



# *St. Marys Area Middle School*

*“Committed to Excellence”*

## *Principals Message*

*Welcome to the St. Marys Area Middle School! Our middle school setting offers a new set of opportunities for you to meet the school district mission of “Empowering Learners for the 21<sup>st</sup> Century. – SMASD.” Within the mission we look to give you experiences **Socially, Morally, and Academically** in a **Standards aligned** system with **Data-driven** decisions. Our lineup of new teaching staff, veteran teaching staff, and support staff is enthused about making the 2011-12 school year an exciting and rewarding learning journey for each of you.*

*We are dedicated to middle level learners and we will work extremely hard to ensure you are coming to school each day to a place of **Respect, Responsibility, and Effort**. Our collective desire is for you to gain knowledge and skill as well as an understanding of information, ideas, and concepts that will enable you to succeed in the classroom and in other areas of your life. Our goal is to provide you a **World Class Education with the Rural Advantage**.*

*I encourage you to take advantage of the opportunities afforded by our school and staff. Get involved in activities that will allow you to grow. Gain experiences that foster a positive outcome for both you and our school.*

*Finally, I look forward to getting to know you, and I encourage you to set Middle School Goals for yourself and then set out to achieve them. Above all, believe in your ability to contribute to our St. Marys Middle School hallmark: **Committed to Excellence!***

*Sincerely,*

*Mr. Wortman*



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## St. Marys Area School District School Calendar 2011-2012

end of	report
m.p.	cards
10/26/11	11/2/11
1/11/12	1/18/12
3/16/12	3/26/12
6/1/12	6/1/12-elem
	6/8/12-ms/hs

August					
M	T	W	T	F	
x	x	x	x	x	
x	x	x	x	x	
x	x	x	x	x	
<del>22</del>	23	24	25	26	
29	30	31			

September					
M	T	W	T	F	
			1	2	
x	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

October					
M	T	W	T	F	
	3	4	5	6	7
<del>10</del>	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

November					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	<del>11</del>	
14	15	16	17	18	
21	22	23	x	x	
x	29	30			

December					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
x	x	x	x	x	

January					
M	T	W	T	F	
x	3	4	5	6	
9	10	11	12	13	
16	17	18	19	<del>20</del>	
23	24	25	26	27	
30	31				

February					
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
x	21	22	23	24	
27	28	29			

March					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	<del>23</del>	
26	27	28	29	30	

April					
M	T	W	T	F	
	2	3	4	x	x
x	x	x	x	x	
16	17	18	19	20	
23	24	25	26	27	
30					

May					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	x	
x	29	30	31		

June					
M	T	W	T	F	
				1	
x	x	x	x	x	
x	x	x	x	x	
x	x	x	x	x	
x	x	x	x	x	

First Student School Day	8/23/11				
Inservice Days	8/22/11	10/10/11	11/11/11	1/20/12	3/23/12
Labor Day	9/5/11				
Thanksgiving Vacation	11/24/11	11/25/11			
Deer Season	11/28/11				
Christmas Vacation	12/26/11	12/27/11	12/28/11	12/29/11	12/30/11
New Year Vacation	1/2/12				
Presidents' Day	2/20/12				
Vacation/Emergency Make-up Day	5/25/12 <sup>(1)</sup>				
Spring Vacation/Make-up Days	4/5/12 <sup>(2)</sup>	4/13/12 <sup>(3)</sup>	4/12/12 <sup>(4)</sup>	4/11/12 <sup>(5)</sup>	4/10/12 <sup>(6)</sup>
Spring Vacation	4/6/12	4/9/12			
Memorial Day	5/28/12				
Last Day for Students/Graduation	6/1/12				

PSSA Reading and Math Assessments - March 12<sup>th</sup> - 23<sup>rd</sup>

PSSA Writing Assessments April 16<sup>th</sup> - 20<sup>th</sup>

PSSA Science Assessments April 23<sup>rd</sup> - 27<sup>th</sup>

# **”All Students Are Welcome in the St. Marys Area School District.”**

## **FORWARD**

This handbook is written for the purpose of providing students, parents, and teachers with important information concerning the St. Marys Area Middle School.

In order for the school to function smoothly and effectively, it is necessary that everyone be thoroughly familiar with the details of school organization and the policies explained in this book. However, to fully appreciate the entire operation of our school, a school visit is suggested.

Parents, please consider this a standing invitation to visit the St. Marys Area Middle School. We will be more than happy to answer any questions or make clarifications for items which you feel may not be answered in this handbook.

We ask that all students and parents read the entire contents of this manual during the first week of school as it will serve as a guideline for success in the St. Marys Area Middle School.

## **MIDDLE SCHOOL CONTACTS**

<b>POSITION</b>	<b>PHONE</b>
<b>James Wortman</b> ..... Principal	781-2146
<b>Karen Lucanik</b> ..... Dean of Students	781-2133
<b>Kate McGonnell</b> ..... Guidance	781-2149
<b>Wendy Hanslovan</b> ..... Guidance	781-2139
<b>Melissa Cadori</b> ..... School Nurse	781-2150
<b>Sheryl Surat</b> ..... Secretary	781-2167
<b>Michelle Dezanet</b> ..... Secretary	781-2148

# STUDENT / PARENT HANDBOOK

## RULES—GUIDELINES—INFORMATION

### BACKGROUND INFORMATION

This year, approximately 580 students in grades 6, 7, and 8 will attend the Middle School from St. Marys, Bennett's Valley, and Fox Township.

Our library is enhanced with a variety of text and electronic reference materials, including approximately 11,000 books and 28 periodicals. Students are permitted to use the library during the school day with their teacher's permission.

Our guidance services are available to every student in the school. These services include assistance with educational planning, testing, and interpretation of test scores. We also offer aid in acquiring study skills and provide support to students and families with home, school, and/or social concerns.

In addition, if a student is experiencing difficulty in various academic subject areas, we offer the Child Study Program. This program provides the student academic assistance as a result of a planning meeting involving parent(s), students, and staff.

### TRANSPORTATION

Parents or others transporting students to school at the beginning of the school day should pull into the parking lot opposite the crosswalk; students should not be left off at the curb (the "bus lane") since this interferes with buses which may be letting students off at the same time.

### CAFETERIA FACILITIES

Our cafeteria serves lunch daily, including a main dish, vegetable or salad, bread, milk, and dessert. We also feature an a la carte menu. Students may prefer to carry their lunches but still have the opportunity to purchase milk. We utilize a closed lunch program during which all students eat in the school lunchroom.

The lunch period is divided into three (3) 30 minute time slots to allow a separate eating time for each grade level.

An application for free or reduced price lunch is found ONLINE and/or distributed at the beginning of each school term and may be requested as needed throughout the school year. This program is federally financed and provides for a free or reduced price meal for students who qualify. Please complete all information on the form if you feel you qualify and return it to school or submit ONLINE as soon as possible.

### PHONE CALLS

Phone calls to students should be limited to those which are absolutely necessary. Students may use the telephone in the office when necessary.

### CELL PHONE POLICY:

The St. Marys Area Middle School realizes that cellular technology is an embedded aspect of American culture. However, many disruptions to the typical school

day occur due to student use and abuse of cellular technology. These disruptions are both material and substantial, frequently leading to a loss of instructional time for both individuals and groups. With a desire to increase time on task and eliminate activities which could be considered criminal, the SMAMS cell phone policy is as follows:

1. Students may possess cellular phones while on campus.
2. Students MUST turn off their cell phones prior to entry into the building. Students may use their cell phones following the daily dismissal of 2:39 pm.
3. Phones that are visible to faculty, staff, or administration prior to 2:39 will be confiscated and held by administration in the main office. Phones will be returned only to a parent. **Students will not be permitted to retrieve their own phone.**
4. Parents must pick up phones during normal business hours (7:30 – 3:30 Monday – Friday when school is in session).
5. Students will receive progressive behavioral consequences for violations of the cell phone use policy. (i.e., actual use of their cell phone)
6. Students who refuse to tender their cell phone when asked will be immediately escorted to the Dean of Students detention room and remain there until they comply. They will receive a zero with no opportunity for make up for any time out of class. In addition, students will receive the behavioral consequence for insubordination.
7. Any student who is found to possess pornographic or other illicit or illegal materials on their phone will be reported to the St. Marys Area Police Department and with possible charges at their discretion.
8. Students who have been found to have violated this cell phone policy through an interview with another student and/or through examination of another student's phone, will be subjected to the same penalties.

Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also, with permission, utilize the office phones.

### LOST AND FOUND

Students who find property or books, which do not belong to them, should place them in the lost and found box located in the office. If you lose such items, please check for them at the office.

Each year many personal items are not claimed at the closing of school. These items are discarded after the last day of school.

## **VISITORS**

Students are not permitted to bring visitors to school. Parents are always welcome to visit the school. If a parent needs to meet with a teacher for a parent/teacher conference, the parent should contact the school office to make arrangements for an appointment.

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE FOR A VISITOR'S PASS. VISUAL IDENTIFICATION NEEDS TO BE PROVIDED FOR ALL VISITORS.**

## **TRANSFERS**

In the event that you move to another community, please notify us at least one day (preferable earlier) prior to your child's last day of school so we can complete all transfer records. This will make enrollment much easier in your child's new school. The guidance department needs your signature before sending records to any other school.

## **SUBSTITUTE TEACHERS**

Substitute teachers are guests in our school building and we are fortunate to have their services to allow instruction to continue. Substitute teachers are to be treated with the same respect and consideration as a full-time teacher in our school. It is the responsibility of students to see that every courtesy and assistance is offered to the substitute teacher. This will insure both a productive and profitable learning experience for the student population in absence of the regular teacher.

All substitute teachers have the same authority and responsibility as the regular classroom teacher.

## **PARENT – SCHOOL CONTACT**

Throughout the school year, we will be planning open house programs and activities, which will allow time for parents to visit school and become acquainted with our facilities and our program. Feel free to call the school for an appointment to visit at other times during the year.

## **GUIDELINES**

### **BOOKS AND OTHER SCHOOL PROPERTY**

Students are permitted to carry their books and materials to and from school with a book bag; however, they may not use a book bag of any type to carry books during the school day.

Pupils are held responsible for the loss or damage of school books. When books are lost, pupils shall report the loss to the subject teacher and secure a new book. Books not accounted for at the end of the year must be paid for by the student. Students are liable for the costs involved in the repair and/or replacement of any school property lost or damaged.

### **VALUABLES (revised 2008-09)**

We feel that pupils should become increasingly responsible for their own property as well as that of the school. We will do our best to develop, promote, and

supervise a high trust culture. **Nonetheless, pupils are advised NOT to bring excessive amounts of money, expensive electronics, or valuable belongings to school (this includes iPod's, MP3 Players, cameras, etc.)** If these items are brought to school they will be at the risk of the owner and it may be advisable to secure a locker lock (see below) for extra security.

## **LOCKERS**

All students will be assigned a locker with a locker partner. **We have had three consecutive successes with our no locker lock environment.** We remain of a strong belief that our students are able to measure up to the expectations of respect and trust related to this initiative. Please know of our intent to closely monitor this effort and to make adjustments if necessary. **Students or parents who have concerns about this initiative are welcome to sign on for a school issued combination lock at any time during the school year.**

Students are permitted to go to their lockers only before and after school, homeroom, and lunch. Students need a signed planner pass to go to their lockers if they are going outside of the above designated times. Students must stay in the lockers to which they are assigned.

**THE LOCKERS ARE CONSIDERED TO BE THE PROPERTY OF THE ST. MARYS AREA SCHOOL DISTRICT AND MAY BE SEARCHED, AT ANY TIME, WITHOUT WARNING TO THE STUDENTS.**

## **FIRE DRILLS**

A monthly fire drill will be conducted throughout the year. Instructions are posted in each room of the school building. If your child, for any reason, should not participate in any particular month's fire drill, please notify us in advance. This notice should be in writing whenever possible.

Plans in place for fire drills, which occur during class exchange or during lunch are as follows:

During class exchange: Students are to go to the nearest exit and find their homeroom teacher, even if this means going around the building. The homeroom teacher then takes roll.

During lunch: Students exit the nearest exit to the cafeteria. Cafeteria monitors and faculty members eating lunch help take roll in the back parking lot or field.

Physically Impaired: There is a plan in place regarding these students which involves their aides and the teachers whose classes they attend.

## **FIRE DRILL RULES**

- Evacuate the room in an orderly manner using the plan designed for your location.
- Leave the lights on!
- Close the door.
- Do not go to your lockers or stop as you exit the building.

- Stay with your teacher so that attendance can be taken.
- Students must stand at least fifty (50) feet from the building when evacuated.
- Do not reenter the building until the “ALL CLEAR” signal has been given.
- Do not block fire lanes or access to the building by fire personnel or emergency response personnel.

**ST. MARYS AREA SCHOOL DISTRICT  
BELL SCHEDULE**

7:45 - 8:33.....	Period 1 .....	48 minutes
8:37 - 9:21.....	Period 2 .....	44 minutes
9:25 - 10:09.....	Period 3 .....	44 minutes
10:13 - 10:57.....	Period 4 .....	44 minutes

**LUNCH SCHEDULE**

**A Lunch**

Grade .....	Lunch .....	10:57 - 11:27 .....	30 minutes
6	Period 5	11:31 - 12:15 .....	44 minutes
	Period 6	12:19 - 1:03 .....	44 minutes

**B Lunch**

7	Period 5	11:01 - 11:45 .....	44 minutes
	Lunch	11:45 - 12:15 .....	30 minutes
	Period 6	12:19 - 1:03 .....	44 minutes

**C Lunch**

8	Period 5	11:01 - 11:45 .....	44 minutes
	Period 6	11:49 - 12:33 .....	44 minutes
	Lunch	12:33 - 1:03 .....	30 minutes

1:07 - 1:51.....	Period 7 .....	44 minutes
1:55 - 2:39.....	Period 8 .....	44 minutes

**TWO HOUR DELAY SCHEDULE**

9:45 - 10:18.....	Period 1 .....	33 minutes
10:22 - 10:51.....	Period 2 .....	29 minutes
10:55 - 11:24.....	Period 3 .....	29 minutes
11:28 - 11:57.....	Period 4 .....	29 minutes

**A Lunch**

Grade .....	Lunch .....	11:57 - 12:27 .....	30 minutes
6	Period 5	12:31 - 1:00 .....	29 minutes
	Period 6	1:04 - 1:33 .....	29 minutes

**B Lunch**

7	Period 5	12:01 - 12:30 .....	29 minutes
	Lunch	12:30 - 1:00 .....	30 minutes
	Period 6	1:04 - 1:33 .....	29 minutes

**C Lunch**

8	Period 5	12:01 - 12:30 .....	29 minutes
	Period 6	12:34 - 1:03 .....	29 minutes
	Lunch	1:03 - 1:33 .....	30 minutes

1:37 - 2:07.....	Period 7 .....	30 minutes
2:11 - 2:39.....	Period 8 .....	29 minutes

**HALL PASSES**

Each student will be given a permanent pass that will be incorporated into our new student planner/assignment books that will be issued to each student at the beginning of the school year. The pass must be carried and used at all times or the student will not be permitted to leave class, etc. Emergencies are the exception. In the event that the planner/assignment book is lost a new one must be secured at the student’s expense (\$10.00 Replacement Fee). It will be the responsibility of the student to carry the planner/assignment book with them at all times.

**ACADEMICS**

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**HONOR ROLL, GRADES, AND REPORT CARDS**

An honor roll list is prepared after each nine (9) weeks grading period. The honor roll will include all students with **all grades at 86 or above**.

The grading system at the St. Marys Area Middle /school is based on class work, quizzes, homework, tests, projects, and other assignments.

The letter designation and numerical equivalents are:

**A – 94 – 100 – Superior**

Indicates outstanding performance and achievement.

**B – 86 – 93 – Commendable**

Indicates performance of quality above that normally expected of students at this level.

**C – 77 – 85 Average**

Indicates satisfactory performance of a quality which might reasonably be expected of students at this grade level.

**D – 70 – 76 – Passing**

Indicates less than satisfactory performance of a quality which is below average for this grade level, resulting in minimum achievement.

**F – below 70 – Not Passing**

Indicates little or no effort, resulting in performance which is unacceptable and not sufficient to justify promotion.

**INC – Incomplete**

Indicates that work is not completed due to absence or other reasons and must be turned in or completed within two (2) weeks or the grade will be changed to an “F”.

**M – Medical**

Indicates that work cannot be completed due to a medically documented disability.

**Pass/Failure**

Indicates successful or unsuccessful completion of a course with no percentage grade given.

Report cards are issued four (4) times during the school year.

## **SIXTH GRADE CURRICULUM**

MATHEMATICS – 6<sup>th</sup> GRADE

ENGLISH (with integration of LIBRARY SKILLS)

SOCIAL STUDIES

SCIENCE

READING (with the integration of LIBRARY SKILLS)

ART, KEYBOARDING, MUSIC

SUCCESS @ SIXTH

MATH MASTERY and/or READING MASTERY

PHYSICAL EDUCATION

HEALTH

## **SEVENTH GRADE CURRICULUM**

MATHEMATICS – 7<sup>th</sup> GRADE, PRE-ALG, ALG I

ENGLISH (with the integration of LIBRARY SKILLS)

READING LIT (integration of LIBRARY SKILLS)

SOCIAL STUDIES

SCIENCE

ART, MUSIC

TECHNOLOGY EDUCATION

PHYSICAL EDUCATION

COMPUTER LITERACY

HEALTH - ACOLESCENT DECISION MAKING

MATH MASTERY and/or READING MASTERY

ELECTIVE COURSES:

FOREIGN LANGUAGE - GERMAN, SPANISH

## **EIGHTH GRADE CURRICULUM**

MATHEMATICS: 8<sup>th</sup> GRADE, PRE-ALGEBRA,

ALGEBRA I, ALGEBRA II

ENGLISH (with the integration of LIBRARY SKILLS)

READING LIT (integration of LIBRARY SKILLS)

SCIENCE: GENERAL, EARTH AND SPACE

SOCIAL STUDIES

ART, MUSIC, COMPUTER LITERACY II

TECHNOLOGY EDUCATION

HEALTH

PHYSICAL EDUCATION

MATH MASTERY and/or READING MASTERY

ELECTIVE COURSES:

FOREIGN LANGUAGE - GERMAN, SPANISH

In addition to the core curriculum, we offer enrichment classes to those students that qualify.

## **HOMEWORK POLICY / ASSISTANCE**

Research has shown homework completion to be directly linked to academic success. As such, it will be the regular practice of the professional teaching staff at the St. Marys Middle School to assign meaningful homework to assist with homework completion the following progressive actions will be part of the academic process:

1. Students are expected to complete all assigned homework in the timeframe given to them by their teacher(s).
2. Students will be given full credit for homework completion when it is done on time, with quality, and in its entirety.
3. Students may be given no credit or only partial credit for homework done late, done with poor quality, or incomplete. The teacher level policy applies for the amount of credit given.
4. Failure to complete homework may result in the restriction of club activity or homeroom activity during 3<sup>rd</sup> period with the student assigned to Academic Assistance. Restriction will continue until homework completion is satisfactory (as judged by the teacher).
5. Subsequent failure to complete homework may result in a request for the student to attend AFTER SCHOOL Academic Assistance.
6. Additional failure to complete work will result in a formally assigned after school Academic Assistance.
7. In the event Mandatory Academic Assistance (after school) fails to remedy the situation, the student will be subject to referral for School Discipline and / or Child Study, Guidance, or the Student Assistance Program.

## **CHILD STUDY TEAM**

**OBJECTIVE/GOAL:** To identify the learning needs of students who are at risk of school failure, and to provide them with the type of academic, behavioral, and/or social support needed to succeed in school.

**CRITERIA:** “At-Risk” students can be identified in the following areas: academic, behavioral, or social/emotional.

Support necessary for these students may include voluntary parental involvement, or may also entail the assistance of community agencies to access additional services.

The major components of the Child Study Team staffings are:

- COLLABORATIVE CONSULTATION
- INSTRUCTIONAL ADAPTATION
- BEHAVIOR MANAGEMENT
- STUDENT ASSISTANCE/LIFE SKILLS

## EXCEPTIONAL STUDENTS

When a child is thought to be “exceptional” the first step is for the child to receive a multidisciplinary evaluation. Parents are entitled to be involved throughout this **evaluation** process. An evaluation may be initiated by school personnel (i.e. teachers, counselors, etc.) or by a parent. Parental permission will be requested for referrals by school personnel. Parental requests for evaluation **must** be in writing and should state the reasons for the request. If the parent orally requests an evaluation the school district will provide a request form to the parent.

The evaluation will be conducted by a **multidisciplinary team (MDT)**. In addition to school personnel, parents are also part of the MDT under Pennsylvania law and, therefore, information from the parents is to be included in the team evaluation. As a result of its evaluation, the MDT makes recommendations as to whether or not the student is “exceptional.” The MDT prepares a comprehensive written report with its recommendations based on individual evaluators’ reports. In order to recommend that the student should be treated as “exceptional”, the MDT must conclude both that the student has a disability or is gifted and that the student needs a special education program and/or services.

After the MDT makes its recommendation, an individualized education program team determines whether or not the child is exceptional and needs special education. If the team agrees that the child needs special education, an individualized education program (IEP) will be developed by the IEP team. The IEP is the written plan, which describes the child’s educational program and related services. Parents are members of the IEP team and will be invited to and included in the IEP team meeting. The school is responsible for implementing all aspects of the IEP.

Upon completion of the written IEP, a **Notice of Recommended Assignment (NORA)** will be issued to the parent for the parent’s signature. The parent must indicate on the NORA whether he/she agrees or disagrees with all or certain parts of the program and placement. If the parent disapproves on the NORA, then a prehearing conference may be held. Both the parents and the school district have the right to “waive” the prehearing conference, which means they chose not to participate and therefore give up the right to have this conference. If the conference is held, it is held between school personnel and parents who try to resolve the disagreement informally. (In fact, a prehearing conference can be requested by a parent at any time.)

Together with these in-school procedures the law contains other methods for resolving disputes. For Pennsylvania students, these other methods are **complaint, mediation, and due process hearing**. For more information please contact the Special Education Office at 781-2131.

## ATTENDANCE

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### SUMMARY

The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Regularity of attendance is desirable in developing proper habits, interest in school and a sense of responsibility which extend to positive adult attitudes.

*(This information is taken from St. Marys Area School District Policy No. 204 – Attendance, which was approved on April 9, 1990.)*

### COMPULSORY ATTENDANCE LAW PROCESS

All students, whether under or beyond the state compulsory attendance age of 17, will be subject to all district policies and Pennsylvania State Regulations pertaining to school attendance.

Any student who is absent from school for a total of (6) days will receive a formal letter noting the number of absences. All students reaching 10 days of absence will also receive a written notification of the following:

**As indicated herein, parent/guardian may write excuses for up to 10 days per year for students. After accumulating 10 days, students are responsible for producing a written medical or legal authority excuse attesting to the date(s) of absence on the letterhead of said office. If a proper written excuse is not submitted upon return to school, or within three school days, such absence(s) will be classified as unlawful.**

All unlawful (illegal) absences will be documented with a letter to the Parent(s) / Guardian.

After three (3) unlawful absences, the school will coordinate a school / family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. The result of this meeting will be a signed TEP that is agreed to by the school representative, the child, and the parent(s) and/or guardian. The NEXT unlawful (illegal) absence will result in a referral to the District Magistrate.

Regardless of the accumulated number of days of absence, the school principal, attendance officer, or superintendent may require a physician’s excuse for a questionable absence.

### EXCUSED ABSENCES

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. An EXCUSED ABSENCE would result from a written excuse by the parent / guardian (not to exceed 10 days in a given school year), or a written excuse from a medical or legal authority submitted to the school within three (3) days of the absence. The Board of School Directors considers the following conditions to constitute reasonable cause for excused absence from school:

1. Illness
2. Quarantine
3. Recovery from accident
4. Death in immediate or near family

5. Religious holidays
6. Required court appearances
7. Approved family educational trips
8. Emergency farm employment
9. Approved school/class tours and/or trips
10. Approved medical and/or dental appointments
11. Other “urgent reasons” to be considered only as they directly affect the pupil and as agreed to by the principal

### UNEXCUSED ABSENCES

Unexcused or unlawful absences shall include:

1. Absence from school with parent’s consent for reasons other than those considered excusable
2. Any date of absence not verified by a written excuse from a parent/guardian or a medical or legal authority within three (3) days of the date of absence.
3. Parent excuses are no longer acceptable for the school to classify as “EXCUSED” once the 10 days of absence have been accumulated by a student. After the 10 days, a written excuse from a medical or other legal authority will be required. Without this the absence is UNEXCUSED.
4. Leaving school during school hours without school permission
5. Truancy

**Absences may be categorized as “unlawful” if the student is of compulsory school age. Absences may be categorized as “unexcused” if the student is beyond compulsory school age.**

### TRUANCY

Truancy is defined as student absence without a parents’ or guardians’ knowledge and/or permission. A pupil who has been truant is subject to making up the time he/she was truant. **Irregular attendance may lead to a referral to Elk Co. Probation under the Truancy Prevention Program.**

### TARDINESS VERSUS HALF-DAY ABSENCE

A student is considered *tardy* if he/she arrives at school *after the tardy bell has rung (7:45 a.m.) and prior to 11:00*. If the student arrives after 11:00 am, the student is considered to be one-half day absent. In either event, the student must report to the office, sign in, and receive a pass to report to class. A written explanation from the parent / guardian explaining the tardiness is required. Late bus students will not be considered tardy. Please note that excuses which indicate car problems, missing the bus, or oversleeping, as reasons for late arrival may not be approved. See above (under attendance) for school board approved excuses for absences and tardiness.

Excessive unexcused tardiness (DEFINED AS MORE THAN THREE (3) TIMES) will result in progressive after school detention for each and every tardy thereafter. Basically, a student coming to school late (and unexcused) will be required to stay late as a make-up for instructional time lost.

If this “stay late” strategy fails to fix the problem a school - parent conference will be mandated in order to develop a solution to the problem and to protect the integrity of the start of the instructional day.

### EARLY DISMISSAL

The student and his/her family should make every effort to avoid early dismissals. Parents shall be advised that excuses for all or part of the school day shall be at the discretion of the building principals in accordance with the Pennsylvania Public School Code. Parents must provide accurate and complete reasons when requesting that their child be excused.

All early dismissals must be approved in advance by the principal. Consideration for such approval will be upon written request. The presentation of a signed written excuse does not guarantee that permission will be granted. Hair appointments, music or dancing lessons, non-school activities, needed at home and personal reasons may not be approved as reasons for either early dismissal or late arrival. Students’ absences which are not approved will be considered unexcused (if over seventeen years of age) and/or illegal (if compulsory school age).

### EARLY DISMISSAL PROCEDURE

If the need arises for any pupil to leave school prior to dismissal time, a written note, signed by the parent or guardian, must be presented to the office before 8:00 a.m. of the day for which such excuse is requested. This information can then be placed in the daily bulletin for reference by teachers.

If you wish to transport your child from school at a time earlier than dismissal in the case of any unusual occurrence (doctor’s appointment, dental appointment, etc.), the student must be signed out by his/her parent or guardian in the main office prior to leaving school grounds. The student must sign back into school if he/she returns during the same school day.

Written excuses are required when a student is absent at least one-half (1/2) day. If a student is absent for an appointment it is recommended that an excuse written by the doctor/dentist be supplied to the school.

Parental requests for medical doctor or dental appointments must include the name of the doctor or dentist to be seen and the time of the appointment. The doctor or dentist must be a licensed practitioner. Requests for early dismissal must be written in ink on a complete sheet of paper and contain the following information:

- a. Full Name of Student (and Student ID#)
- b. Precise Time of Early Dismissal
- c. Reason for Early Dismissal
- d. Name of MD or Dentist Appt. Time
- e. Signature and Phone Number of Parent or Guardian

Students shall be released from school only to their parents or guardians or to persons with written authorization from the parents or guardians. In case of illness, or suspension, it shall be determined that the

parent or a reliable adult is at home before the child is dismissed.

Any time someone other than the parent/guardian is picking up the student, a written note indicating the name/relationship of the person must be given to the school. Only under special circumstances and with the permission of the Principal will students be released to someone other than the parent/guardian by verbal request.

### **HOMEWORK REQUESTS**

If a student is absent from school, the parent may request homework **on the second day that the student is home**. If the school is notified on the second day, and if the parent notifies the school prior to 8:15 a.m. on the second day, the office will make every attempt to have the assignments ready for pickup at dismissal time. **If a parent calls after 8:15 a.m., the assignments may not be ready for pickup until dismissal time of the following day.**

When a parent calls to request homework, please notify the office of what books are already at home.

Whenever possible, please make arrangements to pick up the homework in the main office. The main office is typically open until 3:30 p.m. each school day.

### **MAKE-UP WORK**

Students who are frequently absent from school because of illness should not expect to receive grades in the subjects missed without making up assignments. Students are responsible for making arrangements to complete their work. Work must be made up **within a reasonable time period**, or it will be considered incomplete and may receive a failing grade.

Students truant (illegally absent) from school may not make up tests or homework and will receive a failing grade for any day(s) truant.

### **PARENT-SPONSORED EDUCATIONAL TRIPS**

Parents desiring to take their children on an educational trip must submit to the administration a description of the educational value to be gained by the student. This request must be submitted a reasonable time prior to departure for proper review (two weeks is recommended). Students are responsible for making arrangements with their teachers to make up all work.

Please contact the school office to obtain the appropriate "Educational Trip" form needed to request approval for an educational field trip and have your child bring it home for you to fill out and review.

No trip will be approved for any student with three or more unexcused or illegal absences or for any student with more than ten (ten) days of absence overall, whether the absences are legal or not. Principals shall have the authority to limit the number of days of excused absences for parent – sponsored educational trips if, in their judgment, these absences would be detrimental to the students' educational progress.

### **EMERGENCY CLOSING OF SCHOOL**

The closing or delayed opening of schools will be announced over radio stations WKBI (St. Marys), WCED AND WDBA (DuBois), and WKYN (St. Marys). In the event of an early dismissal, students should be aware of what to do if parents aren't home.

### **HOMEBOUND INSTRUCTION**

Students absent ten (10) consecutive days may request homebound instruction through the Guidance Office. Special instruction may be arranged for students who will be confined to their homes because of a serious accident or illness. Applications for this instruction should be made through guidance counselors and **approved by the doctor in charge.**

### **ATTENDANCE RELATED TO PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance for at least four (4) hours in order to participate in any school sponsored practice or school sponsored event unless excused by the principal. The principal may remove the privilege of participation for repetitive abuse of this section of the pupil attendance policy. There are regulations regarding school attendance which apply to students who are participating in interscholastic athletics. More information on these is contained in the Athletic Handbook for Students.

### **RULES**

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#### **BUS SAFETY RULES**

1. Wake up early enough to get ready for school without rushing.
2. Walk to the bus stop and arrive at least five (5) minutes before the bus is scheduled to arrive.
3. Behavior at the bus stop:
  - a) Stand at the bus stop at least three giant steps from the roadway.
  - b) No running, pushing, throwing objects.
  - c) Be polite with the other students and adults at all times.
4. When getting on the bus, go immediately to your assigned seat and remain seated until it is time for you to get off the bus.
5. While on the bus there should be no yelling, no pushing, no hitting or throwing of objects. Always keep your head, hands and all other objects inside the bus. Keep aisle ways clear of objects.
6. LISTEN TO THE DIRECTIONS OF THE BUS DRIVER.
7. When it is time to get off the bus, wait until the bus comes to a complete stop before standing and walking to the front of the bus.
8. Get off the bus in an orderly manner. Walk at least three steps away from the bus before walking to the left or right.
9. If you need to cross the street after getting off the bus, always walk in front of the bus to clearly see the driver. (At least ten steps in front of the bus). Wait

for the bus driver to give you the all clear signal before crossing the roadway.

10. Go straight home so your parents/guardians know where you are.
11. Do not have items dangling from your backpack, school bag or personal clothing.
12. Never attempt to pick up items dropped near the bus. Tell the bus driver.

### **CLASSROOM RULES (respect, responsibility, effort)**

#### **Students Will:**

1. **RESPONSIBILITY:** Be on time for class.
2. **EFFORT:** Be prepared for class, (i.e. have paper and pencil, books, homework, necessary tools to learn, etc.)
3. **RESPECT:** Raise their hand and be recognized by teacher to ask a question.
4. **RESPECT:** Show respect to everyone in class at all times.
5. **RESPONSIBILITY:** Wait to be dismissed by the teacher.

### **CAFETERIA RULES\***

- ◆ Walk, don't run to the cafeteria.
- ◆ Books, school materials, and personal items are to be placed in your locker on the way to lunch.
- ◆ Stop at the restroom on the way to lunch. If you have a dental appliance and need to "brush after eating" you will be given permission.
- ◆ Upon arrival to the cafeteria, ALL students are to be seated at a table and will wait to be called (table by table) to the line by the cafeteria monitor.
- ◆ Students may be assigned seats by a lunch monitor if the monitor determines there is a "group" behavior problem occurring.
- ◆ Once dismissed from the table students will line up on the outside walls of the cafeteria while waiting in line. No "line hopping" and no cutting across the cafeteria to get in line.
- ◆ Remain in the same seat for lunch period. You may deposit your lunch tray at the dishwasher window whenever you have finished eating. Lunch trays are to be stacked neatly. After disposing of waste from the tray, place used tableware in the rack provided.
- ◆ You must have permission AND a pass if it is necessary to leave the cafeteria during lunch.
- ◆ Sit only in designated areas. Some tables are set aside as "isolation" tables and are to be used only by those students who have been assigned there.
- ◆ Throwing of food is forbidden and will result in disciplinary action.
- ◆ Near the end of the lunch period you will be asked to clean the area surrounding the table where you have been seated. A request to pick up a paper or a crumb is not an accusation that you are responsible but a request to assist in keeping our middle school neat and clean.

- ◆ Dismissal from the cafeteria will be by table. You must wait until the teacher in charge indicates that you are excused.
- ◆ Please push your chair in under the table as you leave.
- ◆ For any extra or "a la carte" food purchase, students must go through the cafeteria line before taking a seat.
- ◆ Students will use only the double doors to enter the cafeteria.
- ◆ Do not save seats for yourself or for others.

### **Food may not be taken from the cafeteria.**

\*The Cafeteria pre-payment plan and student ID# requirement for lunch payment will be in effect again the 11-12 School Year. There is a major advantage to pre-payment and all students are encouraged to do so.

### **DANCE RULES**

- ◆ Only MIDDLE SCHOOL STUDENTS may attend.
- ◆ All usual school rules apply during dances!
- ◆ No students will be admitted to the dance ONE-HALF HOUR after the dance begins.
- ◆ Students planning to leave BEFORE the dance is scheduled to end must have a written note from their parent or guardian that states what time they are to leave. Otherwise, students remain at the dance until the scheduled endpoint.
- ◆ Students must remove their outside wear (coats, hats, etc.) as soon as they enter the school and place them in the designated area. They may not return to their coat for any items, such as comb, money, etc. When they deposit their outside wear it is not to be accessed until they are ready to leave for the evening.
- ◆ Students will not be permitted in the locker area of the hall between the main lobby and the cafeteria, even if their school assigned locker is in that area.
- ◆ No food and/or drink is permitted other than in the lobby. Students may not take these items into any other areas of the school or down the hall near the restrooms. Waste is to be deposited in the appropriate receptacles (aluminum cans in recycling bins).
- ◆ Students are to use the hall toward the art and home economics classrooms only as far as the entrance to the restrooms.
- ◆ Students who have written parental permission to leave the dance must get their outside wear, sign out with name and time of departure and leave the building and the immediate premises of the MIDDLE SCHOOL immediately. They are not permitted to return to the dance. Loitering in the vestibule, on the front sidewalk and in the parking lot area is not permitted.
- ◆ Only soft-soled shoes such as sneakers (no boots), should be worn on the gym floor.

## DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding appearance except when those choices definitely interfere with the proper processes of education and the demeanor of the classroom and/or the health or safety of themselves or others.

The Board authorizes the administration to enforce school regulations prohibiting student dress or grooming practices which interfere with the educational process, are a distraction to the learning environment, present a health or safety hazard, cause wear or damage to school property, or restrict the student's vision or movement.

The school shall provide for the development of habits and attitudes conducive to generally acceptable wearing apparel and good grooming. If a student's appearance is considered inappropriate, the home will be contacted.

- 1) Clothing must be clean and in good repair. Frayed clothing, stressed clothing, or clothing with holes are not be acceptable school attire.
- 2) Extreme styles, including revealing clothing, unusually short skirts (dresses), or noticeably tight clothing, are not be acceptable.
- 3) Hats or other headwear may not be worn inside the building.
- 4) Shoes should be worn at all times. Thongs, flip-flops, open-toed shoes, and roller sneakers are inappropriate school footwear for obvious safety concerns.
- 5) Garments imprinted with logos in inappropriate areas and advertising items such as beer, drugs, and cigarettes are not appropriate.
- 6) Clothing, buttons, or other insignia which are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are not appropriate.
- 7) Garments which contain offensive words, profanity, or provocative pictures are not appropriate.
- 8) Bare midriff, see-through garments, mesh tops, low-cut blouses, tank tops, sleeveless, and cut-offs are prohibited. The material from the top garment must touch the material from the bottom garment AT ALL TIMES.
- 9) Garments with metal, plastic, or other materials which damage school property, will not be permitted.
- 10) Coats and jackets designed for outdoor wear are not to be worn in school buildings during the school day.
- 11) Shorts are permissible school attire prior to November 1 and beginning April 1. The minimum length of shorts will be determined by the appropriate closeness to the knee as well as the arm length rule. When a student is standing erect with arms at sides, fingertips must be touching the bottom of the shorts. Shorts must not be any shorter and may not be form fitting.

- 12) Non-prescription sunglasses may not be worn in the building, except as required for documented medical reasons.
- 13) Hairdos, beards, mustaches, and sideburns should be trim, neat, and clean with no extreme styles. Eyes must be visible.
- 14) Unnaturally colored hair sprays, colored dyes, or colored obvious two tone hair are not appropriate for school. .
- 15) Students with hair below collar length may be asked to provide an appropriate hair restraint and/or covering for gym, athletic contests, shops, and laboratories.
- 16) Also inappropriate are face painting and writing on the hands, arms, etc
- 17) Jewelry that is a potential health/safety hazard to the wearer or to others is prohibited. All body piercing other than ears, including but not limited to eyebrow, chin, cheek, lip, nose, and tongue are prohibited.
- 18) Heavy metal chains, dog chains or wallets on chains are prohibited.
- 19) The faculty and/or administration may question a student's dress (not specifically covered in these guidelines) and take necessary action to align the student appearance within school guidelines.

### **Consequences For Inappropriate Appearance May Include the Following:**

**First Offense** - student will be asked to turn the piece of clothing inside out or to wear apparel provided by the school instead of the clothing in violation.

**Second Offense** - student will be asked to turn the piece of clothing inside out or to wear apparel provided by the school instead of the clothing in violation. AND will be subject to disciplinary action.

**Recurring Offenses** - student will be subject to disciplinary action AND may be required to call parent / guardian for appropriate clothing.

### **UNAUTHORIZED ITEMS - ELECTRONICS**

The following items are considered inappropriate items to be carried from class to class at middle school: radios, CD players, earphones, electronic games, tape recorders, pagers, laser pointers, etc. These items will be confiscated if they are in the possession of students during the instructional day as they are interruptive to the educational process.

If confiscated the items will be held in the Middle School Office where only a parent or guardian may pick them up.

*The Cell Phone Policy is clearly defined at the beginning of this handbook under the PHONE heading.*

**State Law PROHIBITS students from using laser pointers, cell phones, pagers, and similar devices during school.**

## PERSONAL SEARCH

Such a search may be conducted to protect the health, welfare, and safety of the student(s) and the educational process. Such searches will be conducted by the principal or his/her designee.

If any search should reveal items which are controlled and/or illegal, the police will be consulted, parents will be contacted, and criminal charges may result.

## STUDENT DISCIPLINE POLICY

**(See Discipline Contract and Discipline Forms as supplements to the handbook pages)**

The committee of the St. Marys Area School District has categorized most discipline problems into the following bold titled areas. Also included are suggested responses and procedures to assist those responsible for recognizing discipline problems and providing corrective measures.

This Discipline Policy is to be utilized by administrators and staff. In the event of serious circumstances or multiple offenses it may be necessary to deviate from the stated policy.

Additions to the misconduct listing may be made by the Board of Education and/or school administrators to insure an orderly and safe system.

School rules are considered in effect until waived. Students have the responsibility to familiarize themselves with the Students Rights and Responsibilities Policy, the Student Conduct Code, and the rules, regulations, and guidelines contained in the student handbooks.

## STUDENT RESPONSIBILITIES & RULES

Student responsibilities include school attendance, conscientious effort in classroom work and conformance to school rules. It is expected that the student will share with the administration and faculty the responsibility to develop climate within the school that is conducive to learning. **No student has the right to interfere with the education of his/her fellow students.** It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

**STUDENTS WILL EXPRESS** their ideas and opinions in a respectful manner.

**STUDENTS WILL BE AWARE** of all rules and behave in compliance with them.

**STUDENTS WILL GROOM** themselves as to meet standards of health and safety.

**STUDENTS WILL ASSIST** the school staff in operating a safe and positive school environment.

**STUDENTS WILL BE AWARE** of and comply with state and local laws.

**STUDENTS WILL EXERCISE PROPER CARE** when using public facilities and equipment.

**STUDENTS WILL MAKE ALL NECESSARY ARRANGEMENTS** for making up work when absent from school.

## STUDENTS' RIGHTS & RESPONSIBILITIES

### CONDUCT CODE:

- A. Primarily, a student attends school to learn. To create an attitude and atmosphere conducive to learning, each student shall
  1. Learn the rules and regulations in effect.
  2. Comply with school rules and regulations and with local, state, and federal laws.
  3. Meet all school obligations punctually and regularly.
  4. Report to each class with completed assignments and necessary materials
  5. Become aware of and pursue grade advancement and graduation requirements.
  6. Devote energies to learning; make sincere efforts to do best work.
  7. Develop standards of personal conduct which produce acceptable behavior, act in an orderly manner.
  8. Accept responsibility for his/her actions.
  9. Recognize and respond positively to authority of school personnel, assist staff in conducting an orderly school.
  10. Respect and consider the personal property rights of others.
  11. Help to keep school property free from damage and defacement.
  12. Volunteer information concerning the health and safety of the school community.
- B. Correcting and/or disciplining of students will result from actions of misconduct categorized below.
  1. Attendance
    - a. Violation of compulsory school laws.
    - b. Failure to attend school regularly if beyond compulsory school age (17 years).
    - c. Repeated tardiness or absence without cause.
    - d. Tardiness to or skipping classes.
  2. Citizenship
    - a. Violation of state laws, local ordinances, approved fire safety codes, school rules and regulations.
    - b. Disobedience, including insubordination and defiance.
    - c. Gross misbehavior, including deliberate, malicious or willful misconduct.
    - d. Use of profanity, obscenities, or degrading epithets.
    - e. Immoral conduct and/or indecently.
    - f. Possession, display, distribution, or sale of pornographic materials.
    - g. Possession, use, sale, or distribution of intoxicants, illegal or unauthorized medicine, drugs, look-alike drugs, or narcotics including by way of illustration and not limitation: alcohol, marijuana, heroin, opium, cocaine, LSD, barbiturates, and amphetamines.
    - h. Possession or use of tobacco products.

- i. Dress and appearance which present health or safety problems or cause disruption and/or distraction of the educational process.
- j. Distribution on school property of unapproved printed materials.
- k. Fraudulently using the name of another person or falsifying times, dates, grades, residence or other data used by the school.
- l. Unlawful interference with or intimidation of students or school employees.

3. Safety

- a. Disruptive behavior on school buses.
- b. Bodily conditions: The condition under which a student is suspected of having a communicable disease or of neglecting personal hygiene to the point of disrupting the educational process.
- c. Threats or physical attacks to students or school employees.
- d. Violence of the threat of violence.
- e. The act of possessing, using, or threatening to use any weapons or instruments capable of inflicting bodily harm.

4. Property

- a. Unauthorized possession of property not one's own.
- b. Being present in an unauthorized place of refusing to leave when ordered.
- c. Willful destruction or defacement of property.
- d. Purposefully setting fire to school property.

**PROGRESSIVE DISCIPLINE CONSEQUENCES**

**I. DETENTION OFFENSES**

- A. The following offenses are detention offenses unless and administrator determines that they are chronic. If such a determination is made, the offenses will be treated as suspension offenses.

Offenses for Detention:

- 1. Class disruption
- 2. Out of assigned area without permission
- 3. Safety violation
- 4. Truancy (Parents unaware).
- 5. Chronic tardiness to school or class
- 6. Failure to follow class rules (or directions)
- 7. Profanity directed toward students

- B. The building administrator may, if an in-school suspension room is available within the building, assign in-school suspension, instead of or in addition to detention, for punishment depending upon whether the offense is chronic or aggravated in nature.
- C. This list in Section A is not exhaustive. Any item or misbehavior not specifically covered by this list of offenses will be dealt with at the discretion of the administrator in charge.
- D. The discipline code is in force for students riding school buses both to and from school. In extreme cases or in cases of chronic misbehavior, the student may be denied transportation on the bus.

**The SMASD discipline code for MIDDLE SCHOOL is explained in the chart at the end of the handbook**

**section of this planner. This basically defines the consequences for each violation of the code. Each middle school student will receive a copy. Students will be asked to discuss the code with their parents. Address questions to the Dean of Students.**

**II. IN SCHOOL SUSPENSION (ISS) OUT-OF-SCHOOL SUSPENSION (OSS) OFFENSES**

(NORMALLY 1-3 DAYS)

- A. Fighting in school or within the school area (all active participants).
- B. Disrespectful behavior toward any member of the faculty or employee of the School District.
- C. Chronic class disruption or other forms of unacceptable school behavior.
- D. Defacing, damaging, or destroying school property: The pupil and/or parent or guardian of the pupil will be required to repair the damages or replace the item destroyed and pay all costs involved. If the damage or destruction is extensive, charges may result.
- E. Failure to show for detention.
- F. Insubordination (Failure to obey an order given by an authorized school representative).
- G. Stealing of school or student property. (Police will also be notified).
- H. Profanity directed toward adults.
- I. Throwing food.
- J. Possession of any tobacco products.
- K. Use of any kind of tobacco product – student may also be fined.
- L. Failure to report to the office when directed to report there on matters relative to student conduct.
- M. Leaving the school without permission.
- N. A student who's willful misconduct results in injury to others.

**NOTE:** Students who are chronically suspended (items A-N) may find future violations considered under the provision of the Serious Suspension / Expulsion Offenses section that follows.

**III. SERIOUS SUSPENSION / EXPULSION OFFENSES**

The following offenses will be treated as **SERIOUS OFFENSES** and will be handled as follows:

- A. The principal will investigate these offenses. If a student is guilty of one of these offenses, the punishment will fall in the 4-10 day suspension range.
- B. The principal may, after notifying the Superintendent, report these offenses (Items 1-4) to the police.
  - 1. Students in possession of or under the influence of items such as drugs, alcohol, or look-alike drugs.
  - 2. Students in possession of, or using any item that can be used as, or can be classified as, a weapon.
    - For the purpose of this policy, the definition of a weapon or look alike weapon shall

include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, or any other tool, instrument or implement capable of inflicting serious bodily injury.

3. Students exhibiting violence or aggressiveness toward any employee or other student of the School District.
  4. Students engaging in activities that offend local contemporary moral standards (i.e. indecent exposure).
- C. The Superintendent, after receiving a recommendation for expulsion from a building administrator, will review the appropriate student records to determine if an expulsion hearing before the Board of School Directors is appropriate.

### **SUSPENSION (ISS / OSS) RESTRICTIONS**

During an out-of-school suspension, the student is not permitted to be on school property and will be excluded from all extracurricular activities, after-school practices and events. This same restriction may be applied to a student assigned to in-school suspension, but this must be designated when the suspension is assigned.

The period of suspension will begin at the time indicated by the administrator assigning the suspension and will end at the start of the school day following the last school day of suspension. If no beginning time is defined, suspension shall begin at the beginning of the first school day of the suspension.

Students who are suspended and therefore not permitted to participate in extracurricular activities (including athletics) are responsible for the notification of the proper coach and/or sponsor of the activity.

The administrator may also contact the athletic office, coaches, and sponsors of student activities in reference to students who are not eligible to practice, play or participate in student activities because of suspensions.

### **ACADEMIC DISHONESTY (Cheating/Plagiarism)**

Academic dishonesty for homework assignments and assessments (tests), also known as cheating (copying another student's work) and plagiarism (the unacknowledged use of words and/or ideas of any published work, including Internet sources) are unacceptable student practices. Use of technology, the network and/or the Internet, and student assignments, for fraudulent copying, communications or modification of materials is prohibited and will be referred to the administrator in charge. This may result in a zero for the assignment. Whenever possible, the student will be given an opportunity to correct his/her assignment, however subsequent infractions may be dealt with additional appropriate loss of academic credit.

*Reference to District Policy No. 805*

### **HAZING**

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board also directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

*Reference to District Policy No. 247*

### **HEALTH**

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#### **PUPIL INSURANCE**

During the first week of school a notice concerning pupil accident insurance will be sent home. This will cover most injuries for the duration of the school year at a nominal cost. This insurance is strictly voluntary.

#### **SCHOOL HEALTH PROGRAM**

Policies have been developed to protect the health and promote the safety of the children while in school.

The following information does not describe the program in full, but is intended, rather, to be used as a guideline:

- A. The school nurse is in our building from 7:30 a.m. to 2:45 p.m. on Monday, Tuesday, Wednesday, and Friday.
- B. If you are ill, request permission from the classroom teacher to go to the Health Suite. If you are unable to do so, send a friend to the main office for assistance. Unless an emergency exists, you are not permitted to go to the Nurse's Office at the change of classes. You must report to your class and request a pass from the teacher.
- C. A child who becomes ill in school is released into the care of the parents or parent designee as soon as possible. The school nurse makes appropriate recommendations as needed. Duration of illness is greatly shortened by early diagnosis and treatment.
- D. Chronic illnesses, severe allergic reaction to insect sting, or any health condition that is hazardous to the child unless controlled, should be discussed with the school nurse. **IF YOUR CHILD HAS A SPECIAL HEALTH PROBLEM OR PHYSICAL HANDICAP, PLEASE INFORM THE SCHOOL NURSE AT THE BEGINNING OF THE SCHOOL TERM OR UPON IDENTIFICATION OF THE PROBLEM.** This information will be kept strictly confidential, but shared with professionals who may be in contact with your child.

E. SCHOOL HEALTH FORMS SHOULD BE COMPLETED DURING THE FIRST WEEK OF SCHOOL. This form has a place for emergency phone numbers along with a place for a parent designee. Please provide us with information about a contact person in case parents are unavailable. This is usually a relative or a friend who does not live in the same household as the student.

F. The school district will cooperate with parents and their physicians in giving prescription medications when these must be given during school hours. The medication should be clearly labeled with the student's name, the name of the medication, the time it is to be given, and accompanied by a written request from a parent. All medication should be brought to the Nurse's Office immediately upon entrance to school in the morning to insure proper administration. Long-term prescription medication must be accompanied by a physician's order and renewed by the physician at the beginning of each school year.

Over the counter medication will be administered as preapproved in writing by the parent on the Information and Authorization form sent home with each student on the first day of school day. These forms should be completed and returned the following day. If the form is not returned, no medication will be given.

**Students are not permitted to carry medications or have medication of any kind in their possession during the school day.**

G. A student will be permitted to carry an asthma inhaler, providing when prescribed, he/she presents to the school nurse a written statement from a physician documenting the need for the student to possess and administer the inhaler and associated medication. The school nurse or designated administrator must be notified immediately following each use of the inhaler. The nurse shall keep a record of each use.

H. All students receive vision screening and height and weight measurement each school year. Students in seventh grade also receive scoliosis and hearing screening. Students in sixth grade are required to have a physical examination and students in seventh grade are required to have a dental examination. These exams may be done by the student's family physician or dentist at your own expense or by the school physician or dentist. If you prefer to have the exam done by your family practitioner, please contact the school nurse for the appropriate forms. A notice for follow-up care will be sent home if an abnormality is detected with any of these screenings. Families with extreme financial difficulties may be eligible for financial aid through various organizations.

I. Accident Procedure: All accidents in school are reported to the school nurse. An accident report must be completed. If the nurse is not present in the building any accident is reported to the office.

J. Physical Examinations for Athletes: All students participating in competitive interscholastic sports are required by the PIAA to pass a physical examination before being permitted to practice. Arrangements for athletic examinations are made by the Athletic Director and coaches. Students are examined by the school physician. There is a charge for such exams.

K. All students entering the St. Marys Area School District must have completed the state mandated immunization requirements.

L. First aid in the school is prompt emergency care limited to first aid treatment only. The school cannot assume responsibility for injuries that did not occur at school. PARENTS ARE ASKED TO REFRAIN FROM ASKING SCHOOL PERSONNEL TO TREAT SUCH INJURIES. State law provides that the school is not responsible for accidents occurring in the school or during school activities.

M. If special assistance or modification is needed in traveling about the building for health and/or safety reasons students should report to the office at the beginning of the school day on the first day of school when this is a concern. Arrangements will be made by office personnel or the nurse for such assistance.

#### LAVATORIES

Students are permitted to use lavatories without permission during the following times; provided they will not be late for class:

A. Between classes.

B. Before or after lunch.

C. After school.

A student may use the lavatory during class time with the teacher's permission. Teachers need to identify that the student's request for the use of the restroom at other times than designated above is an emergency. If these requests are repeated the teacher and/or student should seek the assistance of the school nurse.

**STUDENTS MAY NOT BE LATE FOR CLASSES UNLESS THEY HAVE A PASS SIGNED BY A TEACHER.**

#### ACTIVITIES

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##### INSTRUMENTAL MUSIC

Instrumental Music is offered to students in all grades at the Middle School. Performing ensemble include Concert Band, Jazz Band, and Wind Ensemble. Performances include a holiday concert, spring concert and 8<sup>th</sup> grade matriculation. Other performances for the public and the community occur throughout the year. Students involved with instrumental music will be placed in a lesson group according to similar instrument and grade level. These lessons will rotate throughout the day so that a student will not miss the same academic subject every week. Students will receive a grade on the report card based on improvement of musical proficiency at lessons, rehearsals and concerts. Ensemble rehearsals take place during the activity periods.

## **STUDENT COUNCIL**

Early in the school year, each homeroom selects two (2) representatives for Student Council. The Student Council meets periodically throughout the school year.

The Student Council is responsible for various activities including, but not limited to, club sign-up, open house guides, orientation guides, and morning announcements.

The officers for Student Council consist of a President, Vice-President, and Secretary. If possible, the officers are selected from the eighth grade members of the council.

Any student who holds an office for any class, club or school organization (appointed or elected) shall be removed from that office if his or her behavior or academic work is below expectations.

## **ATHLETIC EVENTS**

Athletes and spectators should conduct themselves in a sportsmanlike manner. Students are not permitted to roam the building during sports events in the gymnasium.

## **MIDDLE SCHOOL ATHLETIC PARTICIPATION**

Following are current opportunities for participation in middle school athletic activity:

- Football (Boys, 7-8)
- Cross Country (Boys & Girls, 7-8)
- Soccer (Boys & Girls, 7-8)
- Basketball (Boys & Girls, 6-7-8)
- Wrestling (Boys, 6-7-8)
- Volleyball (Girls, 7-8)
- Track & Field (Boys & Girls, 7-8)
- Cheerleading (Girls, 7-8)

## **ATHLETIC ELIGIBILITY**

Any student involved in interscholastic sports in the Middle School must meet or exceed the **PIAA** eligibility requirements. Students must meet bi-weekly eligibility requirements in order to participate in athletic and extra-curricular events. Eligibility is submitted by the teachers and reviewed by the guidance staff, Athletic Director and principal. A copy of these requirements is available from the Athletic Director or the building principal.

## **OTHER CO-CURRICULAR ACTIVITIES**

Numerous special activities will be made available to all pupils. After-school activities include sports, band, and chorus. An activity bus is provided. Call the school for details.

Dances for Middle School students may be held as requested throughout the year either immediately after school or evenings from 6:00 p.m. to 9:00 p.m.

Misbehavior or disrespect to the participants in any show, dance, or assembly will not be tolerated. Students will be requested to leave if their behavior does not meet with school standards.

In addition to conforming to the Student Conduct Code, students involved with extracurricular activities,

including sports, band, chorus, dances, etc., must conform to the eligibility standards established by the district or building. Student eligibility may be affected by attendance, conduct, scholastic achievement, and approved training/membership rules.

School officials are responsible for students' behavior in school buildings, on school property, and at school-sponsored events, on or off school property. School officials are also responsible for the conduct of students on school buses.

## **CLUBS**

On rotating days during the school year, 3<sup>rd</sup> Period is utilized for a full spectrum of Exploratory Clubs. The middle school staff sponsors club activities and students sign on for participation in late September. Participation is contingent on meeting all academic requirements; maintaining an acceptable student behavior profile; and completing homework assignments. In the recent past there have been two or three club rotations available to students.

## **DARE**

6<sup>th</sup> Grade Students are involved with the St. Marys Police Department Officers and the Drug Abuse Resistance Education. This proactive and preventive program runs for 9 weeks with a formal graduation ceremony during the school day with parent invitation for attendance.

## **PERMISSION FOR FIELD TRIPS & CLASS TRIPS**

Discipline, Attendance, Academics, Participation, ETC.

Students must maintain acceptable discipline, attendance and academic records in order to participate in field trips such as the eighth grade class trip, student council trips, specific club related trips, or school-sponsored dances. A final determination is made by the activity proctor in consultation with the principal as to who CAN and who CANNOT participate based upon the student's individual record.

**Students may become ineligible to participate in field trips for disciplinary reasons, for excessive absences, for failure to participate in fund raising and for serious academic deficiency.**

## **BULLYING / CYBERBULLYING**

### **Purpose**

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

### **Authority**

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. All disciplinary measures and procedures will conform to and adhere to all Chapter 12 regulations as promulgated by the State Board of Education.

Any violation of this policy shall be considered an infraction of the Student Discipline Policy, with discipline implemented accordingly. All bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate legal authorities.

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

### **Definitions**

**Bullying** shall mean an intentional electronic, written, verbal or physical act, or series of acts:

1. Occurs in a school setting.
2. Is severe, persistent or pervasive.
3. Is directed at another student or students.
4. Has the effect of doing any of the following:
  - a. Substantially interferes with a student's education.
  - b. Creates a threatening environment.
  - c. Substantially disrupts the orderly operation of the school.

**Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

**School setting** shall mean 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.

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative procedures to increase the awareness of the problems associated with bullying and shall develop procedures for the prompt investigation of and correction action for bullying or cyberbullying when verified.

This policy shall be implemented through the cooperative efforts of the Superintendent, building administrators, guidance counselors, school staff members, parents/guardians, regional police and state police, and the school district's community.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

Each student shall be responsible in respecting the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying.

The Board expects that students and parents/guardians who become aware of an act of bullying shall report it to a school official (usually the building principal) for further investigation. Any student who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.

Students shall be informed about the policy on the district's publicly accessible Internet web site, at orientations, annual district tabloid, and in student handbooks. Each school building principal shall ensure that the policy and procedures for reporting bullying incidents are reviewed with students within ninety (90) school days after the adoption of this policy and thereafter at least once each school year.

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

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Student Discipline Policy, as well as this policy, shall be disseminated annually to students.

The policy shall be posted on the district's publicly accessible Internet web site, at orientations, annual district tabloid, and in student handbooks.

### **Preventive Measures**

This policy shall be referenced in the student handbooks annually. K-12 anti-bullying strategies and programs will be introduced and integrated into the general curriculum. Teachers, counselors, specialists, and school

administrators will routinely discuss bullying with students and will provide appropriate examples to assist students with recognizing, identifying, and reporting bullying incidents. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

When an investigation substantiates that bullying has occurred, the building principal or assistant principal shall inform staff who work with the offending student and the victim about the bullying so that those staff can more closely monitor for future incidents of bullying. The primary purpose of such action is to protect the victim and deter such behavior in the future. The disciplinary action imposed on the offender will match the severity of the offense.

### **Reporting Procedures**

#### *Victims –*

All students who believe they have been the victim of bullying shall promptly report the bullying incident to a teacher, counselor, or building administrator.

#### *Parents/Guardians –*

All parents/guardians who become aware of any bullying are encouraged to report the bullying incident(s) to a building administrator.

#### *Witnesses –*

All students who witness bullying shall immediately report the bullying incident(s) to a teacher, counselor, or administrator. Any teacher, counselor or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

#### *Teachers/Counselors –*

Any teacher/counselor who witnesses bullying or receives a report of bullying shall document such incident and promptly investigate the matter. Administrators shall seek to discuss the bullying incident(s) with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one (1) student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the building principal shall take appropriate actions consistent with this policy.

### **Disciplinary And Other Action**

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

1. Behavior monitoring.
2. Parental conference.
3. Agency referral.
4. Loss of school privileges.
5. Transfer to another school building, classroom or school bus.
6. Exclusion from school-sponsored activities.
7. Detention.
8. Suspension.

9. Expulsion.

10. Referral to law enforcement officials.

If an investigation substantiates that bullying has occurred, a written record of the incident shall be placed in the file of the offending student(s). The district recognizes that parents/guardians can play an important role in educating their children and preventing bullying. Accordingly, the parents/guardians of each offending student shall be informed of any bullying incidents involving their child. Parents/Guardians of the offending students will be encouraged to attend one (1) or more conferences with an administrator to review the bullying behavior and cooperative strategies for correcting it. The building principal or designee shall also inform the victim's parents/guardians of any and all bullying incidents involving their child.

Disciplinary action shall be in accordance with the Board approved Student Discipline Policy. Depending on the severity of the offense, the disciplinary action for bullying may include loss of privileges, removal from class, suspensions, and a Board expulsion hearing. If the investigation has determined that the conduct rises to the level of a crime, disciplinary action may also include referral to law enforcement officials. In addition to imposing any disciplinary action, the building administrator will discuss the bullying behavior with the offending student and the parent/guardian and review why the behavior is inappropriate.

In some circumstances, mediation may be used as a viable alternative or in addition to disciplinary action when addressing a first offense of bullying. The building administrator shall consider the nature and sensitivity of the offense in determining whether mediation is appropriate. Mediation shall not be used without the consent of the victim and their parent/guardian, or where the building administrator has a concern about retaliation being perpetrated against the victim. Victims shall not be pressured into participating in mediation. The St. Marys Area School District Board of Directors recognizes that a severe imbalance exists between the victim and the bully and that this imbalance can make mediation an intimidating situation for the victim.

All incidents of confirmed bullying, including those that are mediated, shall be recorded in writing and placed in the offending student's discipline file.

The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in district policy prohibiting conduct such as harassment, violence, assault, and hazing.

### **References:**

*School Code – 1302-A, 1303.1-A*

*State Board of Education Regs – 22 PA Code Sec. 12.3*

# ST. MARYS AREA MIDDLE SCHOOL

## LOWER FLOOR LEVEL

	<b>300</b> Mr. Murray		<b>301</b> Mr. Schreiber	<b>302</b> Mr. Henry	
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← **TO MAIN LEVEL UP** **EXIT**

<b>Girls</b>		<b>Stor.</b>	<b>305</b> Ms. Carr	<b>304</b> Mrs. Healy	<b>303</b> Mrs. Thompson
<b>Boys</b>		<b>Stor.</b>	<b>306</b> Ms. Fera	<b>307</b> Mr. Fordoski	<b>308</b> Mr. Slaughenaupt

→ **DOWN** **EXIT**

<b>313</b> Mrs. Lyle	<b>312</b> Mrs. Grumley	<b>311</b> Mrs. Buchheit	<b>310</b> Mrs. Dillinger	<b>309</b> Mrs. Cogan
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## UPPER FLOOR LEVEL

	<b>400</b> Mrs. Penn	<b>401</b> Mrs. Erich	<b>402</b> Ms. Anderson	<b>403</b> Mr. DeMuro
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→ **UP**

<b>Girls</b>		<b>Stor.</b>	<b>406</b> Mr. Witherson	<b>405</b> Mrs. Smith	<b>404</b> Mr. Casey
<b>Boys</b>		<b>Stor.</b>	<b>407</b> Mr. Chiodo	<b>408</b> Mr. Buchheit	<b>409</b> Mrs. Tamburlin

← **TO MAIN LEVEL DOWN**

<b>414</b> Mrs. McMackin	<b>413 - 412</b> Mrs. Wimer Mrs. Eckert	<b>411</b> Mrs. Gavazzi Mrs. Defillipi	<b>410</b> Mrs. Newton
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**ST. MARYS AREA MIDDLE SCHOOL  
MAIN FLOOR LEVEL**

<b>Mech. Equip.</b>	<b>Stor.</b>	<b>INDUSTRIAL ARTS</b> Mr. Hanslovan	<b>BAND</b> Mr. Schwer	<b>FACULTY ROOM</b>
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<b>CAFETERIA</b>	
	<b>KITCHEN</b>

<b>BOYS LOCKER ROOM</b>	<b>GYMNASIUM</b> Mr. Rhed
<b>SHOWERS</b>	
<b>SHOWERS</b>	
<b>GIRLS LOCKER ROOM</b>	

<b>MUSIC</b> Mrs. Sines	<b>LIBRARY</b> Mrs. DaMore	<b>KEYBOARDING</b> Ms. Gigliotti
<b>501 Life Skills</b> Mrs. Flacinski		

<b>ART ROOM</b> Mrs. Reed	<b>500</b> Mr. Wurm	<b>HOME EC</b>	<b>HEALTH SUITE</b>
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<b>GUIDANCE</b> Mrs. McGonnell   Mrs. Hanslovan	<b>DISCIPLINE</b> Ms. Lucanik	<b>AUDIO VISUAL</b>	
<b>OFFICE</b>	<b>SECRETARY</b> Mrs. Dezanet	<b>LGI</b> Large Group Instruction	
<b>SECRETARY</b> Mrs. Surat	<b>PRINCIPAL</b> Mr. Wortman	<b>STORAGE</b>	



**ST. MARYS AREA MIDDLE SCHOOL  
DISCIPLINE CONTRACT**

The Matrix below is a *guideline* only. Final determination for the consequences of any offense will be made by the school administration in the best interests of the school district, the faculty, and the procedural safeguards of the students.

**SCHOOL - BASED DISCIPLINE:** Will be used to manage student behavior in both academic and non-academic settings. Misconduct will normally result in detention, either during or after school. Please note level offenses and disciplines are explained on the back.

	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>LEVEL I</b>	3 <sup>rd</sup> Pd det / A/S Det	3 <sup>rd</sup> Pd Det / A/S Det	A/S Det(s)	Level II Consequences
<b>LEVEL II</b>	One to Two A/S Det(s)	One to Three A/S Dets	Two to Four A/S Dets	Level III Consequences
<b>LEVEL III</b>	One-two days ISS/OSS / A/S Det(s)	Two-three days ISS/OSS / A/S Det(s)	Three days ISS/OSS + Informal Hearing	Recommendation for expulsion.

**CAFETERIA - BASED DISCIPLINE:** Will be used to manage student behavior while in the cafeteria. Misconduct in the cafeteria will result in isolated lunch. Serious or repeated offenses will also be managed through the above school-based discipline measures.

	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>LEVEL I</b>	One day isolated lunch	Two days isolated lunch	Three days isolated lunch	Level II Consequences
<b>LEVEL II</b>	One week isolated lunch	One Week + A/S Det(s)	One Week + A/S Det(s)	One Week + A/S Det(s)
<b>LEVEL III</b>	One Week + ISS/One day OSS	One Week +Two days ISS/OSS	Three days ISS/OSS + Informal Hearing	Possible recommendation for expulsion.

**BUS – BASED DISCIPLINE:** Will be used to manage student behavior while being transported to and from school activities. Misconduct on a bus will result in bus suspension. Serious or repeated offenses will be managed through the above school-based discipline measures.

	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>LEVEL I</b>	One day bus suspension	Two days bus suspension	Two days bus suspension	Level II Consequences
<b>LEVEL II</b>	Three days bus suspension	Four days bus suspension	Five days bus suspension	Level III Consequences
<b>LEVEL III</b>	Five days bus suspension + One-two days ISS/OSS	Five days bus suspension + Two-three days ISS/OSS	Five days bus suspension + Informal Hearing	Possible recommendation for expulsion.

My son or daughter (as indicated below) and I have received, read, and understood the policies, rules, and regulations as written in the Middle School Handbook and the Discipline Contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

<b>LEVEL I OFFENSES</b>	<b>LEVEL III OFFENSES</b>
Cafeteria misconduct	Any chronic or intensified LEVEL I or LEVEL II offense (as circled)
Deceitful behavior	Failure to report to the office
Disruptive or distracting conduct	Failure to serve after-school detention
Dress/Grooming	Fighting
Failure to follow class/school/bus rules	Harassment
Inappropriate item/device (cell phone, laser)	Insubordination
Out of assigned area	Leaving school without permission
Possess/Use chewing gum	Misconduct during a school-sponsored event
Public display of affection	Offending local contemporary moral standards
Reckless behavior	Possess/Use/Furnish drugs, alcohol, look-alike drugs
Safety violation	Possess/Use/Furnish tobacco products
Other	Possess/Use/Furnish an item that can be classified as a weapon
	Tampering or throwing food
	Tampering with technology-related equipment, software, data
<b>LEVEL II OFFENSES</b>	Threats/Actions to harm others
Any chronic or intensified LEVEL I offense (as circled)	Truancy
Destruction of school or student property (minor)	Violence or aggression toward staff member
Disrespectful behavior toward adults	
Disrespectful behavior toward students	
Failure to serve 3 <sup>rd</sup> period detention	Other
Leaving class without permission	
Misconduct during detention	
Profanity/vulgarity/obscenity	
Tardy to school/class	
Theft of school or student property (minor)	
Other	<b>THIS LIST IS NOT EXHAUSTIVE, ANY ITEM OR MISBEHAVIOR NOT SPECIFICALLY COVERED BY THIS LIST OF OFFENSES WILL BE DEALT WITH AT THE DISCRETION OF THE ADMINISTRATOR IN CHARGE.</b>

**FORMS OF DISCIPLINE:**

**3<sup>rd</sup> Period Detention** - Held during a non-academic activity period during the school day. During this time students will reflect on their behavior and contemplate appropriate actions for future situations. Students are under the direct supervision of a certified teacher.

**After-School Detentions** – Begin at 2:45pm and can range from 30 minutes to 2 ½ hours. Students will not be permitted to complete homework during this time and are under the direct supervision of a certified middle school teacher. During this time students will reflect on their behavior and contemplate appropriate actions for future situations. Students who are assigned after-school detentions must make arrangements for transportation home. Students may be transported home by a parent or guardian or are permitted to ride the student activity bus which will take them to the nearest elementary school.

**Isolated Lunch** – Students are seated in a designated area away from other students during lunch.

**Bus Suspension** – Students who are assigned bus suspension are not permitted to ride any district contract carrier while suspended.

**General Discipline** – District staff are highly trained and make every effort to manage discipline at the lowest level necessary. Student who are referred to the Dean of Students or principal have had many opportunities to improve their conduct and have ultimately failed to respond to accepted professional behavior modification strategies. Students may be searched under reasonable suspicion that a violation of district policy has occurred. Lockers are school property and may be searched at any time.

**In-School Suspension** – Through the use of individualized attention, students are able to complete their academic work as well as gain a better understanding of the behaviors that are expected of them. Student’s assigned in-school suspension will: 1. Report to 1<sup>st</sup> period for attendance and then directly to the office. 2. Have all books and materials needed for the day. 3. Bring lunch or eat the school lunch while supervised by the ISS proctor. 4. Complete and hand in all assigned work or remain until work is completed. 5. Conference with the principal at the end of the day before dismissal.

**Out-of-School Suspension** – The student is removed from the school setting for one to ten days for acts that are unacceptable or dangerous to self or others or actions that are of a repetitive nature after receiving adequate warnings and notice.