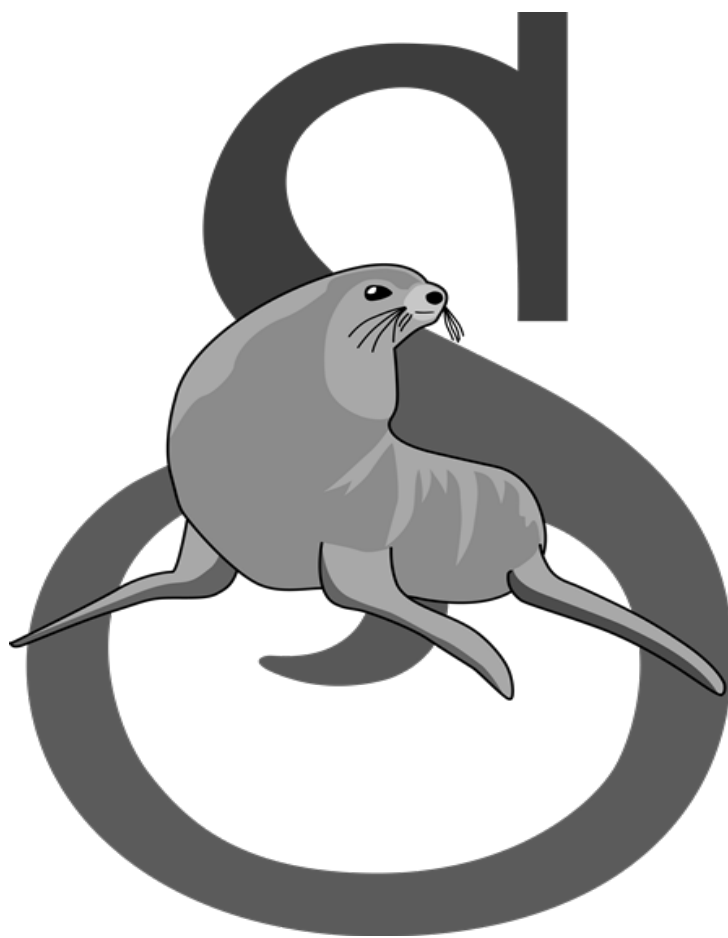


# Selinsgrove Middle School



**2018-2019**  
**Student Handbook**

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**Selinsgrove Area School District  
401 North Eighteenth Street  
Selinsgrove, PA 17870  
570-374-1144**

# **Selinsgrove Area Middle School Student Handbook 2018 –2019**

**The rules, regulations and procedures herein have been approved by Board action and are effective for the start of the school year.**

**-Middle School Administration**

**SECTION: 1317 School Laws of Pennsylvania**

**Authority of Teachers, Assistant Principals and Principals over Pupils**

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

**(Amended July 25, 1963, P.L. 31)**

### PHILOSOPHY OF MIDDLE LEVEL EDUCATION

The Middle School Program and its Organizations are designed to meet the educational challenge of the “middle level student” by creating a bridge between elementary and secondary education. Middle level education takes into account the unique characteristics and interests of its learners. The Middle School is a setting that has as its focus the educational needs of students in the “in-between years”, by promoting a continuous educational process.

### OBJECTIVES OF MIDDLE LEVEL EDUCATION

The organization of the Middle School Program is designed to ....

- ..... provide the students with the opportunity to develop wholesome attitudes about themselves
- ..... lead the students into a deeper understanding of their role as an individual as well as a member of a peer group
- ..... give the students an opportunity to develop at their own rate mentally, socially and emotionally
- ..... provide the opportunities for the student to begin to work toward self-directed learning
- ..... create a flexible curriculum so that students will learn more readily of the changing society in which they live
- ..... endeavor to create an atmosphere in which a student will be able to achieve in some aspect of the program
- ..... present an opportunity for students to develop a continuing respect for learning
- ..... provide the scope of learning which will permit students an opportunity to become thinking, analytical, members of a democratic society
- ..... promote student awareness for an appreciation of aesthetic and cultural aspects of our society
- ..... develop and expand on basic learning skills.

### BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

As a Selinsgrove Area Middle School student, it is your responsibility and right....

- ..... **to grow intellectually**, by exposing yourself to ideas and concepts that challenge your ability to think, reason and make decisions.
- ..... **to mature emotionally**, while interacting with the environment that nurtures an awareness and an understanding of yourself.
- ..... **to become a whole person**, by learning from people who have made a commitment to your education and special needs.
- ..... **to develop socially**, by modeling accepted social skills.
- ..... **to grow physically**, by being an active participant in curricular and extra-curricular activities that develop your body and sense of fair play.
- ..... **to express yourself creatively**, by sharing your talents and abilities in the arts.
- ..... **to allow yourself to be helped**, through a difficult period in your growth by people with a sincere understanding of your feelings.
- ..... **to understand your fears**, knowing that your concerns are natural and shared by everyone.
- ..... **to seek help when you need it**, in order to gain better understanding of yourself.

**SELINGROVE AREA MIDDLE SCHOOL  
2018– 2019 SCHOOL CALENDAR**

August 20-21	Professional Development Days	No School
August 22	First Day for Students	Full Session
August 31	In Service No School	No School
September 3	Labor Day	No School
October 8	In Service No School	No School
November 12	Act 80 Day-Professional Development	No School
November 21-26	Thanksgiving Break (*SMU. Day Nov.27))	
December 24-Jan 2	Winter Break	No School
January 21	Act 80 Day- Professional Development	No School
February 15-18	Presidents' Day (*SMU. Day Feb. 15)	No School
April 19- April 23	Spring Break (SMU. Day Apr.19 & Apr.23)	No School
May 27	Memorial Day	No School
May 31	Last Day for Students	Dismissal @ 11:00 AM
June 3-7	Snow Make Up Days If Needed	
June 3	In Service	

**INTERIM REPORT  
POSTED ON SAPPHIRE**

September 25  
December 5  
February 20  
April 30

**END OF  
MARKING PERIOD**

October 26  
January 16  
March 22  
May 31

**REPORT CARD  
POSTED ON SAPPHIRE**

November 2  
January 25  
March 29  
Last Day of School

# SAMS BELL SCHEDULE

**DOORS OPEN** .....8:00

**AM LOBBY** .....8:00 – 8:20

**BREAKFAST** .....8:00 – 8:15

<b>PERIOD</b>	<b>TIME</b>
<b>School Begins</b>	<b>8:25</b>
<b>Home Room</b>	<b>8:25 – 8:30</b>
<b>1<sup>st</sup></b>	<b>8:33 – 9:34</b>
<b>2<sup>nd</sup></b>	<b>9:37 – 10:38</b>
<b>3<sup>rd</sup></b>	<b>10:41 – 11:42</b>
<b>4<sup>th</sup> 7<sup>th</sup> Lunch</b>	<b>11:42 – 12:12</b>
<b>5<sup>th</sup> 6<sup>th</sup> Lunch</b>	<b>12:12 – 12:42</b>
<b>6<sup>th</sup> 8<sup>th</sup> Lunch</b>	<b>12:42 – 1:12</b>
<b>7<sup>th</sup></b>	<b>1:15 – 2:16</b>
<b>8<sup>th</sup></b>	<b>2:19 – 3:20</b>
<b>Dismissal</b>	<b>3:20</b>



# **Guidelines for Daily Life at SAMS**

## **Arrival at School**

Upon arrival at school, students shall report to the lobby area. Students may leave the lobby with teacher permission to go to the library or other locations. Non-bus riding students should not report to school until 8:00 a.m.

**NO PUPIL WILL BE PERMITTED TO LEAVE** after arriving on school grounds except upon permission granted by a member of the administrative staff. Offenders of the above rule will be subject to disciplinary action.

## **Opening Exercises**

The Selinsgrove Area School Board has adopted the following policy for opening exercises.

### **Board Policy 807, Section 2.**

Accordingly, each student will be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has a conscientious objection which will interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony.

## **Attendance**

### **Purpose**

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### **Authority**

Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in the immediate family.
6. Family educational trips.
7. Educational tours and trips.
8. Impassable roads.
9. Exceptionally urgent reasons.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within *three (3)* days of the absence.

A maximum of *ten (10)* days of cumulative lawful absences (including Educational Trips) verified by parental notification may be permitted during a school year. All absences beyond *ten (10)* cumulative days shall require an excuse from a licensed physician.

Unlawful Absences	Plan of Action
1. One unlawful absence	<ul style="list-style-type: none"> <li>Parents/guardians will receive written notification of absence with potential penalties for continued unlawful absence</li> </ul>
2. Second unlawful absence	<ul style="list-style-type: none"> <li>Second notification will be sent in order to alert parents/guardians of the absence and outline potential ramification of continued unlawful absence.</li> </ul>
3. Third unlawful absence	<ul style="list-style-type: none"> <li>Families will be notified via certified mail of the absence.</li> <li>This notification will also inform parents of the requirement to meet with school district personnel in order to develop a <b>Student Attendance Improvement Plan (SAIP)</b></li> </ul>
4. Subsequent unlawful absence at any time during the school year	<ul style="list-style-type: none"> <li>An official notice of unlawful absence will be sent via certified mail.</li> <li>This notice will advise the parent/guardian that a citation will immediately be sent to the magisterial district judge.</li> </ul>
5. Case of habitual truancy  6. <b>Definition:</b> Habitual truancy is defined as unlawful absence for more than three school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.	<ul style="list-style-type: none"> <li>School district may make a referral to Snyder County Children and Youth Services while simultaneously sending a citation to the magisterial district judge.</li> </ul>
7. If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:	<ul style="list-style-type: none"> <li>Subject to a fine of no more than \$300 for each offense, or assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520, and alleged to be dependent under 42 Pa.C.S. §6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.</li> <li>Referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant</li> </ul>

<p>8. For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.</p>	<ul style="list-style-type: none"> <li>• Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days. Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.</li> </ul>
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Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

The Superintendent shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include:

1. Medical or dental appointments.
2. Court appearance.
3. Family emergency.
4. Independent activities.
5. Other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools have been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist.
3. Students enrolled in special schools conducted by the Central Susquehanna Intermediate Unit or by the Department of Education.

The Board may report to appropriate authorities' infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

### **Delegation of Responsibility**

The Superintendent shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of State Board regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.
4. Ensure that students legally absent have an opportunity to make up work.
5. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

### **Guidelines**

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

## UNLAWFUL ABSENCES/TRUANCY ELIMINATION

The Selinsgrove Area School District will work closely with families in the event a student begins to accumulate unlawful absences. Our goal is to work collaboratively with families to prevent truancy and improve student attendance and achievement. The following process is outlined by the Pennsylvania Department of Education and consistent with compulsory attendance laws for the state of Pennsylvania.

In the event of **one unlawful absence**, parents/guardians will receive a written notification of the absence with potential penalties for continued unlawful absence. If there is a **second unlawful absence**, a second notification will be sent in order to alert parents/guardians of the absence and outline potential ramifications of continued unlawful absence. If **three unlawful absences** are accumulated, families will be notified via certified mail of the absence. This notification will also inform parents of the requirement to meet with school district personnel in order to develop a **Student Attendance Improvement Plan (SAIP)**. If there is a **subsequent unlawful absence** at any time during the school year, an official notice of unlawful absence will be sent via certified mail. This notice will also advise the parent/guardian that a citation will immediately be sent to the magisterial district judge.

For any case of habitual truancy, the school district may make a referral to Snyder County Children and Youth Services while simultaneously sending a citation to the magisterial district judge. Habitual truancy is defined as unlawful absence for more than three school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

\*Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met.

Possible sentences for parents found to be in violation of compulsory attendance law:

- Paying a fine up to \$300 for each offense and court costs, or in lieu of or in addition to any other sentence the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.
- Completing a parenting education program.
- In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days.
- Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months.

If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:

- Subject to a fine of no more than \$300 for each offense, or assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520, and alleged to be dependent under 42 Pa.C.S. §6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.
- Referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant

For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.

- Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days. Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.

### **Tardiness to School**

Students who are **not in school by 8:25 a.m.** will be recorded as tardy to school. A student, who is tardy to school beyond the third offense, and subsequent offenses during the present marking period, will be subject to a meeting with administration, contact with parents, and disciplinary action.

### **Tardiness to Homeroom**

Students must be in **homeroom seat by 8:25 a.m.** Students, who within a marking period, are marked tardy for a second offence will meet with administration and upon a third offence will receive disciplinary action including parent notification. Subsequent offenses during the present marking period will be subject to progressive disciplinary action.

### **Tardiness to Class**

Students who are tardy to class (first period through eight) will be subject to disciplinary action based on staff's discipline referrals.

### **Truancy from School**

Illegal absence from school is unacceptable and illegal. Illegal absences constitute a criminal offense under the Compulsory School Attendance Laws. The penalty for this type of violation is a fine and/or imprisonment to those who fail to comply.

**Fines for illegal absences have recently been increased to \$300.00 PLUS court costs. In addition, students may lose their driving permits/license.**

**Any excuse, which is not presented within three days upon returning to school, will be considered illegal and will constitute a truancy violation.**

### **Preplanned Trips Educational Experiences**

#### **(Not School Sponsored)**

The district recognizes that students may have the opportunity to participate in preplanned trips and educational experiences during the school year. Pre-approval forms are available in the main office.

The pre-approval form must be submitted prior to the first scheduled day of the trip or experience. Each request will be evaluated and a determination will be made based on the following:

1. Educational value of the trip for the developmental level of the student.
2. Attendance record.
3. Number and frequency of prior requests for Educational Trips.
4. Current academic standing.
5. Effect of absence on academic standing.

The student's parents or other approved adult personage will be directly responsible for the educational program and will be responsible for the continued educational progress of the child. If the trip is approved, the student or parent is responsible for contacting teachers to obtain assignments that are going to be missed. All work, tests, quizzes, etc. must be made up in accordance with school policy.

**1-day absence = 1 additional day granted for completion (max. 5 additional days)**

## Homework Assignments for Students

Sapphire or the Middle School web page can also be used to gather information. Students may go online to see information regarding homework and upcoming assignments, using Sapphire. If books are needed, a **family member** may come to the school for them.

Upon request to your student's teachers, worksheets, packets, or other materials **that are not available on line or Sapphire**, will be gathered for a member of the **student's family** to pick up at the **end of the school day** in the school office.

**1-day absence = 1 additional day granted for completion (max. 5 additional days)**

The assignments are available online by going to <http://www.seal-pa.org/sams/> – Middle School online homework page.

## Appointments during School Day

A student having an appointment with a doctor or dentist during school hours must present a note to the Main Office prior to 1st period. This note must include the student name, date, time and reason for wanting an early release and be signed by parent or guardian. Before leaving and upon returning, the student must sign in and out in the Main Office. Students being picked up during the school day without a note will require a parent signature on the sign in/out sheet. Students will be called to the office upon the parents' arrival at school. No student will be excused for running errands, haircuts, personal non-educational lessons, etc. Leaving for any of the stated reasons is a violation of the Pennsylvania Compulsory Attendance Laws and may be subject to disciplinary action.

## Lockers and Locks

All students will be assigned a locker with an attached lock. The following procedures should be reviewed with your students:

- All lockers have attached locks.
- Only school provided locks can be used. All others will be removed from lockers.
- Students should not give out their combination to other students.

**The school is not responsible for any items stolen out of their locker.**

**IN ACCORDANCE WITH OUR LOCKER SEARCH POLICY, ALL LOCKERS ARE PROPERTY OF THE SELINSGROVE AREA SCHOOL DISTRICT. STUDENTS SHOULD HAVE "NO EXPECTATION OF PRIVACY" IN ANY SCHOOL LOCKER**

**The administration has the right to inspect or search any locker at any time.**

Students are permitted to go to their lockers, in the morning to secure their materials, between classes and at dismissal time.

The only other times a student might have to go to the locker area are if they are coming to school after the day has begun, if they are to be excused from school early, or if the teacher has granted special permission.

## Backpacks/Bags/Purses

Due to the concern for student safety, backpacks / bags / purses may not be used during the day to carry books and materials to and from classes. They may be used to transport material to and from the home. Backpacks / bags / purses will be kept in the locker during the day. Gym clothes should be taken to the locker room upon arrival to school and picked up during afternoon announcements.

## Food and Nutrition/Cafeteria Procedures

The Selingsgrove School District Food and Nutrition Department will begin serving nutritional breakfasts and lunches on Wednesday, August 22, 2018. Applications for free and reduced meals are processed through our easy online system. If you feel you qualify for free or reduced meals, please go to [www.EZMealApp.com](http://www.EZMealApp.com) and follow the directions. We will send you a letter by mail to inform you of your eligibility. As a reminder, your child will be charged a full lunch price until your free/reduced application is approved. You will be responsible for all meal charges prior to receiving the meal benefit.

Some families may have been pre-approved by the government Direct Certification Program. If this is the case, you **DO NOT** need to fill out an application. Any families that are not part of this program and feel they qualify for the free/reduced meal benefits need to go online to [www.EZMealApp.com](http://www.EZMealApp.com) and thoroughly fill out a new application. Please fill out only ONE (1) application per family. **If you wish to receive free/reduced lunches in the 2017-2018 School Year, applications can be submitted starting July 1, 2018.** You will receive a letter regarding your eligibility after your application is processed.

All schools in the Selingsgrove Area School District operate a computerized point of sale system that allows students to prepay meals on an individual account. As purchases are made, our system keeps track of the remaining available money on account. If you are writing a check for your child's account, please make it out to SASD FOOD SERVICE. You can check your child's account, pay by credit card, or just receive notification when your child's funds are getting low by signing up to the [www.mySchoolBucks.com](http://www.mySchoolBucks.com) on-line services.

All students in grades K through twelve (12) will need to memorize their student ID number so they can access their account. Any student who does not know or forgets their ID number can ask the cashier in the cafeteria to provide them with this information. Students will punch in their number on a pin pad to access their prepaid account. These personal ID numbers remain the same each year

If a student forgets or loses their lunch money, the food service department will allow them to charge their lunch. Students in all grades will be able to charge a meal two (2) consecutive times. If the student does not have money on the third day, we will still feed them a lunch but not a breakfast. Students will not be allowed to purchase ala carte items unless they pay by cash or have satisfied their debt.

If you have any questions concerning this information or any other food service related questions, please contact the Director of Food & Nutrition at 570-372-2206. Additional information, concerning our meal program can be found on the district web site at [www.seal-pa.org](http://www.seal-pa.org). Click on the services link and proceed to Food Services.

The cafeteria is a place where students can socialize during breakfast and lunch, while enjoying a variety of nutritional and fun food and beverage choices. Of course students must be respectful to others by appropriate behavior and actions while in the cafeteria. Students are encouraged to purchase the school meal or they may bring in a packed lunch. All meals will be eaten in the cafeteria, sitting at a table. **No outside deliveries will be accepted.**

Pupils are expected to keep all talking and noise to a minimal level. This includes no pushing in the lines. All students will enter the cafeteria and be seated before getting into the lunch line. Students will be dismissed by tables to go into the line. Students will observe the Quiet Zone upon entering the serving lines. Appropriate table manners are expected and students are to remain seated until their table is dismissed by an adult.

## School Nurse

The school nurse supports the educational process by promoting wellness and providing care for acute illness and injury. The school health program provides for assessment and evaluation of health care needs by performing health screenings annually. Height, weight, and vision are performed on every



student every year. Hearing is evaluated on Grade 7 students and those with suspected or identified hearing deficits. Scoliosis (observing the spine for curvature) is performed on Grade 7 students, and any Grade 6 student who did not have a Grade 6 physical completed or scoliosis screening was not documented by the primary care provider during the Grade 6 physical. Any unusual findings are reported to parents/guardians for treatment/evaluation by your healthcare provider.

The Pennsylvania School Code requires all Grade 6 students to have a physical examination and Grade 7 students to have a dental examination. It is best to have your private healthcare provider perform these exams as they know your child best, but both physical and dental examinations are offered once yearly at school. Prior permission needs to be submitted before the contracted school dentist or doctor/nurse practitioner will examine your child. Physical and dental exam forms may be obtained from the school nurse, the school district's website or at the information center outside the main office.

Barring signs of obvious symptoms of illness, the school nurse presumes that if the child is sent to school, the parent considers him or her well enough to attend. The Selinsgrove School District requests the following guidelines on when to keep a student at home:

- The student should be free from vomiting or diarrhea related to illness for 24 hours before returning to school.
- The student should be fever free (<100.0) for 24 hours WITHOUT the use of Tylenol or Ibuprofen (Advil or Motrin) before returning to school
- The student should be able to fully participate in their usual school day activities
- If your child is not feeling well in the morning or was sick overnight, please consider the above guidelines when deciding whether or not to keep them home. Parents with concerns over whether to send their child to school can always contact the school nurse with questions or concerns.

**While we understand that it can sometimes be a challenge to keep students at home when parents have to work, keeping them home will allow them to rest and will help us prevent the further spread of illness.**

Students requiring medical attention should get permission from their teacher to go to the nurse's suite. If a student is unable to return to class, the nurse will contact the parent/guardian to pick up the student. If we are unable to reach the parent/guardian, we will contact those individuals listed as emergency contacts for the student. **It is very important for parents to keep emergency contact information updated and current in the event your child needs to be picked up from school.** If the nurse is absent from the health suite, students should seek help at the main office.

## Medications

Although the school district strongly recommends that medications be given in the home, it realizes that the health of some children requires that they receive medication while at school. To insure the safety of your child, special guidelines **MUST** be followed:

- Parents and/or the physician should confer with the school nurse.
- An approval/request form must be completed and signed by the parent and prescribing provider and returned to the school nurse **BEFORE** any medication can be administered at school.
- The medication must be brought to school in the original, properly labeled pharmaceutical dispenser.
- For the protection of all students, upon arrival at school **ALL MEDICATIONS MUST BE REGISTERED AND MUST REMAIN IN THE NURSE'S OFFICE. This includes all non-prescription medication.**
- Whenever non-prescription medication is to be given during school hours, the parent must write a note stating the name of the medication, exact dosage and time of administration and why it must be given during school hours. The medication must be sent in its original, labeled container. It is the student's responsibility to report to the nurse at the appropriate time. If you have any questions, please feel free to contact the school nurse.

## **Possession and Use of Asthma Inhalers and Epinephrine Auto-Injectors**

- Students are permitted to possess and self-administer asthma inhalers when authorized by parents **and** the prescribing provider. Permission for possession and use of an asthma inhaler by a student is effective for the school year for which it is granted and needs to be renewed each school year. Failure by a student to use the inhaler as prescribed will result in loss of privileges to carry and self-administer medication.
- Students are permitted to possess epinephrine auto-injectors when authorized by the parents **and** the prescribing provider. Permission for possession is effective for the school year for which it is granted and needs to be renewed each school year.

### **Additional Information on Epinephrine Auto-Injectors**

According to Pennsylvania State law, epinephrine auto-injectors can be administered to any student believed to be experiencing a life-threatening allergic reaction (anaphylaxis), even if they have not previously had a severe reaction to a known or unknown allergen. The School District Physician provides a standing order that allows the school to maintain and administer epinephrine auto-injectors for use in these emergency situations.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision and review and sign the opt-out form.

## **Dress and Personal Appearance**

Clothing that is sexually suggestive or obscene or that demeans another race, gender, religion, national origin, or which promotes hatred towards any group, is prohibited.

The torso, or trunk, of the human body must be covered during the school day. As a result, see-through shirts, shirts without appropriate undergarments, shirts that are low-cut or exposing (front, side, or back), spaghetti-strapped shirts, halter tops, and tube tops are all prohibited. Also, any top that is skintight or allows the midriff, cleavage, or undergarments to be exposed is prohibited. The length of shirts/tops must exceed the belt line. No inappropriate holes in either shirts or pants.

Shorts, skirts, slits, and skorts must be of appropriate length. The administration will make the final determination of appropriate length. Head coverings are prohibited. The exception to this is head wear required by religious or cultural requirements.

Clothing, jewelry, or book bags advertising or promoting drugs, alcohol, gang affiliation, violence, or unlawful activity is prohibited. Safe footwear must be worn at all times.

Jewelry that is dangerous to the wearer or to others (included but not limited to spiked wristbands, body piercing chains, etc.) is prohibited. Undergarments must not be visible. Wallet chains must be less than 12 inches and not unnecessarily heavy.

Students who are deemed in violation of the dress code will be asked to change immediately. If alternate clothing is unable to be provided quickly, the school will have two options: (1) provide clothing such as sweatshirts and jogging pants, or (2) have the student sit in the Main Office. Persistent violators could receive disciplinary action.

## **Leaving Class**

Student sign-out sheets are in the student assignment book. Students must have a teacher initial their sign out sheet in order to leave class. Students found out of class without their signed student assignment book will be referred to the office.

## **Telephones**

With the prior permission of the teacher in charge, the phone in the main office is available for students to use for school-related business. This phone is for student use **only during the following times:**

- A.M. lobby
- Lunch (with permission)
- At the end of the school day

## **Textbooks**

All textbooks, equipment and materials used by the students are the property of SAMS. They must be kept in good condition. Any abuse of textbooks and/or equipment will not be tolerated. Students found damaging school material will be required to pay for replacement or repair in addition to disciplinary action.

## **Lost and Found**

Lost and found is located in the main hallway. Students may claim items they recognize as belonging to them from the Lost and Found in the main hallway. At the end of each semester, all clothing/items will be donated.

## **Parental Visitation in School**

It is hoped that parents can find time to visit school during the school year. The teachers and administration welcome parents who are willing to make appointments. A better education can result from a closer cooperation between the home and the school. Conferences with teachers can be arranged for after dismissal or at certain times during school hours when teachers are available. Call the Middle School main office to schedule conferences. All persons visiting the Middle School must sign in at the main office.

## **Visiting Friends**

Students are not permitted to bring visitors to school at any time.

## **Fundraising**

Students are not permitted to sell during school except for the benefit of the Middle School. The administration approves the selling of certain items that benefit the entire student body at specific times during the year (e.g. pictures, candy).

## **Field Trips**

There will be school-sponsored field trips for the sixth, seventh and eighth grades organized and approved by the school administration. These field trips will be funded by the money raised during the cookie dough and magazine campaigns. The criteria for students to participate in these field trips will be established by the administration.

## **Dances**

There are several dances held throughout the school year. These dances are limited to Selinsgrove Area Middle School students only. Dates and times will be announced. As with any school function, students are expected to follow SAMS policies and guidelines. Failure to do so may result in losing the privilege to attend these functions. Students who are absent the day of the dance will not be allowed to attend the dance.

## **ACADEMIC PROGRAMS**

### **Reporting and Grading**

All families are encouraged to establish an account through Sapphire. Directions to create an account can be obtained through the MS home page.

Report cards and progress reports will be distributed four times during the school year. Student's on-going progress is available for monitoring through Sapphire.

Parent/teacher conferences may be requested by parents or teachers throughout the school year if a student is having academic difficulty.

### **System of Grading**

The following grading system will be used:

- 90-100 – Outstanding Achievement
- 80-89 - High Achievement
- 70-79 – Satisfactory Achievement
- 60-69 – Minimal Achievement
- 59 - Below - Failure
- I - Incomplete

Regarding the **Middle School Honor Roll**, students who earn a Grade Point Average (GPA) of 85-92 will achieve the Honor Roll. Students who earn 93-100 GPA will achieve Distinguished Honors. The GPA is not rounded.

### **Promotion Policy**

The policy of the Selinsgrove Area Middle School is to promote the concept of success in learning. With this philosophy in mind, students who have received an F as a final grade in two or more full time subjects, or its equivalent, will be considered for retention by a committee of the child's teachers and guidance counselor. A finalized listing of the pupils recommended for retention will be submitted to the administration for consideration. State Law requires the final decision pertaining to retention to be the responsibility of the principal.

A statement of explanation will be prepared for each child being recommended for retention by the child's teachers. Likewise, in the event a student is administratively promoted after being recommended for retention; a statement explaining the circumstances that justify this promotion will be prepared by the principal. A copy of these statements will be sent to the parents of each child recommended for retention. A second copy will be placed in that pupil's permanent record folder.

It is not to be assumed that an individual will automatically pass to the next grade level after spending two unsuccessful years at the same grade. Nor should it be assumed that an individual will be promoted solely on the basis of chronological age. The subsequent assignment for students being retained will be recommended by the former teachers.

If your son/daughter did not experience a successful academic year at SAMS, – he/she may be recommended to complete a course packet over the summer and pass a final exam, in order to be considered for promotion.

### **Library**

The library is the reading / resource hub of the school. This center is available from 7:50AM until 3PM daily for the students' convenience. Students may use this facility and its resources before homeroom, during lunch periods, and at teacher approved times.

Books may be borrowed from the library for a period of 15 school days. If more time is needed, and if there are no holds on the titles, books may be renewed for another circulation period of 15 school days.

Fines will not be charged for late materials. However, students may not be permitted any further checkouts until all overdue books are returned. Reminder lists will be emailed to Homeroom teachers each week listing those who have overdue items, but the responsibility remains with the student. Damaged materials will carry a monetary penalty.

Lost books will cost the borrower replacement price plus processing fees. Any payment for lost books will be refunded if the book is found before the last day of the school year in which it was paid.

Students who fail to satisfy their library obligations may receive consequences that may restrict them from attendance at school functions.

## **Middle School Bands**

Three grade level bands are offered at the middle school. Band is a graded, elective subject that meets the entire school year. Students in the program are committed to the instrumental ensemble for one school year. The bands perform at two concerts a year. Attendance at all rehearsals and performances is mandatory.

Other performance opportunities include the Jazz and Rock Ensemble (for 7<sup>th</sup> and 8<sup>th</sup> grade) and the Color Guard, who join the band for the Selinsgrove Halloween Parade. Students also may participate in the Chamber Music Workshop and Band Fest. Mrs. Amy R. Kenny, Director of Instrumental Music, may be reached at [akenny@seal-pa.org](mailto:akenny@seal-pa.org) or 374-1144, ext. 3118.

## **Middle School Choruses**

The vocal music program in the middle school is open to all boys and girls at the beginning of the school year. There is a separate chorus for each grade level. Attendance at all rehearsals and performances is mandatory. There are two concerts a year. Chorus is a graded, elective subject that meets for the entire school year. When students enroll, they are making a year-long commitment.

In addition to the choruses, there is an auditioned vocal ensemble called Millennium. It is open to 7<sup>th</sup> and 8<sup>th</sup> grade chorus members who are interested in singing in a smaller ensemble with mixed grade levels. It is a non-graded ensemble that performs at the concerts and rehearses once a week before school. Mrs. Julianna Jones, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Choral Director, may be reached at [jjones@seal-pa.org](mailto:jjones@seal-pa.org) or 374-1144, ext. 3118.

## **Physical Education**

State law requires that all students participate in the physical education program. For this, they must wear or have a change of clothing and sneakers. Points are deducted from the students' grade for not changing into or wearing clothing suitable for participation in PE. Pupils who may be excused or restricted from participation for medical reasons in the regular classes shall submit a written statement to that effect from a physician to the middle school office or physical education teacher.

## **Gym Lockers**

Students will be assigned a locker in the shower area of the physical education room. These lockers are equipped with combination locks and items of personal value may be kept secure while students are participating in physical education classes. The gym locker room will be open during lobby time in the morning for students to store their gym clothes. **Students are not allowed to carry gym bags throughout the school day.** The school is not responsible for lost or stolen property. Gym lockers are subject to the same guidelines as classroom lockers.

## **Speech and Language Support**

The Selinsgrove Area School District provides speech and language screening, evaluation, and therapy by the Pennsylvania Department of Education certified Speech and Language Clinician for students demonstrating needs in the areas of articulation, language, fluency and voice disorders.

To determine possible speech/language disorders, an informal speech and language screening will

be conducted for students newly enrolled in the district, and for students attending kindergarten registration. Parent and teacher written referrals can also be made to the Speech/ Language Clinician or Instructional Support Team at anytime. If the results of this screening indicate a possible speech/language disorder, parents will be contacted by the Speech/Language Clinician to obtain permission for a formal evaluation.

### **Mathematics and Reading Support Target Classes**

Students who are identified as needing extra help in math and or reading skills are assigned to participate in the targeted classes in the Middle School. These classes are staffed by our math and reading teachers. They provide additional practice and reinforcement of basic skills in a small group setting. Identification of qualifying students is based on Study Island Benchmark, GRADE assessment, CDT (classroom diagnostic tool), PSSA results and teacher's recommendation. Any student who qualifies **will** be enrolled in the targeted classes

### **SERVICES, PROGRAMS AND ACTIVITIES**

The teachers, guidance counselor, and principal at the Selinsgrove Area Middle School are ready to help you with any problem. A variety of services are available both within the school system and in the community for students who are having physical, educational, or emotional problems.

### **Student Assistance Committee**

The Student Assistance Committee, (SAC) is designed to help school personnel to identify issues, including alcohol, drugs, mental health and behavioral concerns, which pose a barrier to student's learning and school success.

Mr. Bohle	Mrs. Hayes
Mr. Morrison	Mrs. Hoke
Mr. Beddall	Mrs. Raymond
Mrs. Decker	Mr. Richmond
Mr. Dively	Mrs. Ritter
Mrs. Folio	Mrs. Schaffer-Neitz
Mrs. Gephart	Mr. Smolleck
Mrs. Hatter	Mrs. Wilson

### **Academic/Behavior Support Process**

The Academic/Behavior Support (ABS) Process has been established to offer assistance to those students who are experiencing academic and/or behavioral difficulties. Teachers or parents refer the students to ABS. The ABS team, which includes the building administrator, guidance counselor, and classroom teachers, will collectively develop strategies to assist the student in achieving success in the classroom. Once a plan has been established, an ABS parent meeting will be scheduled by the building administrator or designee. At this meeting, the plan will be shared with the parent(s)/guardian(s) and their input received. The plan will be in effect for 30 school days. After 30 days, the ABS team will reconvene and evaluate the effectiveness of the plan. All collected data and results will be reviewed and a further direction taken, if the team deems that direction as being appropriate.

### **Parent / Teacher Conferences**

The staff at SAMS encourages the use of parent/teacher conferences as a way of helping parents to

become involved in their child's education. Conferences can be scheduled by contacting the Middle School office and setting up an appointment.

## **Child Abuse Reporting Policy**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires all school personnel to report suspected child abuse. The law also requires school officials to cooperate with the agencies in investigations of any child abuse allegation. It is the Selinsgrove Area School District's policy to comply with the C.P.S.L. to the best of its ability.

## **School Counseling Services**

### **Middle School Counseling Services Include:**

- **Small Group Counseling:** The Middle School Guidance Department offers small groups for students aimed at helping them better deal with the challenges that many students seem to be experiencing. Group members discuss concerns and issues regarding a variety of topics such as self-esteem, handling anger responsibly, resolving conflicts, reducing stress, making friends, appreciating and accepting differences in others, improving study skills, responding to family issues, etc.
- **Individual Counseling:** Middle School counselors are available to answer questions, to listen, and to help students figure out how to deal with challenging situations.
- **Crisis Counseling:** The Middle School counselors provide counseling and support to students facing emergency situations.
- **Referrals:** The Middle School counselors use referral sources to deal with crises such as suicidal ideation, abuse, depression, etc. Some of the programs that we make referrals to include CYS, CMSU, outside counseling services, family-based services, etc.
- **Peer Facilitation:** The Middle School counselors train selected 7<sup>th</sup> and 8<sup>th</sup> grade students to serve as CASS Club members. The CASS Club members develop and implement a variety of creative school and community activities and events that deliver powerful messages about bullying and peace.
- **Consultation/Collaboration:** Middle School counselors serve as student advocates.
- **Transition Planning:** Middle School counselors help students transition from the Intermediate School and to the High School. Also, counselors assist with orientation and placement of new students who enroll throughout the school year.
- **Career Planning:** In collaboration with the Middle School Career Program, the counselors provide opportunities for job shadowing, interest inventories, and student career portfolios.
- **Academic Planning:** Middle School counselors assist High School counselors in developing schedules for 8<sup>th</sup> grade students who will transition to High School the following year. Counselors monitor academic progress for students. Counselors also assist with 504 Plan development, homebound instruction placement and promotion/retention decisions.
- **Support Programs:** Middle School counselors provide support to students through the Student Assistance Committee (SAC).
- **Records Management:** The counselors are responsible for maintaining student academic records by updating pertinent information and purging records in preparation for the high school.

## **School Counselor and Confidentiality**

Regarding confidentiality, counselors abide by the guidelines set forth by the American School Counselor Association (ASCA), and Pennsylvania School Counselor Association (PSCA) and the legal requirements established through the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA).

A student has the right to privacy and confidentiality. ASCA recognizes that a counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. Confidentiality

ensures that disclosures will not be divulged to others except when authorized by the student or when there is a clear and present danger to the student and/or to other persons.

Exceptions to confidentiality: abuse, the student poses a danger to himself or herself or others in our professional certified opinion.

## **Creating A Safe School (CASS) Club**

### **Creating A Safe School (CASS) Club:**

The purpose of the CASS Club is to assist the Selinsgrove Area Middle School in preventing and stopping all forms of bullying.

#### **Goals for the CASS Club:**

- To end all forms of bullying and other forms of school violence by promoting peace and a sense of belonging and acceptance in all students.
- To promote kindness/respect- treat others the way you want to be treated.
- To educate CASS Club members regarding the nature of bullying
- To empower victims and bystanders by equipping them with prevention and intervention knowledge and skills.
- To support and encourage students who are taking a stand against bullying.
- To provide CASS Club members an opportunity to teach mini-lessons about bullying to younger students.

#### **Sampling of CASS Club Activities/Events:**

- Deliver the Sixth Grade Anti- Bullying Program to ALL 6<sup>th</sup> Grade Students
- Peer Mediation Opportunities (members will be trained to be peacemakers)
- Creating A Safe School Climate – Meetings with Middle School Administration
- Orientation programs (e.g., serve as tour guides)
- Random Acts Of Kindness Activities
- Red Ribbon Week Activities (drug prevention)
- Holiday Cards For New Students – Promote Acceptance
- CASS Club meetings (provide members with knowledge & skills regarding bullying and peace-making)
- School Announcements (deliver powerful messages about bullying and peace)
- Other CASS Club Member Creative Ideas

#### **CASS Club Core Beliefs:**

- Treat others the way they deserve to be treated (Kindness, Respect, and Accepted).
- Kindness is Powerful! Kindness is Remembered!
- Nobody deserves to be bullied!
- We should report honestly and immediately all incidents of bullying to the CASS Club Coordinator, School Counselor, School Personnel, or Principal.
- By being an empowered bystander we make our school safer and more peaceful.
- We work hard to promote a sense of belonging and acceptance in all students.
- We feel empathy for targets of bullying.
- Adults help us deal with bullying.
- Bullying is everyone's problem.



## **Bulletins and Newsletter Items**

In order that parents may be informed of school events, newsletters will be posted on the school district website and will be available for pick up in the Middle School Office. Newspapers and local radio stations will carry school items of interest. Information about Middle School activities can be found on the school web page [www.seal-pa.org](http://www.seal-pa.org) and in the school newsletter.

## **School Related Activities**

All students must be in attendance during the school day to be eligible to participate or attend after school hours events. Only a written doctors' excuse or extraordinary circumstances will be considered by the principal in waiving this policy. This includes all sporting events, stage performances, dances (please note that middle school students are only eligible to attend middle school dances) and any school related events held on school property or where the school is represented.

## **Movies, Filmstrips, Video Tapes**

Films and videotapes are used as part of the educational experience for students. At times these films are rated PG (Parental Guidance). Any parent or guardian who does not want his/her child to view PG-rated films should submit a request in writing at the beginning of the school year. An alternate activity will be provided for the student.

If a film should be rated PG-13 (Parents Strongly Cautioned), written notification will be sent home with the student prior to the movie. Parents may then request in writing that their child not view the film or videotape. An alternate activity will be provided for the student.

## **ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

### **STUDENT CODE OF CONDUCT FOR ACTIVITIES**

The Board of School Directors considers participation in activities to be a privilege, not a right. Students who desire to participate in the activities offered by the Selinsgrove Area School District are required to comply with additional rules and undertake added responsibilities.

As representatives of the school district, students involved in activities are scrutinized by the public, become role models to younger children and their peers, and are ambassadors of our community. Having chosen to accept this role, it is the responsibility of every activity participant to refrain from behavior prohibited by the policy.

**Activities** means those school activities which are sponsored or approved by the Board and or administration but are not offered for academic credit. Such activities include but are not limited to athletics, band, clubs, plays, musicals, dances-including the prom, competitions, festivals, trips, student government, and conferences. Any teams/activities utilizing the school uniforms, equipment, or representing the school including but not limited to camps, tournaments, leagues, weightlifting, and other conditioning activities.

**\*\*Note:** These procedures go into effect at the beginning of the school year (for non-athletes) for anyone planning to participate in defined activities. For all athletes (any season), the procedures begin at the start of the fall season, (first day of fall sports practices/heat acclimation), through the last competition of the spring season (including playoffs).

All students are prohibited from engaging in the following:

1. The possession, use or distribution of alcohol, drugs, controlled substances or related paraphernalia.
2. The possession, solicitation, conspiring to use or distribution of a prescriptive drug in a manner inconsistent with the directives of the prescribing physician.

## INAPPROPRIATE BEHAVIOR

Students in activities are prohibited from engaging in following inappropriate behavior:

1. Involvement in criminal activity including vandalism, theft, or property damage.
2. Violations of the student code of conduct (Level 3), School Code, or Board policies
3. Any actions or conduct that otherwise brings discredit to the school.

Reports of suspected violations should be immediately reported to school administration.

## CONSEQUENCES FOR POLICY VIOLATIONS

The following sanctions shall be applied to all verified violations of this policy or from Policy 227.1:

1. **First Offense:** Suspension from participating in activities from the date the incident is verified for a time period of thirty (30) days.
2. **Second Offense:** Suspension from all activities from the date the incident is verified for a time period of forty-five (45) calendar days.
3. **Third and Subsequent Offenses:** Suspension from all activities for sixty (60) calendar days from the date the incident is verified.

In addition to the sanctions specified above, all students violating drug/alcohol usage must participate in a Student Assistance Program. As assessment must be completed by a licensed drug and alcohol evaluator within the (10) days.

## DRUG TESTING PROCEDURES

Any student wishing to participate in an activity will complete and sign the Consent to Drug Testing form. As a prerequisite for joining and becoming a member of an activity, a student and parent shall consent to testing for alcohol and controlled substances. The contract shall be signed by a parent/guardian of a minor student or by the student if she/he is eighteen (18) years of age or is married, whether age eighteen (18) or not. This signed form is effective throughout the duration of the student's school career.

After the consent form is signed, a student who indicates she/he will not be participating in any activity for the contracted year may opt out with a signed letter by the parent/guardian directed to the building principal. If a student changes his/her decision to participate after the deadline for consent, the student shall be required to provide a properly executed consent form and participate in a mandatory drug test before the student will be permitted to participate. Any student not involved in the random drug testing program choosing to join an activity will automatically be placed in the next testing pool once consent is received.

Complete version of policy 227.1 and 227.2 are available via the district website at all times.

The Interscholastic Athletic Program for 7th and 8th grade boys and girls will consist of the following:

Football	Grade 7 and 8
Wrestling	Grades 7 and 8
Basketball	Grades 7 and 8
Field Hockey	Grades 7 and 8

Soccer	Grades 7 and 8
Cross Country	Grades 7 and 8
Softball	Grades 7 and 8

A student activity fee of \$40.00 will be assessed to each Middle School and High School student who participates in any inter-scholastic sport. Physical forms can be picked up at the MS however ALL forms need to be returned to the HS Main Office, this includes the payment of fees. A student is required to pay the activity fee only once each academic year, regardless of the number of sports in which he/she may participate. The full amount of the fee will be waived for any student who has qualified for and been approved by the Director of Food Service for free or reduced lunch in the current year (previous year for fall sports commencing prior to the opening of school). Due to confidentiality considerations, it is the responsibility of the Athletic Director to administer the collection of the fee and maintain accurate records. No student may begin practice or participate in any sport or activity prior to the payment of the fee. There will be no refunds of the fee regardless of the level or length of student participation except for students who do not pass required physical examinations or students who are cut from sports by coaches. There are eligibility requirements for participation in school sports. During the sport season, the student's grades are checked weekly. If the student is failing two classes, he/she will become ineligible for the upcoming week.

All students may purchase an Athletic Pass for \$40.00. This pass will cover the cost of admission to all athletic events with the exception of playoff events and booster sponsored events.

### **Student Council**

The role of the Student Council in the Selinsgrove Area Middle School is to promote leadership, service, and character through school activities and a variety of charitable drives during the school year.

The Student Council is comprised of Student Government Leaders (SGL). Advisors to the council are Miss Miller and Mr. Picerno. Students are elected by their classmates to serve as leaders. Their behavior and conduct should "lead by positive example" to everyone at the Middle School. If a representative or leader serves more than one lunch detention or one after-school detention they will be suspended from their duties on Student Council for a period of one month. If they serve more they will be removed for the year.

### **BUS TRANSPORTATION**

#### **It's The Law**

Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, providing for the offense of unauthorized school bus entry.

#### **SS17. Unauthorized school bus entry**

(a) Offense defined – A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school bus official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

For further information, contact your local State Police or the Selinsgrove Area School District.

#### **Transportation Video Monitoring**

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to serious behavior.

Buses are now equipped with audio/video camera capability. Bus conduct reports will continue to be the primary tool for reporting misconduct.

At any given time, your child's bus may be recording the activity on the bus. In certain instances, this

tape could be used to clarify information and/or help with investigations of bus misconduct. There is a posted decal on the buses indicating that audio/video recording may be used at any time.

### **Rules and Regulations**

1. For those students living in bus riding areas, the school district will provide transportation to and from the student's assigned loading/unloading zone to the school they attend.
2. All students who are assigned to ride a school bus will be assigned a seat on the bus and are expected to sit in that seat every day.
3. Requests for temporary changes in loading/unloading zones will be considered for students to be transported to locations other than their assigned loading/unloading zone and the following must be met: Requests must be submitted by the parent or legal guardian of the student on the form provided by the school district and received by the Transportation Coordinator at least THREE SCHOOL DAYS prior to the time change in transportation service is to take place.

### **Request to Use a Different Bus Route**

The change must be able to be provided by using established school bus/vehicle routes at no additional mileage to the school bus/vehicle. The school bus/vehicle must have available seating capacity for additional students. The requested loading and/or unloading zone for the student do not have to be at the same location, but the student must use the same bus/vehicle for transportation to and from school.

### **Family Emergencies or Parents Out Of Town**

Requests will only be considered if unassigned seats are available. Approval of requests will be considered for a minimum of three (3) consecutive school days.

### **Working Parent (s) or Custody Orders**

Requests will only be considered if unassigned seats are available. Individuals making the request will be expected to present a regularly assigned work schedule or custody order. The request must involve a consistent and regular change for the entire year.

Approved changes will remain in effect for the school year unless documentation of a change in status is provided at least two (2) days in advance of a new request.

### **Request to Use the Same Bus**

Requests for changes of loading and/or unloading zones within the same bus/vehicle route will be considered for one instructional activity per week or for circumstances such as family emergencies, working parents or parents being out of town. Approval of requests will be considered for one day or a set weekly schedule, not on an arbitrary basis. If these conditions are met, the Transportation Coordinator, at his/her discretion may temporarily approve the change, but the request shall be presented to the Board of Directors at their next regularly scheduled monthly meeting for approval.

### **Student Bus Pass**

Bus rider requests to use another bus on a temporary basis will be accepted three (3) days prior to the requested date by the requesting child's parent or guardian, as well as the party receiving the child. The written request must include: (1) the name of the student making the request, (2) bus number which they are requesting to ride (3) the name of the party where the child is going, and (4) the reason for the request. The pass will not be accepted or approved for sleepovers, parties, social events, etc. It is the parent's responsibility to provide other means of transportation for social events.

Students requesting to load or unload at a stop other than their assigned stop, even on their regular bus, must also request a Student Bus Pass through a note or letter for this to occur.

A minimum amount of passes will be approved each school year. Any abuse of requests for bus passes will be reviewed on a case-by-case basis by the principal or assistant principal of the requesting child's school.

A request will only be considered if there are unassigned seats available. Bus drivers will not accept notes for any changes. The student must turn in their written requests at their respective buildings to obtain a bus pass.

### **Additional Information/Transportation Forms**

Forms may be obtained at the district web site:  
[www.seal-pa.org/departments/transportation/sitepages/home.aspx](http://www.seal-pa.org/departments/transportation/sitepages/home.aspx)  
or by contacting the transportation department at 570-372-0028.

### **School Bus Discipline Plan**

The Selinsgrove Area School District and the school bus drivers have initiated a "School Bus Discipline Plan". Parents are urged to support the school in an effort to transport students to and from school in a safe manner. When a student chooses to disrupt the bus, he/she is jeopardizing the safety of the other students and disciplinary actions will take place.

When a problem is reported, a determination will be made by the school administrator concerning the extent to which a student is involved. Once this is determined, action will be taken. What follows is only a guideline. As with any discipline issue, the administration has the option to deal with each situation as deemed appropriate. In addition to bus action, in school consequences may be applied to bus situations.

### **A Minimum Of The Following Will Occur For Each Reported Violation:**

**1ST REPORTED VIOLATION** - The student will be sent to the principal and a follow-up letter will be sent to the parents. Depending on the severity of the violation, appropriate consequences will be applied. The student and the administrator will review behavior expectations for riding the bus.

**2ND REPORTED VIOLATION** - The student will be sent to the principal and a follow-up letter will be sent to the parents. Depending on the severity of the violation, appropriate consequences will be applied. A letter to parents will indicate that continued violations will result in the suspension of bus riding privileges.

**3RD (and subsequent) REPORTED VIOLATION(s)** - The student will be sent to the principal for disciplinary action. Parents will be notified if bus riding privileges are to be suspended, and for how long. If a student is suspended from the bus, parents will be responsible for providing transportation to and from school. A parent and/or child conference will take place prior to resuming the riding of the bus.

**SEVERE CLAUSE** - Suspension of bus riding privileges.

### **THE PRINCIPAL MAY, AT HIS/HER DISCRETION, SUSPEND BUS RIDING PRIVILEGES AT ANY TIME FOR SAFETY VIOLATIONS**

**CONTINUED VIOLATIONS** - Continued violations will mean additional suspensions which may lead to permanent suspension from bus riding privileges for the school year.

### **"DON'T LOSE YOUR RIDING PRIVILEGE FOLLOW THESE RULES"**

1. Observe same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Water is permitted provided it is not abused (throwing on others etc.)
4. Keep the bus clean.

5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your assigned seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Bus drivers are to enforce the rules listed above. The rules are posted in all school buses, and students are required to follow the rules.

All students are required to be at their assigned loading zone five (5) minutes before the designated loading time. Bus drivers are not required to wait if students are not at the loading zone at the time designated on the published schedule for bus routes. Buses arriving late will make every effort to notify students of their arrival.

Water, water guns, water containers or any potentially dangerous devices (e.g. firecrackers, caps, knives, guns, etc.) are not permitted in school or on school buses/vehicles.

Walkman, MP3 players and handheld video games **may** be permitted, providing they cannot be heard and do not disturb others.

The Board of Directors may take any action necessary to provide a safe transportation system including the temporary suspension or revocation of bus riding privileges.

### **Student Withdrawal from School**

When it becomes necessary to withdraw a student from school during the course of the regular school year, the parent should inform the main office personnel or guidance counselor. It is the responsibility of the new school to contact the middle school once the enrollment process has begun for release and transfer of current school records.

### **Student Records Policy**

It is a well-established educational practice for schools to gather, organize and use information concerning each pupil within its system. These records are maintained to meet legal requirements and to structure an orderly system of information which can be very useful to the pupil and his parents in making choices for educational and vocational planning.

Parents of students or eligible students have the right to inspect and review the educational records of the student in accordance with the district's policies and guidelines and state and federal laws which govern student records. The adopted policy is available for review upon request from the Elementary School Office, Intermediate School Office, Middle School Office and High School Office.

Parents of eligible students will be asked to submit in writing requests to review records.

### **Change of Address**

All address changes require a completed change of address form. This form can be picked up in the District Office. Verification is also required to provide proof of residence. Accepted items include one of the following: deed, lease, driver's license or any bill with name and current address listed. Addresses will not be changed until completed change of address form and verification are provided to the District Office.

### **Non-Discriminatory Policy**

The Selinsgrove Area School District continues its policy on non-discrimination on the basis of sex in compliance with Title IX of the Education Amendment of 1972 in all activities and programs under its sponsorship. In addition, the District administers all actions without regard to race, creed, color, national origin, age or handicap as defined by law. These policies apply to application for employment and all other

personnel actions with the District. Students, parents, employees, applicants for admission and applicants for employment who have complaints or inquiries about Title IX should contact the Business Manager at the Selinsgrove Area School District Office, (570)374-1144 ext. 2209.

## **SAMS RULES AND REGULATIONS**

### **Discipline**

It is the belief of the Selinsgrove Area Middle School that discipline is maintained through the collaborative efforts of students, parents, teachers, administration, and the school board of directors. All must cooperate in order to ensure a positive school climate in which optimum learning will occur. The responsibilities of each are as follows:

#### **Student Responsibilities**

1. Take advantage of the academic opportunities offered at school by attending regularly.
2. Be mutually respectful and honest in relationships with other students, teacher, and staff.
3. Cooperate with the school staff in maintaining a safe school for all students.
4. Be informed regarding rights and responsibilities.
5. Obey the rules and regulations as specified in the student handbook while on school property and at school activities.

#### **Parent Responsibilities**

1. Guide the child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, to be honest, and to be accountable for his actions.
2. By word and example, teach the child respect for the law; respect for the authority of the school, and respect for the rights and property of others.
3. Discuss with the child the rules in the student handbook for which he is responsible, and as a family, become aware of the consequences (financial, social, academic, and/or legal) for specific violations.
4. Provide a location at home where the child can do his/her homework in a quiet atmosphere and stimulate the child to do some individual thinking.
5. Finally, keep in mind that parental attitudes and opinions often become those of the child.

#### **Teacher and Staff Responsibilities**

1. Promote a climate of mutual respect and dignity.
2. By example, teach honesty, common courtesy, respect for law and order, and self-discipline.
3. Explain the school rules and regulations and require student compliance.
4. Be fair, firm, and consistent in enforcing school rules in the classroom, hallways, lavatories, on the school grounds, and at all school sponsored activities.
5. Inform parents regarding student achievement and behavior, and be willing to consult with students or parents whenever necessary.
6. Recognize and reinforce positive student behavior.

#### **Principal's Responsibilities**

1. Create the best learning situation possible by developing an atmosphere of mutual respect within the school.
2. Assist in the orientation of all students, staff, and parents to the school rules and regulations.
3. Be fair, honest, and consistent in all decisions affecting staff, students, parents, and self.

4. By work and by example, demonstrate respect for law and order.
5. Assume responsibility for the enforcement of the school rules and regulations and ensure that all discipline cases referred are resolved promptly. Inform the person making the referral of any action taken.
6. Maintain communication with parents concerning their child's behavior as is necessary.

### **Board Of Education's Responsibilities**

1. Inform the school populations, all parents, and the total Selinsgrove community of the behavior expected of each member of the student body by publishing and distributing the school rules and regulations.
2. Provide and maintain a well-educated staff that, through the superintendent, will be responsible for the control and proper conduct of the students while under the legal supervision of the board.
  - a. The Board will give full support to the staff in its administration of the school rules and regulations as stated in the student handbook.
  - b. The Board will encourage a program of continuing education for teachers and administrators in the area of discipline.
3. The Board will consider in a fair and consistent manner, the disposition of students whose behavior problems have been brought to the Board (in accordance with district policy and state and federal law.)

### **DISCIPLINE LEVELS / CONSEQUENCES**

When a student is involved in an incident that requires disciplinary action, a written referral will be prepared by the staff member who observed the offense. The assistant principal/principal will meet with the student to assess the level of the student's infraction. **It should be noted that this policy is intended to be a guide and the administration retains the right and the responsibility to deal with each situation as deemed appropriate for the student.**

The principal may choose one or more consequences for an offense. Should a student repeat an offense within a level, a consequence from a higher level may be assigned. The principal will inform the teacher in writing of the action taken.

### **Levels of Behaviors and Consequences**

#### **LEVEL I BEHAVIORS**

Student behaviors that impede orderly classroom procedures or interference with the orderly operation of the school

- Possession of nuisance items
- Tardy to class or school
- Inappropriate dress
- Unprepared for class
- Gum chewing/Eating candy
- Cheating/Academic dishonesty
- Dishonesty

#### **LEVEL I CHOICE OF CONSEQUENCES**

- Verbal reprimand
- Referral for counseling
- Withdrawal of privileges
- Time-out/In-Pod
- Suspension/parent conference
- After school detention



## **LEVEL II BEHAVIORS**

Student behaviors that tend to disrupt the learning climate of the school.  
Continuation of unmodified Level I behavior  
Cutting class  
Inappropriate language/gesture  
Possession of pornographic/violent materials  
Using forged notes, excuses  
Disruptive behavior  
Truancy  
Failure to serve detention  
Unauthorized alteration of report card, progress report, parental note, recorded grade, etc.

## **LEVEL II CHOICE OF CONSEQUENCES**

Verbal reprimand  
Referral for counseling  
Withdrawal of privileges, i.e. patio picnic, Activity Day, Talent Show  
Notify parents/guardians  
After school detention  
Suspension

## **LEVEL III BEHAVIORS**

Student behaviors directed against persons or property.  
Continuation of unmodified Level II behavior  
Pantsing  
Sexual misconduct  
Disrespectful behavior/Insubordination  
Stealing  
Harassment/threats  
Cyber bullying/Sexting  
Fighting  
Vandalism

## **LEVEL III CHOICE OF CONSEQUENCES**

Verbal reprimand  
Referral for counseling  
Withdrawal of privileges, i.e. patio picnic, Activity Day, Talent Show  
Notify parents/guardians  
After school detention  
Suspension  
Parent conference  
Restitution for property and damages  
Law enforcement officials notified

## **LEVEL IV BEHAVIORS**

Student behaviors that pose a threat to the safety of students/personnel in school or on school property  
Continuation of unmodified Level III behaviors

Leaving Middle School grounds without permission  
Possession or use of illegal controlled substances, or look alikes  
Possession or use of tobacco  
Assaulting students or personnel  
Possession or use of weapons or explosive devices

#### **LEVEL IV CHOICE OF CONSEQUENCES**

Notify parents/guardians  
Referral for counseling  
Withdrawal of privileges  
Referral to Student Assistance Committee  
After school detention  
Suspension  
Parent conference  
Expulsion

#### **EXPLANATION OF CONSEQUENCES**

##### **Administrative Detention**

Administrative detention is a disciplinary action assigned by a member of the administrative team for violating school rules and guidelines. Detention is held Monday, Tuesday, Wednesday and Thursday from 3:20 until 4:20, and is supervised by a member of the faculty on a rotating basis. A notice of detention will be sent home with the student at least 24 hrs. in advance. **It is the responsibility of the student to make sure the notice is given to parents/guardians.** Parents should make arrangements in advance for transportation. It is the responsibility of the parent/guardian to provide for a student's transportation if assigned detention.

##### **Lunch Restriction**

Students may be assigned lunch restriction for cafeteria or minor infractions, e.g. unprepared for class, missing assignments, overdue library books. Incidents will be documented in Sapphire. A letter will be sent home to notify parents/guardians of the offense and consequence of the student's behavior. Students who are assigned lunch restriction will report directly to the designated room. During this time, they will get their lunch and work on school work. A log will be kept for attendance purposes. If a student misbehaves in lunch restriction, he or she will receive additional restrictions.

##### **Alternate Day**

Students who are behind in their school work will be offered a day to "catch up" with their studies. These days will be assigned on days when teachers are in school but the student body does not have a school day scheduled and will be from 8:00 a.m. to 11:00. This extra day will be decided upon by administration and teachers. It will be the parent/guardian's responsibility to provide transportation to and from school on this alternate day.

##### **In School Suspension (ISS)**

ISS is another level of disciplinary action that may be imposed for violation of school rules and policies. While students are on ISS, they will remain in the ISS room under the direct supervision of a member of the faculty. Students will be assigned work by their respective teachers so as not to fall behind in their classes. If a student is assigned ISS, he/she will be excluded from participating in all school events and activities for that day.

## **Out of School Suspension (OSS)**

If the infraction is severe enough, a student may be suspended out of school. All exclusions will be in compliance with sections 12.6, 12.7, and 12.8 of the Chapter 12 Regulations. Any student who has been suspended from school will automatically be excluded from participation in any and all school related activities and events until the student are reinstated to school. Students assigned out of school suspension may make up missed work. The student should access Sapphire or the Middle School's homework web page after 3:30 each day to receive assignments. Students are responsible to complete assignments during their absence.

## **SUPPLEMENTAL BOARD POLICIES**

### **Weapons**

At its meeting on February 27, 1995, the Board of Education approved a policy which provides for a one (1) year expulsion from school for possession and/or use of a weapon on school property. According to the policy, no person shall bring onto school property or possess on school property, at school functions and in school buses, any firearm, deadly weapon, or other implement for the infliction of serious bodily injury which serves no common lawful purpose. Possession of such items could result in suspension or expulsion. Act 30 (Act 26 revised) makes it illegal to possess a weapon of any kind on school property. The Act carries a penalty of up to one (1) year expulsion from school for those found guilty of a weapons violation. The district takes a position of "zero tolerance" on the following objects:

### **Weapons**

- A. ALL firearms, whether loaded or unloaded.
- B. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.
- C. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- D. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- E. Blackjacks, clubs, numchucks, throwing stars, etc.
- F. Explosives
- G. Poisons, chemicals, or substances capable of causing bodily harm.
- H. Bow and arrows, sling-shots, etc.
- I. Any other device or instrument used to intimidate, threaten or inflict harm.
- J. A copy of the complete policy can be obtained by contacting either the district office or the principal's office.

### **Additional Weapons**

While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, there are several objects that are questionable whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. **The administrator may use his/her discretion when interpreting use and intent with such objects.** Such potentially dangerous objects may include, but are not limited to:

- A. Small pocket knives
- B. Fireworks, and smoke bombs
- C. Throwing darts
- D. Nuisance items and toys
- E. Unauthorized tools
- F. Mace

## Harassment, Hazing and Intimidation

As with other policies, Selinsgrove Area Middle School takes a “no tolerance” approach to the harassment, hazing and intimidation of students by other students. If allegations are founded consequences may include suspension from school, expulsion, and notification of proper authorities.

## Bullying, Cyber bullying and Sexting

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

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

Such incidents should be promptly reported to the building principal or designee. All reports of bullying will be investigated in a timely manner and corrective actions will be taken when allegations are verified. Confidentiality of all parties shall be maintained. No reprisals or retaliation shall occur as a result of good faith reports.

## Fighting

Fighting is an unacceptable form of behavior at the Selinsgrove Area Middle School and will not be tolerated. Fighting is defined as students involved in a physical disagreement where both or all students have actively participated. A student should avoid participating in fighting by immediately walking away from the situation and notifying a staff member. Detentions or suspensions may be assigned by either of the principals as a deterrent for such behavior. Second offense for fighting will result in automatic suspension from school.

## No Tobacco on Campus Policy

Community members are reminded of the district policy which prohibits the use of tobacco products anywhere on school grounds and in school buildings. Your cooperation in adhering to this policy is greatly appreciated.

There have been important changes in the School Tobacco Control Act. As of February 3, 1997, it is now a summary offense for students to use or possess **any** tobacco product, including smokeless tobacco, in a school building, school bus or on any school property, whether it is owned, leased or under control of the school district. (This includes bus stops.) The law defines “pupil” as a person between the ages of 6 and 21 years who is enrolled in school. The law defines “tobacco” as a lighted or **unlighted** cigarette, pipe, cigar or other smoking products and smokeless tobacco in any form. Under the new law, school districts **must** initiate prosecution. The offender may be sentenced to pay a fine.

## Consequences for Tobacco Violations

The consequence for the first offense for possession, sales, or use of tobacco may be in school or out-of-school suspension and the student will be cited for violation of the Tobacco Control Act (see 8.04).

## Policy and Judiciary

For the protection of all students, faculty, staff, and administration, it will be the policy of the Selinsgrove Area School District to cooperate as much as possible with all police and judiciary departments. Student contact with the police will be limited unless parental permission can be obtained. Whenever possible, the parents will be in attendance for any interrogation or arrest. No child shall be released to police authorities without proper warrant, appropriate evidence, or parental permission, except in the event of an emergency or for the protection of life or property as determined by the administration.

## Searches

Locker searches are regulated by the Pennsylvania School Code, Chapter 17, and Section 12.14. **Students should have “no expectation of privacy” with regards to their locker.**

### Reasonable Suspicion

Upon reasonable suspicion, students suspected of using, selling, or possessing drugs or contraband will submit to a search, in the presence of a principal or a parent; refusal may result in suspension or expulsion.

Articles used for storage of personal property, including but not limited to, book bags, back packs, gym bags, purses, etc. may also be searched upon reasonable suspicion that they contain drugs or contraband.

Upon reasonable suspicion, students suspected of being under the influence of any controlled substance shall submit to a blood, breath or urine test performed by qualified personnel; refusal may result in suspension or expulsion.

### Locker Search Policy

School Code indicates that school authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains material which would pose a threat to the health, welfare and safety of the students in the school, student lockers may be searched without the student present.

Selinsgrove Area Middle School policy indicates that upon reasonable suspicion, students suspected of using, selling, or possessing drugs or contraband will submit to a search in the presence of a principal or a parent; refusal may result in suspension or expulsion.

Articles used for storage of personal property, including but not limited to, book bags, backpacks, gym bags, purses, etc. may also be searched upon reasonable suspicion that they contain drugs or contraband.

**Students should have no expectation of privacy with regards to school lockers and articles used for storage for personal property, etc.**

### Other Prohibited Activities

No one shall commit any act or acts on school property, at school functions, and in school buses proscribed or prohibited by the laws of this Commonwealth under the Vehicle Code, Crime Code, or other similar statute.

All school rules are to be followed at all school related functions. Discretionary assignments may be made by the administration for any disciplinary infraction based on individual cases. Such items as defacing school property, fighting, general misconduct, student-teacher problems, cheating, abusive or profane language, obscene gestures, or other antisocial acts may result in detention, suspension, or referral to the Board of Education for expulsion.

Students involved in prohibited activities will be subject to school disciplinary measures as well as local law enforcement.

## **Chewing Gum, Candy, Snacks, and Water**

Students are allowed to have chewing gum, individual-size candy, approved healthy snacks, and water to consume throughout the school day. All water must be carried within a bottle. No cans are allowed during the school day. All approved-healthy snacks purchased from the cafeteria in the morning or during lunch may be consumed in class based on teacher preference. Other snacks purchased from the cafeteria in the morning or during lunch must be consumed in the cafeteria or placed in the student's locker.

All teachers and staff members have the right to create a "No Gum/Candy/Snacks and/or Drink Zone" based on the teacher's preference for his/her room. Students who do not follow the teacher's directive will be subject to a disciplinary referral and a suspension of gum/candy and drink privileges.

Snacks, candy, and drinks are not allowed in the auditorium or gymnasium.

Inappropriate use of gum/candy/snacks/drinks may result in the loss of this privilege for an entire class, grade level, or entire school. Properly disposing of all gum, candy, snacks, and drinks is the key to keeping this privilege.

## **Drugs and Alcohol**

The use, possession, or distribution or sale of any drug, alcohol or "look alike" during school hours, on school property, or at any school sponsored event, is prohibited. No one shall come onto school property or attend any school sponsored event under the influence of drugs or alcohol.

The term "drug" shall mean all dangerous, controlled substances including "look alike" drugs prohibited by law, all alcoholic beverages including beverages manufactured or sold as "look alike" alcoholic beverages (whether or not prohibited by law), tobacco or tobacco products including products manufactured or sold as "look alike" tobacco products as is defined in the Student Handbook under "Use of Tobacco". Also prohibited are devices, apparatus, utensils, or paraphernalia commonly used with or associated with the use of the above. In determining whether a beverage is a "look alike" beverage the following factors shall be considered:

- a. Whether the beverage in its overall finished package or container which, or the labeling of which, bears markings of printed material substantially similar to packages or containers of alcoholic beverages; and,
- b. Whether the beverage is contained in containers used for alcoholic beverages.

## **Use of Alcohol or Drugs**

Any student suspected of being under the influence of alcohol or drugs during school hours or on school grounds must submit to an appropriate test. Failure to do so will result in a suspension from school. All prescription and patient drugs shall be registered by the parent or student and shall remain in the nurse's office.

School Board policy will be followed in all situations dealing with drugs and alcohol as stated in No. 227.

## **Possession**

Possession will be defined as any of the aforementioned being on a person, in a person's locker or in any article used for storage of personal items, including but not limited to book bags, purses, backpacks, gym bags, etc. Length of time of possession will not be considered to determine possession.

## **Nuisance Items**

Items such as water guns, laser pointers, whistles, balloons, toys, and other similar nuisance devices have no place in school. Other items will be considered on a case to case basis. Those in possession of them will be dealt with accordingly including possible elimination from participation in special events and field trips or the possibility of suspension. In addition, due to the safety hazard they present as well as the

damage they cause, wallets with any type of chain or fastening device attached are not permitted in the school.

### **Cell Phones / iPods / MP3's, etc.**

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs,) cellular telephones, BlackBerries, laptop computers, and Smart Watches, as well as any new technology developed with similar capabilities. Students may be asked to remove Smart Watch during State and local Assessments. Per Policy 237, Middle School Students may use cell phones and other devices if used APPROPRIATELY and RESPECTFULLY before (prior to 8:25) and after school (after dismissal), during lunch inside or outside on school grounds during lunch. You may make appropriate calls, texts and play appropriate games, listen to music and use appropriate apps. You may also use the device in class with teacher permission (for instruction). You MAY NOT photograph or make video recordings, not use between classes, not use in hallway, restroom or locker room, not use in class without teacher permission. You also may not send anything inappropriate. Students taking pictures and/or using their phone without authorization will face disciplinary action. Phones will be confiscated and returned at the end of the day, this will continue for 10 days. For repeat violators, the phones will be returned to the parents during normal school hours.

### **Bicycles**

Pupils who ride bicycles to and from school are requested to obey all safety regulations. A disregard for safety and traffic rules will result in restrictive measures.

Two persons shall **never** ride together on a bicycle. Bicycles are to be parked in designated areas. It is suggested that the bicycles be locked since the school cannot assume responsibility if bicycles are stolen or damaged. Students using bicycles on school property are to ride their bicycles only on school district roadways. Riding bicycles on walkways or sidewalks is strictly prohibited. Bicycles are to be walked by students on these areas.

All students are encouraged to wear bicycle helmets when riding their bicycles to school. It is a Pennsylvania state law that requires all bicyclists under the age of 12 to wear helmets.

### **Skateboards, Roller Blades, Scooters**

Due to inherent danger, the use of skateboards, roller blades, sneaker skates, and scooters must be carried on school property. The use of skateboards and scooters on school property, on sidewalks, walkways, stair cases, loading ramps, etc... is prohibited and may result in disciplinary action and or the filing of charges with the District Magistrate for trespassing and mischievous conduct.

### **Visitors to the School**

The faculty and administration of SAMS welcomes anyone with valid business to come and visit the school. Due to State Regulations and the safety of our students, we require that all visitors stop by the main office and sign in presenting valid photo identification. Visitors will be given an identification badge. This badge is to be worn at all times when in the building. Please stop by the office and turn in the badge when you sign out.

### **If You Need Financial Help...**

Resources are available through the school and community to help families in need. Needs may be as varied as purchasing a school yearbook or obtaining housing for your family. Families in need are encouraged to contact the school counselor(s) for assistance in identifying available resources.

## **Asbestos Notification**

This notice is to inform you that the Selinsgrove Area School District is continuing to manage asbestos containing materials as per the AHERA regulations. The management plan is available for review at the district office. Also, a copy for each individual building is on file at its respective school's main office. Please call ahead to make arrangements to view the management plan. If you have any questions regarding the information in the management plan, please contact the school district's asbestos coordinator, Troy Beaver, Supervisor of Buildings and Grounds, which are available to answer any questions you have concerning asbestos and how we are handling it in the district.

## **Notice to Parents of Children Who Reside in the Selinsgrove School District**

### **SPECIAL SERVICES**

In compliance with state and federal law, notice is hereby given by the Selinsgrove Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If the District identifies your child as possibly in need of such services, you will be notified of procedures, individualized services, and what programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf-blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairment
10. Specific Learning Disability
11. Speech or Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment including blindness

If you believe that your school-age child may be in need of special education, screening or evaluation services are available to you at no cost, upon written request. You may request screening and evaluation at any time, even if your child is not enrolled in the district's public school program. Requests for evaluation and screening are to be made to the Director of Special Education.

In compliance with state and federal law, the Selinsgrove Area School District will provide to each handicapped student those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the public school program.

### **Privacy Rights of Parents and Students**

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These right do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

**Title 22 Sec. 4.4 20 U.S.C.**



All information gathered about your child by the public schools is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure of third party information. Selinsgrove Area School District protects the confidentiality of students' records. Educational records and personally identifiable information cannot be released without written parental consent or, if the student is over the age of 18, the consent of the student.

## **Screening and Evaluation**

### **Special Services**

The Selinsgrove Area School District uses specific procedures for identifying and evaluating the needs of school-aged students requiring special programs or services.

### **Screening**

To identify students who may be eligible for special education, various screening activities are conducted. Routine screening of a child's hearing is carried out at Kindergarten through third, seventh and eleventh grades. Vision screening is done at every grade level. Speech and Language concerns are screened during Kindergarten Registration, fourth grade as well as on a referral basis. Teachers continually assess gross-motor, fine-motor, academic and social/emotional skills.

### **Academic and Behavioral Support (ABS) Process**

At SAMS screening information can be collected and used by the Academic and Behavioral Support (ABS) Team. The ABS Team establishes a plan to make accommodations in the classroom necessary to maintain students within the regular education environment. Information gathered may also be used to document the need for further evaluation.

### **MDE/IEP**

If progress is not made with the involvement of the Instructional Support Team, the District will seek parental consent to conduct a Multidisciplinary Evaluation (MDE). The team will make recommendations for interventions to meet the student's specific needs and this requires parental involvement. Parents are invited to participate in the development of the Evaluation Report and the development of the Individualized Education Plan (IEP) for the purpose of determining eligibility, specially-designed instruction and appropriate educational placement. If the parents disagree with the recommendations of the IEP Team, they may initiate due process procedures by noting disapproval on the Notice of Recommended Educational Placement (NOREP).

## **STUDENT INTERNET AND COMPUTER NETWORK POLICY**

All use of the district's computer network must support education and be in accordance with the objectives of the Selinsgrove Area School District.

The network and the Internet will be used to support the curriculum and research for district students, teachers, administrators and staff.

The Selinsgrove Area School District reserves the right to log network use and to monitor file server space consumption by district users. Administration does have the authority to intercept e-mail messages of all users. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Authorization must be granted by the district's Superintendent or his/her designee.

### **Procedures to Apply For Use** (Abbreviated version of District Policy 815)

**All applicants and a parent or guardian must sign the agreement. This agreement is on page 36 of this handbook and must be signed and returned to the school.**

### **Procedures for Use**

All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as, the appropriateness of certain material being remitted on the Internet. The Act does permit interception of disclosure either, the sender or the receiver of the communication consents. Further, the Act recognizes that the school district may monitor student's e-mail messages, as long as the interception device is included in the e-mail equipment.

Network accounts will be used only by the authorized owner of the account, and only for its authorized purposes. Network users shall respect the privacy of other users in the system.

### **Prohibitions**

The use of the Selinsgrove Area School District's computer network resources for an illegal, inappropriate or unethical purpose by students is prohibited. This includes but is not limited to:

1. Use of the computer network resources for commercial or for-profit purposes.
2. Use of e-mail other than a district assigned account.
3. Use of the network for product advertisement
4. Allowing any other person to use their password or share their account.
5. Unauthorized downloading or loading and/or use of games, programs, files, or other electronic media.
6. Unauthorized installation, distribution, reproduction, or use of copyrighted software/materials or Selinsgrove Area School District computers.
7. Use of the network which results in any copyright violation.
8. Use of school technology or the network for fraudulent communications or modification of materials in violation of law, such actions will be referred to appropriate authorities.
9. Use of the network to facilitate illegal activity.
10. Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
11. Use of hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
12. Use of the network to access or transmit obscene or pornographic material.
13. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
14. Use of the network to misrepresent other users on the network.
15. Disruption, abuse, or destruction of hardware, software, or the work of others in any way.

16. Unauthorized use of chat rooms  
(pre-approval of curriculum appropriate chat rooms as required.)
17. Circumventing system security, guessing passwords, or in any way gaining unauthorized access to local or network resources.
18. Use of the network to violate any section of the Student Policy, including plagiarism and cheating.

### **Consequences for Inappropriate Use**

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

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access to the Internet. Appropriate disciplinary procedures may take place, as needed according to student policy. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

#### **Liability**

The Selinsgrove Area School District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

#### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

