out of school suspension; possible referral to the Board of Directors for expulsion; student loses eligibility to participate in all extra-curricular activities for sixty (60) days from last date of suspension.
4. Possession of drug paraphernalia – all offenses: ten (10) days out of school suspension; student loses eligibility to participate in all extra-curricular activities for sixty (60) days from last date of suspension.
5. Possessing, using or disturbing restricted drug/intoxicating beverage while a spectator at school, school-sponsored/school-sanctioned event – all offenses: ten (10) days out of school suspension; possible referral to the Board of Directors for expulsion; student loses eligibility to participate in all extra-curricular activities for sixty (60) days from last date of suspension.
6. **Notification of Police** – The police will be notified in all cases involving restricted drugs and intoxication beverages.

Exempted Conduct – A student shall not be considered involved in prohibited conduct if such student possess and/or uses a substance that falls under the definition of restrictive drug when that student (1) has a valid prescription from a licensed physician and that student is adhering to the physician's directions and (2) is following the prescription/medication policy of the Health Office in the building in which that student is attending to have the substance in possession. Provided, however, it shall be considered Prohibited Conduct for a student to sell or distribute any substance even though that student may have complied with the provisions of this paragraph.

Over-the-Counter Drugs – the sale, use and distribution of over-the-counter drugs is likewise strictly forbidden. Over-the-counter drugs, including caffeine derivatives, stimulants or depressants, may be abused and can cause serious allergic reactions to some users. As such, a student is strictly forbidden from selling, or distributing any such over the counter drugs. Students who sell, use, or distribute over-the-counter or prescription drugs, purporting them as restricted drugs, shall be subject to expulsion.

Any student suspended or expelled under this policy will be referred to the Penn-Trafford Student Assistance Program (SAP) and shall be evaluated prior to consideration for readmission to school. If the student is readmitted, PTSAP shall evaluate/assess the situation and develop an appropriate plan of action for the student and parent/guardian who shall comply with the recommendations. The plan of action may include enrollment in a substance abuse treatment program during the period of the student's exclusion and/or return to school. (In no instance shall the recommendations by the PTSAP increase the time of exclusion).

SEARCH AND SEIZURE

Locker Searches:

See Locker information on page 8.

Student Searches:

Penn-Trafford School District officials may search students provided a reasonable suspicion exists which can justify such a procedure. Reasonable suspicion would be receiving reliable information about a school rule that has been broken or a criminal violation that has been committed.

Seizure:

The school official conducting the search shall seize any item found in the search, which is evident of a violation of the law or Student Handbook. The seizure shall be made to protect the health, safety and welfare of the student involved and other students. Any incriminating evidence will be submitted to the proper authorities.

HARASSMENT / BULLYING POLICIES

Pupil Bullying

The development and maintenance of self-discipline is an integral aspect of learning. Efforts at such development are not only critical to a student's growth as a learner, but are essential to maintain a school climate that encourages learning for all students. As such, the bullying of a student by other students will not be tolerated within the Penn-Trafford School District.

Board Policy and Regulation 249, provides information on the subject of bullying within the District. This policy is extended to the

transportation of students to and from school. No student should be in an environment that makes him/her feel unsafe, intimidated, or abused. It is the practice of Penn-Trafford School District to maintain an environment in which bullying in any form is not tolerated. **Students engaging in this behavior may be subject to disciplinary actions including but not limited to: loss of bus riding privileges, parent conference, detention, suspension, expulsion from school, and police referral.**

Definition of Bullying:

Bullying, as defined by law, 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. For the purposes of this policy, bullying is defined as follows:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

School setting means 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.

Types of bullying may include, but are not limited to:

Direct Bullying - a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by extortion, threatening, taunting, teasing, and calling names.

Indirect Bullying - repeated over a period of time: negative gestures, intentionally excluding someone from a group, and spreading rumors.

Cyberbullying – means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that

are directed at another student or students, which occurs in a school setting, and/or outside the 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.

The offense of "cyberbullying/cyber harassment" would include:

- Making seriously disparaging statements about a child's physical characteristics
- Sexual activity
- Mental or physical health
- Threats to inflict harm

"Seriously disparaging statement or opinion" is now defined as "a statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim's age and which produces some physical manifestation of the distress.

The harassment could be made electronically, either directly to the child or through social media.

Reporting Procedures

1. The building principal, assistant principal and head teacher are identified as staff who are responsible for receiving reports, documenting alleged bullying, and publicizing that information as set forth below. Any complaint received should include specifics of the problem, what happened, who was involved, any witnesses, and any other relevant information. The complaint should also include how the alleged problem has affected the victim and what they would like done about the problem.
2. The staff person responsible for receiving reports of bullying will document and investigate each alleged incident.
3. Annually, the building principal will compile a report for the District administration to be incorporated into the District safety report to the Pennsylvania Department of Education.

Disciplinary Consequences

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;

2. Loss of privileges, including limitations on participation in extracurricular activities;
3. Referral to Student Assistance Program;
4. Detention;
5. Suspension;
6. Risk assessment; and
7. Police contact.

Publicity

1. These Bullying Procedures and the definition of bullying set forth in this Regulation will be posted on a publicly accessible page of Penn-Trafford School District's website.
2. Within 90 days of the effective date of this Regulation, each school will introduce this policy to its students and explain the procedures for reporting bullying incidents.
3. Once each school year, each school will review with its students these Bullying Procedures.
4. Building administrators or designees will ensure that these Bullying Procedures and the definition of bullying set forth in this Regulation is posted in each classroom and in a prominent location within the school building.

Review of Bullying Procedures

The Superintendent or designee, in cooperation with other appropriate administrators, shall review these Bullying Procedures every three (3) years and recommend necessary revisions to the Board.

For more information, see the District Bullying Policy (249) and Harassment Policy (103) on the District website:

DRESS CODE

Student's dress is the responsibility of the student and parents, using good taste as a criterion. The school will intervene when it is determined that the manner of dress is detrimental to the educational process or presents a safety hazard to the individual or others. Parents are requested to assist the school in curbing inappropriate dress for the school environment. (See Guidelines) Dress Code Guidelines

The following are examples of inappropriate dress for the school situation.

- A. Sunglasses, hats, bandanas, and head coverings will not be permitted indoors.
- B. Floor length dresses, pajama pants; capes are prohibited.

- C. Any item of clothing that exposes the midriff, bare back, or undergarments are not permitted. (Halter, tube tops, muscle shirts, tank tops, see-through clothing, etc.) Blouses and shirts must be buttoned and not low cut. Bra straps should not be exposed.
- D. Coats, jackets or garments designed for protection from outside weather shall not be worn in the building under ordinary circumstances.
- E. Clothing, patches, buttons or pins with suggestive writing or advertising alcohol, tobacco, or drugs are prohibited.
- F. Spiked jewelry, chains or jewelry creating a hazard is prohibited.
- G. Any articles of short attire (shorts or split skirts) must fall below the fingertips of the student when arms are set straight at his or her side.
- H. Any clothing containing obscene, lewd, vulgar, or profane words, depictions, prints, or graffiti may not be worn, whether it is apparel, footwear, or other accouterment usually associated with a person's dress.
- I. Torn and ripped clothing above the knee is prohibited. Mesh paneled pants must be below the knee. *
- J. Baggie or layered clothing that can conceal items also poses a safety hazard and are not to be worn.
- K. All pants, shorts, skirts, etc., must be secured and worn at the waist, no lower.

* If there is a question as to the inappropriateness of dress, the building administrator will make the final determination. Students who violate the dress code will be disciplined by the head teacher or the principal.

COMPUTER HARDWARE / SOFTWARE

Computer hardware and programs are the property of Penn-Trafford School District and appropriate usage is expected. Students using the computer to write/view inappropriate messages, images, or profanity will be subject to disciplinary action at the discretion of the administration. Student vandalism of computer equipment will result in a suspension and the student will pay for the damage and/or replace the equipment. Appropriate charges may be filed with police and the student may be referred to the School Board for further discipline.

Internet Access, E-mail, and Network Resources

Internet access, electronic mail (E-mail) and the network resources are available to teachers, administrators, and students in the Penn-Trafford School District for educational and instructional purposes and other purposes consistent with the educational mission of the School District. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the School District cannot ensure that the students who use the Internet or E-mail will be prevented from accessing inappropriate materials or

sending or receiving objectionable communications. The Penn-Trafford School District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility that users may procure inappropriate or offensive materials.

Monitoring

Penn-Trafford reserves the right to log, monitor and review Internet, E-mail and other network use of each user.

Filter

Penn-Trafford School District will employ the use of an Internet filter (the "Sonic Wall") as a technology protection measure pursuant to the children's Internet Protection Act. Each student will have a password-protected folder and will receive instruction in its use. Students are advised that the District utilizes a Technology Protection Measure that blocks or filters Internet access to the categories of material or information, set forth in subparagraphs a – e in the "Access Agreements" section below, as well as other categories of material or information which the District has deemed inappropriate for viewing by students in the educational setting.

Access Agreements

All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of the district policy. Each user must sign Penn-Trafford's Internet, E-mail and Network Access Agreement, which is included in this handbook for students. The student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/ Guardians. Students may not use the School District's computers for access to the Internet or E-Mail without the approval or supervision of a teacher or Penn-Trafford staff member. **In the event a parent/guardian does not sign the Agreement the student will not be permitted access to the School District network. This will be detrimental to the student's ability to complete the District's academics requirements.** The District's Access Agreement prohibits students from accessing the following categories of material or information on the Internet or World Wide Web:

- A. Material that is profane or obscene;
- B. Material that is pornographic, expressly including child pornography;
- C. Material that is harmful to minors (i.e., pictures or visual depictions which, taken as a whole, appeal to a prurient interest in nudity, sex or perverted or lewd acts);
- D. Material that advocates or condones the commission of unlawful acts; or
- E. Material that advocates or condones violence or discrimination towards other people.

Online Safety

Use of the internet and access to the World Wide Web provides great educational opportunities, but also exposes users to certain risks. To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. To further maximize the safety of users, the following guidelines and requirements shall be followed:

- A. Every student user of District technology shall be required to complete an Internet safety course. Through this course,

students will be educated on network etiquette and other appropriate online behavior, including (a) Interaction with other individuals on social networking websites and in chat rooms, and (b) Cyber-bullying awareness and response.

- B. Any user who receives threatening or unwelcome communications shall immediately notify his/her teacher, counselor, or administrator

Acceptable Use Policy - Prohibitions

Use of the Internet, E-mail, and network technology must be in support of the educational mission and instructional program of our School District.

Consequences of Inappropriate Use:

The user, whether a student or employee, shall be responsible for damages to equipment, system or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in the Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet and E-mail is a privilege, not a right. The Penn-Trafford administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

Disclaimer

Penn-Trafford School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Charges

The School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Listservs and Software

Subscriptions to listservs must be pre-approved by the School District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disk, unless he/she has the specific, prior written permission from the teacher or administrator.

To review the entire policy, please see the district's website or contact the main office.

Bring Your Own (Electronic) Device (BYOD)

The challenge for educators today is to preserve what is important from the past, while embracing the tools of the future. Our staff believes that 21st century instruction is necessary for 21st century learning. Our students are living in a world where they have immediate access to information anytime and anywhere. In a 21st century learning environment, students actively engage in an integrated curriculum, access information and apply it critically and creatively. Many students have personally owned devices that can be used to allow them to access information that ties to instructional purposes for a classroom. Allowing students to bring their own devices ensures that all students have a tool to use for instructional purposes.

Student Use of Devices

- Classroom teachers will direct the use of personal devices based on instructional goals for the day, students will be permitted to use their devices for educational purposes only.
- Students are not permitted to use devices in the restrooms, locker rooms, or hallways.
- Student use of a device must not disrupt the learning of others.
- By using the school network for a BYOD device, students agree to the school or district's acceptable use policy. This includes search and/or seizure of a student's personal device if the principal deems it necessary.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the district may be held liable for loss, theft, or damage to personal property.
- Theft of items on school property will be referred to the local Police Department.
- Students are to keep their devices secure at all times and not loan them to others.
- Clearly and permanently label all devices and power cords with your student's name.
- Students should set a password on the device and do not share that password with others.
- Bring devices fully charged to school and in good working order and bring necessary charging/power supplies to school.
- Record the device serial number and model information to be kept at home.
- Unless otherwise directed, students should set their device to the "silent" setting.

Examples of Inappropriate Use (These uses are *NOT* allowed):

- Using the district's electronic communication system for illegal purposes including, but not limited to, cyber bullying, gambling, computer hacking or pornography.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing usernames and passwords with others; and /or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, texting and pictures)
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's website

- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaming on personal devices
- Using the personal device when not permitted by staff.

Consequences for Inappropriate Use

Failure to follow the BYOD guidelines or district policy may result in these actions:

- Loss of the right to use a personal device at school, including confiscation of the student personal device.
- When a personal device is confiscated for the first time the student may retrieve the device at the end of the school day and parents will be notified of the incident.
- In the event of a second incident, a parent is required to retrieve the device from the school principal.
- In the case of a third incident, the student forfeits the right to use any devices during the school day and his/her device will be confiscated for a period of up to 10 school days.
- Students who continue to abuse the guidelines will receive additional consequences for insubordination and continued violation of school rules, including loss of privilege to use school district-owned technology resources.
- Police involvement and/or arrest in cases of theft of a personal device will be applied when deemed necessary by the principal.

List of Acceptable Devices

- Laptops (Windows or Mac)
- iPads
- Netbooks
- iPod Touch
- eReaders (e.g. Nook/Kindle)
- Smart Phones
- Mp3 players
- Tablets

NOTICE OF NON-DISCRIMINATION

The Penn-Trafford School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and/or 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 Mr. Brett Lago, Title IX Officer/Section 504 Officer at the PTSD Administrative Offices, Harrison City, PA 15636. Phone 724-744-4496.

Behavior Response Chart

The listing below is to serve as a guide. It is not an exhaustive list of reasons for referral for discipline. **The principal has the right to judge the circumstances and limit or increase the level of consequences based on the severity of the behavior and extenuating circumstances of person(s) involved.**

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Abusive language directed at other students; agitating others	Level 1 or 2	Level 2 or 3	Level 3 or 4	Level 4
Abusive language toward staff	Level 3 or 4	Level 4		
Assault (Physical)	Level 4			
Bomb Threat or failing to report knowledge of a false threat	Level 4			
Bus misconduct	Level 1	Level 2	Level 3	Level 4
Cheating/Lying/Forging Documents	Level 2	Level 2 or 3	Level 3 or 4	Level 4
Class Cut	Level 2	Level 3	Level 4	
Class Disruption/Failure to follow classroom rules or complete assignments	Level 1	Level 2	Level 3	Level 4
Computer/Technology Misuse	Level 1 or 2	Level 2 or 3	Level 3 or 4	Level 4
Dress Code violations	Level 2	Level 3	Level 4	
Drug/Alcohol policy violation (see policy description on page 15)	Level 4			
Failure to attend Lunch Detention	Level 2	Level 3	Level 4	
Failure to attend Before or After-school Detention	Level 3	Level 4		
False Alarms/Tampering with fire/safety equipment	Level 4			
Fighting	Level 3 or 4	Level 4		
Gambling	Level 2	Level 3	Level 4	
Harassment of another student	Level 1 or 2	Level 2 or 3	Level 3 or 4	Level 4
Insubordination to staff	Level 2	Level 3	Level 4	
Lewdness	Level 4			
Misuse of school property	Level 1 or 2	Level 2 or 3	Level 3 or 4	Level 4
Obscene material/profanity	Level 2	Level 3	Level 4	
Physical altercation (not fighting)	Level 2	Level 3	Level 4	
Possession/Sale of Stolen Property	Level 4			
Possession/Use of explosive devices	Level 4			
Rioting	Level 4			
Tobacco Violation (see policy description on page 15)	Level 3	Level 4		
Tardiness	Level 1	Level 2	Level 3	Level 4
Theft	Level 3	Level 4		
Threats to others	Level 3	Level 4		
Unauthorized entrance of lockers	Level 2	Level 3	Level 4	
Unauthorized recordings or pictures of students or staff	Level 3	Level 4		

Vandalism	Level 3 or 4	Level 4		
Weapons possession or failure to report knowledge of a weapon in school (Includes look-alike weapons)	Level 4			
Unauthorized leave from school grounds	Level 3	Level 4		

Progress Report and Report Card Schedule for 2019-2020

Quarter	1st	2 nd	3 rd	4th
<u>Progress Notices</u>	September 24	Dec 3	February 11	April 23
	Mid-Point Progress Notices can be sent home with the use of a district-wide progress notice. Parents and teachers can make arrangements to communicate electronically via the PowerSchool parent portal.			
<u>End of Quarter</u>	October 24	January 10	March 16	May 22
<u>Report Card Electronically Posted</u>	October 31	January 17	March 23	June 6

These calendars may be altered or extended in case of the emergency closing of school.

SCHOOL CALENDAR 2019-2020			
MONTH	DATE	DAY	ACTIVITY
August	19	Monday	In-Service Day
August	20	Tuesday	In-Service Day
August	21	Wednesday	In-Service Day
August	22	Thursday	First Day of Instruction
September	2	Monday	Labor Day (no school)
November	11	Monday	Act 80 (no school for students)
November	27	Wednesday	Early dismissal for Students / ½ Act 80
November	28	Thursday	Thanksgiving Day (no school)
November	29	Friday	Fall Recess (no school)
December	2	Monday	Fall Recess (no school)
December	20	Friday	Last School Day before Winter Recess
January	2	Thursday	School reopens following Winter Recess
January	20	Monday	Act 80 (no school)
February	17	Monday	No School – 1nd make-up day
April	9	Thursday	Spring Recess (no school) – 3rd make-up day
April	10	Friday	Official School District Holiday (no school)
April	13	Monday	Spring Recess (no school) – 4th make-up day
April	14	Tuesday	Spring Recess (no school) – 2th make-up day
May	1	Friday	Act 80 (no school)
May	21	Thursday	Commencement (6:30p)
May	22	Friday	Last Day of Instruction-Early Dismissal (Act 80) at 1pm
May	25	Monday	Memorial Day (no school)
May	68	Tuesday	Professional Development Day for Staff – 5th make-up day
May	29	Friday	School Picnic (No school)

Early Dismissal Time Schedule – HS 12:25, MS 1:00, Elem 1:35

Please review, sign, tear out and send back the next 3 pages to your child's homeroom teacher

HANDBOOK REVIEW

I, the parent or guardian, of (Student's name) _____ have read the student handbook with my child and I am aware of the contents. I am also aware my child will have the attached homework book that I can check and see what they are doing every day.

Parent's signature _____ Date _____

As a student at Penn/Trafford Middle School, I, _____, have read the student handbook and I am aware of the contents. I also understand that I am to use the homework portion of the booklet to help me with organization.

Student's Signature _____ Date _____

PENN-TRAFFORD SCHOOL DISTRICT INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn-Trafford School District's Internet Access, E-mail, and Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the School District's computers; I acknowledge that all aspects of my use of the School District's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the School District's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the School District makes no assurances of any kind, whether express or implied, regarding any Internet or E-mail service. I further understand that the use of any information obtained via the Internet and/or E-mail is at my own risk; that the School District specifically disclaims responsibility for the accuracy or quality of such information; and that the School District is not, will not be, responsible for any damage or loss which I suffer.

Student Username (Please Print)

User Signature

Date

Parent's or Guardian's Agreement

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the Penn-Trafford School District to ensure compliance at all times with the School District's Internet Access, E-mail and Network Resources Acceptable use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.

As the parent/guardian of _____, I acknowledge that I received and understand the School District's Internet Access, E-mail and Network resources Acceptable Use Policy and the School District's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and E-mail access is designed for educational and instructional purposes and that the School District will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for the School District to prevent access to all inappropriate and objectionable material, and I will not hold the School District responsible for materials acquired or contacts made through the Internet or E-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and E-mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and E-mail; that there is no practical means for the School District to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the School District to monitor and review all communications to and from my child on the Internet and E-mail, I recognize that it is not possible for the School District to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Penn-Trafford School District to provide my child with the Internet and E-mail access. I agree to compensate the School District for any expenses or costs it incurs as a result of my child's violation of the Internet and E-mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the School District responsible for any matter arising by reason of or relating to (a) my child's violation of the School District's Internet Access, E-mail and Network Resources Acceptable Use Policy or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Parent Signature: _____ Date: _____

Print Name: _____

Middle School BYOD Agreement

The Penn-Trafford School District is pleased to offer our students the opportunity to bring their own device to enhance and aid in their learning opportunities. Devices are to be used for instructional purposes only. We are dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global and electronic age. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this agreement, as well as ALL applicable PTSD policies, is necessary for continued access to the school's technological resources and each student's success.

- The District has the right to confiscate any device that is used in violation of any of the rules contained in this agreement or Board policies; or that is used in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity. Confiscated devices shall be returned only to the student's parent or guardian and on such terms and conditions as shall be determined by the School District.
 - Device care and security is the responsibility of the student. Penn-Trafford School District is not liable for any device damaged or stolen. Devices need to be locked in the individual student's assigned locker, if a student is unable to supervise his/her personal device. It is the student's responsibility to notify the school office if his/her school locker is not working properly.
 - Students are not authorized to use other students' personal devices or permitted to allow others to use their personal devices.
 - Students are not permitted to use the audio or video recording function of a device unless given express and specific permission in advance by a teacher or administrator and the individuals whose voices or activities are being recorded.
 - Obscene language and/or inappropriate materials, including screensavers, backgrounds and/or pictures are strictly prohibited.
 - Illegal use or transfer of copyrighted materials is strictly prohibited.
 - The District's filter will be applied to Internet connections and using any means to bypass the filter is strictly prohibited. If students access the Internet through their personal data plan, it is with parental understanding that this is unfiltered access. However, while on school premises students are still required to follow this BYOD Agreement and PTSD policies.
 - Attempts made to bypass network security or gain unauthorized access is strictly prohibited.
 - Access to district network resources such as network drive space, printing, and shared public drives may not be possible from a personal device.
 - Devices are to be fully charged prior to bringing to school.
 - The district will not perform any device repairs or provide technical support beyond access to the PTSD wireless network.
- I understand and will abide by all School Board policies and this BYOD Agreement. I further understand that any violation may result in the loss of my technological privileges, disciplinary action, and Federal, Civil and Criminal laws where applicable.

Student Name: (please print) _____ Date _____

Student Signature: _____

Parent/Guardian Signature: _____

kp/2013