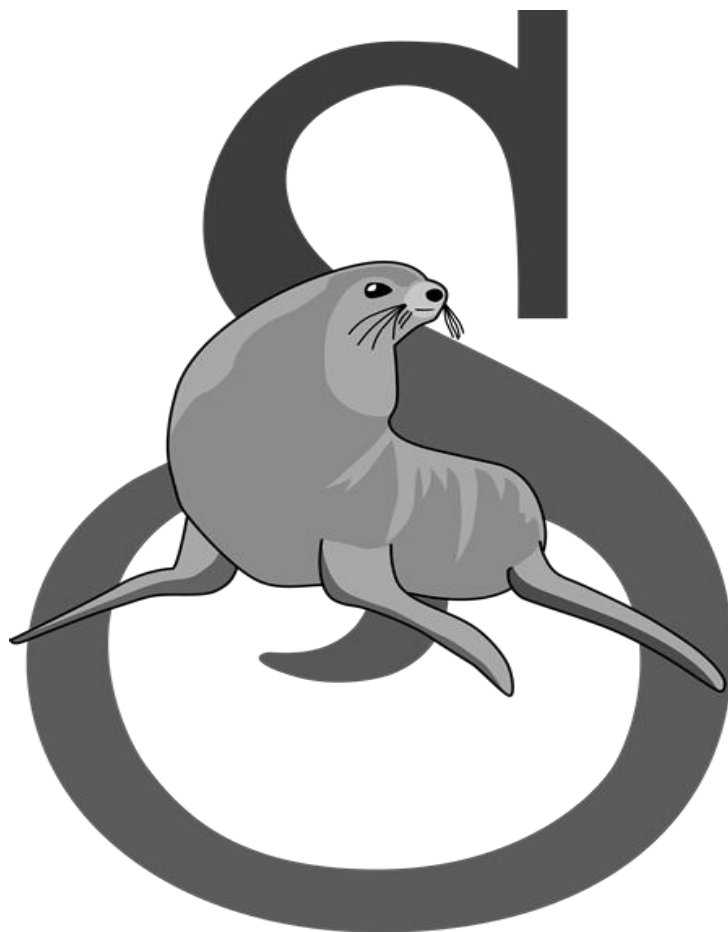


# **Selinsgrove Area Middle School**



**2023-2024**  
**Student Handbook**

## TABLE OF CONTENTS

<b>TITLE PAGE AND AUTHORIZATION</b> .....	5
<b>PHILOSOPHY/OBJECTIVES/BILL OF RIGHTS AND RESPONSIBILITIES</b> .....	6
<b>SCHOOL CALENDAR</b> .....	7
<b>BELL SCHEDULE</b> .....	8
<b>GUIDELINES FOR DAILY LIFE AT SAMS</b>	
Arrival At School .....	9
Opening Exercises.....	9
Attendance .....	9-12
Tardiness to School.....	12
Tardiness to Homeroom.....	12
Tardiness to Class .....	13
Educational Tours, Not School Sponsored .....	13
Homework Assignments for Students When Absent.....	13
Appointments during School Day.....	13
Classroom Area Locker/Locks.....	14
Backpacks/Bags/Purses.....	14
Food and Nutrition/Cafeteria Procedures .....	14-15
School Nurse .....	15
Medications.....	16
Dress and Personal Appearance.....	17
Leaving Class.....	17
Telephones .....	17
Textbooks.....	17
Lost and Found.....	17
Parental Visitation in School.....	17
Visiting Friends.....	18
Fundraising.....	18
Field Trips.....	18
Dances.....	18
<b>ACADEMIC PROGRAMS</b>	
Reporting and Grading.....	18
System of Grading .....	18
Promotion Policy.....	18-19
Library.....	19
Middle School Bands.....	19
Middle School Choruses .....	19
Physical Education.....	19
Gym Lockers.....	20
Speech and Language Support.....	20
Mathematics/Reading Support.....	20
<b>SERVICES, PROGRAMS AND ACTIVITIES</b>	
Student Assistance Committee.....	20
Academic and Behavioral Support Process (ABS).....	20
Parent/Teacher Conferences .....	21

Child Abuse Reporting Policy .....	21
Counseling Program.....	21
School Counselor and Confidentiality .....	21-22
CASS – Creating A Safe School .....	22
Bulletins and Newsletter and News Items .....	22
School Related Activities.....	23
Movies, Filmstrips, Video Tapes .....	23
SAMS Time .....	23
Athletic and Extracurricular Activities .....	23-25
Student Council.....	25

**BUS TRANSPORTATION**

It is the Law (Unauthorized School Bus Entry).....	25
Transportation Video Monitoring .....	25
Rules and Regulations.....	25
Request to Use a Different Bus Route .....	26
Family Emergencies or Parents Out of Town .....	26
Working Parent(s) or Custody Orders .....	26
Request to Use the Same Bus .....	26
Student Bus Pass .....	26
School Bus Discipline Plan.....	26-27

**ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS**

Student Withdrawal from School.....	28
Student Records Policy .....	28
Change of Address .....	28
Non-Discriminatory Policy .....	28
Homeless.....	28

**SAMS RULES AND REGULATIONS**

Discipline .....	28
Student Responsibilities.....	28-29
Parent Responsibilities.....	29
Teacher and Staff Responsibilities.....	29
Principal’s Responsibilities.....	29
Board of Education’s Responsibilities.....	29

**DISCIPLINE LEVELS / CONSEQUENCES**

Levels of Behaviors and Consequences.....	29-31
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**EXPLANATION OF CONSEQUENCES**

Administrative Detention .....	31
Lunch Restriction.....	31
Alternate Day .....	31
In School Suspension (ISS).....	31
Out of School Suspension (OSS) .....	31

**SUPPLEMENTAL BOARD POLICIES**

Weapons.....	32
Additional Weapons.....	32
Harassment and Intimidation .....	32
Bullying, Cyberbullying and Sexting.....	32

Fighting .....	33
No Tobacco on Campus Policy.....	33
Consequences for Tobacco Violation .....	33
Policy and Judiciary .....	33
Searches .....	33
Reasonable Suspicion .....	33
Locker Search Policy .....	33-34
Other Prohibited Activities .....	34
Chewing Gum, Candy, Food.....	34
Drugs and Alcohol .....	34
Use of Alcohol or Drugs .....	34
Possession .....	35
Nuisance Items.....	35
Use of Cell Phones/IPOD's/MP3 Players.....	35
Bicycles.....	35
Skateboards, Roller Blades, Scooters .....	35
Visitors to the School.....	35
If You Need Financial Help.....	36
Asbestos Notification.....	36
<b>SPECIAL SERVICES .....</b>	<b>36-37</b>
<b>INTERNET POLICY.....</b>	<b>37-38</b>

**Selinsgrove Area School District  
329 Seals Avenue  
Selinsgrove, PA 17870  
570-374-1144**

**Selinsgrove Area Middle School  
359 Seals Avenue  
Selinsgrove, Pa 17870  
570-374-2250**

**Selinsgrove Area Middle School  
Student Handbook  
2023 –2024**

**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 considers 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 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**, to gain better understanding of yourself

# SELINGROVE AREA MIDDLE SCHOOL

## 2023– 2024 SCHOOL CALENDAR

August 17	Open House	5-7:30 p.m.
August 21-22	Professional Development Days	No School
September 4	Labor Day	No School
October 9	Professional Development	No School
November 6	Act 80/Professional Development	No School
November 22-Nov.27	Thanksgiving Break	No School
December 22-January 1	Winter Break	No School
January 15	Closed	No School
February 12	Act 80/Professional Development	No School
February 19	Closed	No School
March 1	Closed (1 <sup>st</sup> snow make-up day)	No School
March 15	Professional Development	No School
March 28	Closed (4 <sup>th</sup> snow make-up day)	No School
March 29- April 1	Spring Break	No School
May 10	Closed (2 <sup>nd</sup> snow make-up day)	No School
May 27	Closed	No School
April 2	Closed (3 <sup>rd</sup> snow make-up day)	No School
June 3	Professional Development Day	No School

**INTERIM REPORT  
POSTED ON SAPPHIRE**

**END OF  
MARKING PERIOD**

**REPORT CARD  
POSTED ON  
SAPPHIRE**

September 23

October 26

November 4

December 2

January 12

January 20

February 17

March 21

March 31

April 28

May 31

Last Day of  
School

# Selinsgrove Middle School Bell Schedule

## Doors Open - 8:00

### Students Report to 1<sup>st</sup> Period at 8:17

PERIOD	6 <sup>th</sup> Grade TIME	7 <sup>th</sup> Grade TIME	8 <sup>th</sup> Grade TIME
1st	8:25 – 9:23	8:25 – 9:26	8:25 – 9:29
2nd	9:26 – 10:28	9:29 – 10:31	9:32 – 10:34
3rd	10:31 – 11:33	10:34 – 11:36	10:37 – 11:39
4th	Lunch 11:33 – 12:03 Class 12:06 – 1:08	Class 11:39 – 12:09 Lunch 12:09 – 12:39 Class 12:42 – 1:11	Class 11:42 – 12:44 Lunch 12:44 – 1:14
5th	1:11 – 2:13	1:14 – 2:16	1:17 – 2:19
6th	2:16 – 3:19	2:19 – 3:20	2:22 – 3:21

### Guidelines for Daily Life at SAMS

#### Arrival at School

Upon arrival at school, students shall report to the lobby area and follow the lobby rules and regulations. Students may leave the lobby with the teacher's 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 at the 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 on the student's presence and requires continuity of instruction and classroom participation 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 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) school 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/TRUANCY ELIMINATION**

The Selinsgrove Area School District will work closely with families if 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 is consistent with compulsory attendance laws for the state of Pennsylvania.

<b>Unlawful Absences</b>	<b>Plan of Action</b>
1. <b>One</b> 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. <b>Second</b> unlawful absence	<ul style="list-style-type: none"><li>• Second notification will be sent to alert parent/guardians of the absence and outline potential ramifications of continued unlawful absence.</li></ul>

<p>3. <b>Third</b> unlawful absence (Child is “truant” by law.)</p>	<ul style="list-style-type: none"> <li>• Families will be notified via <b>certified mail</b> of the absence within <b>ten (10)</b> school days of the child’s third unexcused absence.</li> <li>• This notification will also inform parents of the requirement to meet with school district personnel to develop a Student Attendance Improvement Plan (SAIP).</li> <li>• School district will contact parents/guardian to set up SAIP. (Parent participation in the SAIP is preferred, but not required.)</li> </ul>
<p>4. <b>Fourth and fifth</b> unlawful absence at any time during the school year <b>following</b> a School Attendance Improvement Plan (SAIP)</p>	<ul style="list-style-type: none"> <li>• An official notice of unlawful absence will be sent via mail.</li> <li>• This notice will advise the parent/guardian that a citation in the name of the student’s parent/guardian will be immediately sent to the magisterial district judge.</li> </ul>
<p>5. <b>Sixth and subsequent</b> unlawful absence at any time following the SAIP. (Child is “habitually truant” by law.)</p>	<ul style="list-style-type: none"> <li>• An official notice of unlawful absence will be sent via mail.</li> <li>• This notice will advise the parent/guardian that a citation in the name of the student’s parent/ guardian will be immediately sent to the magisterial district judge</li> <li>• Snyder County Children and Youth will be contacted and advised of the student’s habitual truancy upon six (6) or more school days of unexcused absences. These absences do not need to be run consecutively.</li> </ul>

**Possible Consequences through Truancy Citations:**

**The magisterial district judge finds the parent/guardian guilty with the possible sentences of:**

- Paying a fine up to \$300 for each offense and court costs, 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, and
- 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 three 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.

**Habitually truant children under fifteen (15) years of age.**

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 is under fifteen (15) years of age, the child may be:

- Referred to Snyder County Children & Youth
- Referred for a school-based or community-based attendance improvement program

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 before 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 are 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 the appropriate authorities' infractions of the law regarding the attendance of students below the age of seventeen (18). 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 needs and interests.
4. Ensure that students legally absent can 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.

### **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.

Students who are tardy **three** times will receive a letter home and will meet with an administrator. Students who are tardy **four times** will receive a letter home, will serve an after-school detention, and will meet with an administrator. Students will receive an after-school detention **each time** after their fourth tardy, in addition to a letter home and a meeting with an administrator.

### **Tardiness to Homeroom**

Students must be in **homeroom seat by 8:25 a.m.** Tardiness to homeroom will be treated the same as **tardiness to school for disciplinary purposes.**

### **Tardiness to Class**

Students who are tardy to class will be subject to disciplinary action based on staff's discipline referrals.

### **Educational Tours, 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 before 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 responsible for the educational program and for the child's continued educational progress. If the trip is approved, the student or parent is responsible for contacting teachers to obtain assignments that will 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 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 online or through 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.

### **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's 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 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.

### **Backpacks and Coats**

Students may carry backpacks to class and to lunch. There are coat racks available around the school for students to hang their coats and/or store umbrellas during cold or inclement weather. Please note that the administration may need to search a student's backpack if there is reasonable suspicion of contraband.

### **Food and Nutrition/Cafeteria Procedures**

The Selinsgrove Area School District's Food and Nutrition Department participates in the school breakfast and lunch program. To complete a meal application, go to [www.seal-pa.org](http://www.seal-pa.org) and click on PUPIL SERVICES in the blue area at top of the page, then choose FOOD SERVICE; then click on MEAL APPLICATIONS. Fill out the application on [www.EZMealApp.com](http://www.EZMealApp.com), as soon as possible (and no later than the end of September for start of school year). Please fill out only (1) application per family. If you were on the program at the end of the previous school year, you are temporarily approved for free or reduced priced meals. In addition, some families may have been pre-approved through Direct Certification and received a letter in the mail and do not need to send in an application. Those families not notified by mail prior to the new school year starting, must have a new application on file in the food service director's office by September 26, 2023, or the student will no longer be eligible for the Free/Reduced meals after that date. If you do not have computer access, please stop in at the District Office, located in the Middle School building, where we can assist you and have a computer available.

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

If you have any questions concerning this information or any other food service-related questions, please email Renee I. Frederick Director of Food & Nutrition at [rfrederick@seal-pa.org](mailto:rfrederick@seal-pa.org). Additional information concerning our meal program can be found on the district web site at [www.seal-pa.org](http://www.seal-pa.org).

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 follow all rules and directives.

### **School Nurse**

Our full-time Certified School Nurse is Jill Raymond, MSN RN. She may be reached from 7:50 am to 3:20 pm at (570) 372-2262. In addition, her email address is [jraymond@seal-pa.org](mailto:jraymond@seal-pa.org).

Our part-time Certified School Nurse is Erin Hoffman, RN. Mrs. Hoffman floats between the school buildings. Her email address is [ehoffman@seal-pa.org](mailto:ehoffman@seal-pa.org).

The school nurse supports the educational process by promoting wellness and providing care for acute illness and injury. **With the exception of obvious serious illness, the school nurse assumes that if a student is sent to school, the parent/guardian considers him or her well enough to attend school and complete the school day.** Most minor symptoms of illness can be managed at school and the school nurse will communicate with the parent/guardian as needed to provide that care. The goal of this coordinated care is to allow students to remain in school and not miss classroom instruction.

Students requiring medical attention must get permission from their teacher to go to the nurse's office. If the nurse determines that the student is unable to complete the school day, 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 not present in the health office, students should seek assistance at the main office.

#### **The Selinsgrove School District guidelines on when to keep a student at home:**

- The student shall be free from vomiting or diarrhea related to illness for 24 hours before returning to school.
- The student shall be fever free (<100.0) for 24 hours **WITHOUT** the use of Tylenol or Ibuprofen (Advil or Motrin) before returning to school.
- Any illness symptoms that would prevent the student from participating in his/her usual school day activities.
- If your child has any of the above symptoms in the morning or was sick overnight, please consider the above guidelines when deciding whether to keep them home. Parents/Guardians with questions about whether to send their child to school can always contact the school nurse for further discussion or recommendations.

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

The school health program provides for assessment and evaluation of health care needs by performing health screenings annually. Height, weight, and vision screenings 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 at no cost, 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.

### **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 ensure the safety of your child, the following 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 the prescribing provider. Per State Law and School District Policy, the approval document(s) must be returned to the School Nurse before any medication can be administered at school. This includes prescription medication and any over the counter medication that is not listed on the Annual Health History form that parents/guardians complete at the beginning of each school year.
- The medication must be brought to school in the original, properly labeled pharmaceutical bottle/package.
- 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 prescription and over-the-counter medication.**

### **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. 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 are permitted 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 headwear required by religious or cultural requirements.

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

Jewelry dangerous to the wearer or others (including spiked wristbands, body piercing chains, etc.) is prohibited. Undergarments must not be visible. Wallet chains must be less than 6 inches and not unnecessarily heavy.

Students deemed in violation of the dress code will be asked to change immediately. If alternate clothing cannot 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 are subject to disciplinary action.

### **Leaving Class**

When leaving class students must utilize the electronic sign out system, after receiving teacher permission.

### **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 must pay for replacement or repair in addition to disciplinary action.

### **Lost and Found**

Lost and found is in the cafeteria. Students may claim items they recognize as belonging to them from the lost and found in the cafeteria. At the end of each semester, all clothing/items not collected 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 people 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. 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 absent on the day of the dance will not be allowed to attend it.**

# **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. A 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 regarding retention to be the principal's responsibility.

A statement of explanation will be prepared for each child being recommended for retention by the child's teachers. Likewise, if 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 based on 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 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 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. Miss Liza Smith., Director of Instrumental Music, may be reached at [lsmith@seal-pa.org](mailto:lsmith@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 make 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 interested in singing in a smaller ensemble with mixed grade levels. It is a non-graded ensemble that performs at concerts and rehearses once a week. Miss Christina Rickenbach, 6<sup>th</sup>. 7<sup>th</sup> and 8<sup>th</sup> Choral Director may be reached at [crickenbach@seal-pa.org](mailto:crickenbach@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 can 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. 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 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 any time. If the results of this screening indicate a speech/language disorder, parents will be contacted by the Speech/Language Clinician to obtain permission for a formal evaluation.

## **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.

### **Care Team**

The Care Team, formerly known as 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 students' learning and school success.

Mr. Bohle  
Dr. Moyer  
Mr. Dively  
Mrs. Hatter

Mrs. Raymond  
Mr. Smolleck

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

The Academic/Behavior Support (ABS) Process was established to aid students 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 (about 4 and a half weeks), the ABS team will reconvene and evaluate the effectiveness of the plan. All collected data and results will be reviewed and further direction taken, if the team deems that direction as being appropriate.

### **Parent / Teacher Conferences**

The staff at SAMS encourages parent/teacher conferences to help parents 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 allegations. It is the Selinsgrove Area School District's policy to comply with the C.P.S.L. to the best of its ability.

## **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 are 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 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 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.

### **School Related Activities**

All students must be in attendance during the school day to be eligible to participate in or attend after-school hours events. Only a written doctor’s 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 alternative activity will be provided for the students.

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 alternative activity will be provided for the students.

## **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 want

to participate in the activities offered by the Selinsgrove Area School District must 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 athletics, bands, clubs, plays, musicals, dances-including prom, competitions, festivals, trips, student government, and conferences. Any teams/activities utilizing the school uniforms, equipment, or representing the school including 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 inconsistent with the prescribing physician's directives.

### 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 the 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 thirty (30) days.**
2. **Second Offense: Suspension from all activities from the date the incident is verified for 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. An 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 versions of policy 227.1 and 227.2 are always available via the district website.

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 must be returned to the HS Main Office, including fees. A student must pay the activity fee only once each academic year, regardless of the number of sports in which they may participate. The full 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 starting before school opens). Due to confidentiality considerations, the Athletic Director is responsible for administering the fee collection and maintaining accurate records. No student may practice or participate in any sport or activity before paying 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 sports season, the students' 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 admission costs to all athletic events except playoff 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 Mrs. Mohr and Ms. Spracklin. 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 restriction or one after-school detention, they will be suspended from their Student Council duties for one month. If they serve more than three lunch restrictions or after-school detentions, they will be removed for the year.

## **BUS TRANSPORTATION**

### **It is 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 into 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 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 provided by using established school bus/vehicle routes at no extra 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 does 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 at least three 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 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 before 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. Request approval will be considered for one day or a set weekly schedule, not arbitrary. 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 temporarily will be accepted three (3) days prior to the requested date by the requesting child's parent or guardian, and the party receiving the child. The written request must include: (1) the name of the student making the request, (2) the 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 number 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 to 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 on 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 to transport students to and from school safely. 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 decision 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 the consequences may be applied to bus situations.

#### **A Minimum of the Following Will Occur for Each Reported Violation:**

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

**2ND REPORTED VIOLATION** – Administration will meet with the student to discuss the violation. Depending on the severity of the violation, appropriate consequences will be applied, parents may be contacted, and a follow-up letter will be sent to the parents. The student and the administrator will review behavior expectations for riding the bus.

**3RD (and subsequent) REPORTED VIOLATION(s)** – Administration will meet with the student to discuss the violation. Depending on the severity of the violation, appropriate consequences will be applied, parents may be contacted, and a follow-up letter will be sent to the parents. The student and the administrator will review behavior expectations for riding the bus. 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 before resuming the bus ride.

**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 the 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 on all school buses, and students are required to follow the rules.

All students must be at their assigned loading zone five (5) minutes before the 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.

MP3 players, cell phones, 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.

## **ADDITIONAL INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS**

### **Student Withdrawal from School**

When it becomes necessary to withdraw a student from school during 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 the 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 especially 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 based on 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 applications for employment and all other personnel actions within 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.

### **Homeless**

Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, campgrounds, emergency shelters, cars, bus stations, or other similar

settings. If you are homeless or know of a child that is homeless, please contact the district at 570-372-2213 for additional information and assistance.

## **SAMS RULES AND REGULATIONS**

### **Discipline**

The Selinsgrove Area Middle School believes discipline is maintained through the collaborative efforts of students, parents, teachers, administration, and the school board of directors. All must cooperate to ensure a positive school climate where 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, teachers, 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 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 they are 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 whole 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 continuing education for teachers and administrators in 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 interfere with the orderly operation of the school:

Possession of nuisance items/usage of electronics	Tardy to class or school
Inappropriate dress	
Unprepared for class	Cheating/Academic dishonesty
Dishonesty	

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

Verbal reprimand	Lunch restriction	Referral for counseling
Withdrawal of privileges	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	Skipping class
Possession of pornographic/violent materials	Using forged notes, excuses
Disruptive behavior Inappropriate language/gesture	Truancy
Failure to serve detention	
Unauthorized alteration of report card, progress report, parental note, recorded grade, etc.	

#### **LEVEL II CHOICE OF CONSEQUENCES**

Verbal reprimand	Lunch restriction	Referral for counseling
Withdrawal of privileges	Suspension	After school detention
Notify parents/guardians	Parent conference	

### **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**

Lunch restriction	Referral for counseling	
Withdrawal of privileges	Suspension/parent conference	After school detention
Restitution for property damage	Law enforcement officials notified	Referral to Care Team

### **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 lookalikes  
Possession or use of tobacco  
Terroristic Threats  
Assaulting students or personnel, which includes intentionally spitting, coughing, or sneezing on another individual  
Possession or use of weapons or explosive devices

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

Lunch restriction	Referral for counseling	
Withdrawal of privileges	Suspension/parent conference	After school detention
Restitution for property damage	Law enforcement officials notified	Referral to SAC
Notify parents/guardians	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, Thursday, and Friday from 3:20 p.m. until 4:20 p.m., and is supervised by a member of the faculty on a rotating basis. A notice of detention will be sent home to the student at least 24 hrs. in advance. **The student is responsible for ensuring the notice is given to parents/guardians.** Parents should arrange transportation in advance. The parent/guardian is responsible for providing 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 assigned lunch restriction will report directly to the designated room. During this time, they will get their lunch and work on schoolwork. 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 schoolwork 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 the 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 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 staff. 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 comply 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 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 utilize Google Classroom each day to receive assignments. Students are responsible for completing 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:

- 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, num-chuks, throwing stars, etc.
- F. Explosives
- G. Poisons, chemicals, or substances capable of causing bodily harm.
- H. Bow and arrows, slingshots, 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 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 pocketknives
- 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 found 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 promptly and corrective actions will be taken when allegations are verified.

Confidentiality of all parties shall be maintained. No reprisals or retaliation shall occur because 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. The 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 appreciated.

There have been significant 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). Additionally, students who are found with vaping materials or found to be vaping on school property will be enrolled in a course to educate them on the dangers of vaping.

## **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. When possible, the parents will be there 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. Refusal may result in suspension or expulsion. Parents will be contacted following a search.

Articles used for storage of private 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**

The 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 private 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 regarding school lockers and articles used for storage for private 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 and local law enforcement.

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

Students can 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 like 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.

Students found to be vaping or in possession of a vaping device will face suspension and will be subject to a mandatory educational course in which they learn of the dangers of vaping.

## **Possession**

Possession will be defined as any of the 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 elimination from participation in extraordinary events and field trips or the possibility of suspension.

## **Cell Phones / iPod / 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, laptop computers, and Smart Watches, as well as any recent 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 the teacher’s 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, which will continue for several days as per building policy and the number of violations. 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 people 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 prohibited. Bicycles are to be walked by students in 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 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, staircases, 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 welcome anyone with valid business to 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 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) to help identify 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 view the management plan. If you have any questions regarding the information in the management plan, please contact the school district's asbestos coordinator, Justin Simpson 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 need 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 need 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 rights 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 18, their consent.

### **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. The administration does have the authority to intercept e-mail messages from 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.**

#### **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 if the interception device is included in the 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 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 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 guideline

