STROUDSBURG MIDDLE SCHOOL

2024-2025
Student/Parent Handbook

Mr. Jack Schalk, Principal
Mrs. Kristen Thompson, Assistant Principal
Mr. Nicholas Pirrocco, Assistant Principal

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STROUDSBURG AREA SCHOOL DISTRICT 2024-2025 CALENDAR

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 7						Student 5

August

20 - First Day for Teachers
21 - Professional Development (Teachers)
22 - Act 80 Day (Teachers)
26 - First Day of School
30 -Labor Day Holiday (Schools Closed)

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 20/27						Student 20/25

September

2 - Labor Day (Schools Closed)
20 - Act 80 Day No School for Students
30 - Student 2 hr delay/Act 80 faculty data meeting

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Staff 23/50						Student 23/48

October

14 - Indigenous Peoples' Day
No School for Students - Act 80 Day (Teachers)

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Staff 18/68						Student 18/66

November

5 - Act 80 Day No School for Students
25- Parent Conferences K-12 (12-7:30 PM) (Act 80) No School for Students
26- Parent Conferences K-12 (8 AM - 3:30 PM (Act 80) No School for Students
27 NOV - 2 DEC -Thanksgiving Recess

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Staff 14/82						Student 14/80

December

2 Dec - Thanksgiving Recess
23-31 - Winter Recess

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Staff 21/103						Student 21/ 101

January

1 - New Year's Day (schools closed)
20 - Martin Luther King Day (schools closed)
27 - 2 hr delay students /Act 80 faculty data meeting

February

14 - Act 80 Day No school - Students
17 - Presidents' Day (schools closed)

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Staff 19/122						Student 19/120

March

14 - Closed

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Staff 20/142						Student 20/140

April

18 - 21 Spring Recess (schools closed)

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Staff 20/162						Student 20/160

May

26 - Memorial Day (schools closed)

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 21/183						Student 21/181

June

4 - Last Day of School for Faculty and Students (TENT.)

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 3/186						Student 3/184

Section 1502 - Official District Holidays:

12/23/2024, 1/1/2025, 2/17/2025, 4/18/2025, and 4/21/2025

First Day - Students	Act 80 - 2 Hour Delay	First/Last Day Faculty/Students
In-Service - No Students	Act 80 Day - No Students	Holiday/No School
Early Dismissal - Students	Board approved:	Revised:

STROUDSBURG MIDDLE SCHOOL

207 Mountaineer Drive
Stroudsburg, PA 18360
Phone (570) 213-0203 Fax (570) 213-0223

District Website - www.sburg.org
Middle School Website – http://middle.sburg.org
Board Policies - https://go.boarddocs.com/pa/sasdpa/Board.nsf/Public

BOARD OF SCHOOL DIRECTORS

Dr. Meghan Brenneman brenneman@sburg.org
Erin DeRosa derosa@sburg.org
Marilyn Devries devries@sburg.org
John Gerkhardt gerkhardt@sburg.org
Kathleen Kilker kilker@sburg.org
Joseline Kraemer kraemer@sburg.org
John Jake Jakobsen jakobsen@sburg.org
Tiffany Pozza pozza@sburg.org
Alexander Reincke reincke@sburg.org
Brenda VanBuskirk, Secretary (non-member)
Meredith Smith, Treasurer (non-member)

DISTRICT ADMINISTRATION

Dr. Cosmas C. Curry, Superintendent
Dr. Courtney Lepore, Assistant Superintendent for Curriculum & Instruction
Mrs. Laura Connolly, Assistant Superintendent for Personnel & Personnel Services
Ms. Brenda VanBuskirk, Business Manager
Mr. Robert Warmouth, Assistant Business Manager
Ms. Lynda Hopkins, Director of Special Education
Mrs. Amy Bargiel, Assistant Director of Special Education
Dr. Madeline Acosta, Director of Elementary Ed and Federal Programs
Dr. Kimberly Levin, Director of Secondary Ed and Cyber Ed (6th-12th)
Dr. Stacy Famoso, Director of Instructional Technology and Cyber Ed (K-5th)
Dr. Kerri Ruck, Central Registration, Child Accounting, and Open Records Officer
Mr. Clint Davis, Coordinator of Student Career and Transition Services
Mr. Bill Facciponti, Director of Operations (Buildings and Grounds)
Mr. Kevin Aul, Supervisor of Transportation
Mr. Keith Albert, Chief of School Security/Safety

MIDDLE SCHOOL ADMINISTRATION

Mr. Jack Schalk, Principal
Mrs. Kristen Thompson, Assistant Principal
Mr. Nicholas Pirrocco, Assistant Principal

STROUDSBURG AREA SCHOOL DISTRICT

MISSION STATEMENT

To empower all students in an effective pursuit of knowledge.

VISION STATEMENT

To educate all students to become self-directed learners who think critically, collaborate willingly, solve problems strategically, communicate effectively, make informed decisions, and positively contribute to their profession, their community, and larger society.

SHARED VALUES

1. Everyone has equal value and worth
2. Diversity of cultural background, belief, abilities and demographics enriches the community
3. Education is a collaborative responsibility requiring a partnership of the school with students, families, civic leaders, employers, and larger community
4. Education requires a safe, nurturing environment that encompasses each student
5. Everyone shall be provided the opportunity to discover his/her own self worth, to strive toward reaching his/her own potential, and to appreciate the worth of others
6. Everyone learns at different rates, in different ways. These differences should be discovered, acknowledged, and championed
7. All staff members will demonstrate professional proficiency, exhibit strong work ethic, and value the success and welfare of students as a leading priority
8. Educational facilities must be clean and safe, of adequate capacity, modern, conducive to learning, and properly equipped so as to facilitate the highest levels of educational productivity
9. We must strive for excellence. It is worth the investment.

Philosophy of the Stroudsburg Area Middle School

The Stroudsburg Area School District's Middle School philosophy is compatible with the District's Mission and Belief Statements. We are committed to providing a school culture and climate that supports excellence and achievement in all students. We believe the primary goal of the middle school is to meet the unique academic, emotional, intellectual, physical, and social needs of all students within a safe environment. We encourage all students to become active participants who are responsible for their own learning. We believe all students can be successful by actively participating in activities that help them become creative thinkers, effective problem solvers, and independent, lifelong learners. All students will participate in developmentally appropriate activities that will help them to acquire sound decision-making and information literacy skills. We believe all students, staff, parents and community members should become equal partners in the educational process through a balance of rights and responsibilities.

In order to accomplish its stated mission, the Stroudsburg Middle School program clearly reflects efforts to:

1. Foster academic achievement that includes basic skill development, aesthetic appreciation and individual enrichment as is appropriate.
2. Develop student understanding of their own growth and development.
3. Develop self-awareness of personal strengths and interests.
4. Develop an understanding of the relationships and responsibilities within a community.
5. Provide student-centered classrooms that emphasize "learning how to learn" as well as grade level content.
6. Provide a gradual transition from middle school to junior high school.
7. Create a climate that responds to the individual needs of the learners.
8. Conduct ongoing staff development programs that enhance knowledge about, and a commitment to, middle school level students.

Stroudsburg Middle School

Mr. Jack Schalk, Principal

Mrs. Kristen Thompson, Assistant Principal, Mr. Nicholas Pirrocco, Assistant Principal

Secretaries: Mrs. Peechatka (Principal), Mrs. Sweeney (Assistant Principals), Mrs. Farda (Guidance), Ms. Hennion (Attendance), Mrs. Polguy (Main Office), Mrs. Duke (Copy Room)

Grade 5

Team 1
Mrs. D. Black
Mrs. Getz
Mr. Horvath

Team 2
Mrs. Wagner
Mr. Flyte
Mr. C. Black
Mrs. Carr

Team 3
Mrs. Lambert
Mr. Casarella
Mrs. Dore

Team 4
Mrs. Baillargeon
Mr. Balcik
Mrs. Nagle
Ms. Cohen

Grade 6

Team 1
Mrs. Stokes
Mr. Bomboy
Ms. Jones
Mr. Keefer

Team 2
Mrs. Penny
Mrs. Sages
Mr. Williams

Team 3
Mrs. Loringer
Mrs. Jandura
Ms. Diano

Team 4
Ms. Sharifipour
Mrs. Shotko
Mr. Carellas
Ms. Brule

Grade 7

Team 1
Mrs. McCoy
Mr. Powers
Mrs. Herring
Mrs. Fuller
Mrs. Rivera
Ms. Blacklett

Team 2
Mrs. Stinson
Mrs. Morgan
Mrs. Miklas
Mr. Hedgelon
Mrs. Leap
Mr. Flannery

Team 3
Mrs. Tanczos
Mrs. Kesselring
Mr. Pytko
Ms. Incalcaterra
Mrs. Hall
Mr. Conklin

Long Term Substitutes
Mrs. Russoniello (LTS for Mrs. Penny)
Ms. Hendry (LTS For Mrs. Brule)

Art
Ms. Ropchock
Ms. Gilham

Autistic Support - IU
Mrs. Giovannini

Computer Literacy
Mrs. Brozusky

Custodians
Mr. Getz/Head Custodian
Mr. Bird
Mr. Braun
Mr. Crespo
Mr. Dailey
Mr. Daniel
Mr. Hagerty
Mr. Huffman
Mr. Kresge
Mr. Palmer
Mr. Troller
Mr. West

Emotional Support
Mrs. Albert
Mrs. Lockley

ESL
Mrs. Brozusky
Mrs. Cassady
Mrs. Siroka

Family/Con Science
Mrs. Gaglione

Gifted
Mrs. Bogdan
Mrs. Hiscott

Guidance
Mrs. Meissner 6th gr
Mrs. Pacifici 7th gr
Mrs. Borzio 5th gr

Health/PE
Mr. Bostwick
Ms. Melfy
Mr. Parrish

Learning Support
Mrs. Asendorf
Mrs. Counterman
Ms. Ferrera
Mrs. Gong
Ms. Kotch
Mrs. Loebsack
Mrs. Martin
Mrs. Mazzetti
Mrs. Monkiewicz
Ms. Rosselli
Mrs. Scelza
Ms. Turano

Library
Mrs. Dubicki (1-4)

Literacy Coach
Mrs. Principe

Lunch Monitors
Mrs. Abbriano
Mrs. Binikos
Mrs. Cornelius
Mrs. Huffman
Mrs. McGarry
Mrs. Pansy

Math Specialist
Mrs. Bowland
Mr. Perinotti

MTSS
Mrs. Hartman
Mrs. Rusk

Music Department
Ms. Caiazzo-Pritchard
Mrs. Bartholomew
Mrs. Bechtel
Ms. Flynn
Ms. Gilbertsen
Ms. Graybeal
Ms. Salvadeo

Nurse
Mrs. Beck
Ms. Diaz

Paraprofessionals
Mrs. Allan
Mrs. Briegel
Mrs. Casey
Mr, Enriquez
Mrs. Green
Mrs. Jankowski
Mrs. Lackey
Mrs. Lininger
Mrs. Pacheco
Mrs. Schiffino
Mrs. Smalley
Mrs. Wolf

Reading Specialists
Mrs. McManus
Mrs. Skarlis
Dr. Zito

School Psychologist
Ms. Devine

Social Worker
TBD

Speech
Mrs. Batt
Ms. Reynolds

Tech Ed
Mr. Mikulak
TBD

I. STUDENTS' RIGHTS

REGULATIONS
OF THE
STATE BOARD OF EDUCATION OF PENNSYLVANIA

CHAPTER 12: STUDENTS AND STUDENT SERVICES

STUDENT RIGHTS AND RESPONSIBILITIES

Section

12.1..... Free education and attendance
12.2..... Student responsibilities
12.3..... School rules
12.4..... Discrimination
12.5..... .....Corporal punishment
12.6..... Exclusions from school
12.7..... Exclusions from classes: In-school suspension
12.8..... Hearings
12.9..... Freedom of expression
12.10..... Flag Salute and the Pledge of Allegiance
12.11..... Hair and dress
12.12..... Confidential communications
12.14..... Searches
12.16.....Definitions

STUDENT RECORDS

12.31..... General requirements
12.32..... Elements of the plan

SERVICES TO STUDENTS

12.41..... Student services
12.42..... Student Assistance Program

§12.1 Free education and attendance

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their child attends an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.
(2) The student is pregnant.
(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
(4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§12.2 Student responsibilities

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

> (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
>
> (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
>
> (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
>
> (4) Assist the school staff in operating a safe school for the students enrolled therein.
>
> (5) Comply with Commonwealth and local laws.
>
> (6) Exercise proper care when using public facilities and equipment.
>
> (7) Attend school daily and be on time at all classes and other school functions.
>
> (8) Make up work when absent from school.
>
> (9) Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
>
> (10) Report accurately in student media.
>
> (11) Not use obscene language in student media or on school premises.

§12.3 School rules

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it is used as a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This

conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§12.5 Corporal Punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:
To quell a disturbance.
To obtain possession of weapons or other dangerous objects.
For the purpose of self-defense.
For the protection of persons or property.

§12.6 Exclusions from school

(a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of/from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8 (c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from school rolls. All expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled, and shall be provided an education.

> (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
>
> (2) Within 30 days of action by the governing board the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A §§ 1400 – 1482).
>
> (3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa. C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

§12.7 Exclusion from classes: in-school suspension

(a) A student may not receive in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the assignment becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§12.8 Hearings

(a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(2) At least 3 days notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record must be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student indigent.

(9) The proceedings shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his/her own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§12.9 Freedom of expression

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and the opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards shall conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications shall conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of materials by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give students the opportunity to reach fellow students.

(2) The place of activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§12.10 Flag salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§12.11 Hair and Dress

(a) The governing board may establish dress codes or require students to wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right must include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

§12.12 Confidential Communications

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa. C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

§12.14 Searches

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Appropriate detective scanning systems or devices may be used to discourage the presence of weapons, illicit drugs, or other harmful devices in our schools and at school events. Use of such devices requires approval by the Superintendent or his/her designee. Detective scanning searches shall be conducted in a non-discriminatory manner, and searches of groups of students may not be used to single out a particular individual, class, or category of individuals without due cause.[4][5][6]

All persons entering a school building or event may be required to submit to a detective scanning device and/or security screen.[7]
Notification of the metal detector search and security screening procedure will be provided to each student's family and district employee on an annual basis.

Notification of the metal detector search and security screening procedure will be provided to each student on an annual basis.

Sufficient notice of this search policy has been met by way of inclusion in this handbook.

§12.16 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment – A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board – The board of school directors of a school district, joint school committee of a joint school or joint vocational school intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Pre-kindergarten – A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten unless individual exceptions to the age requirements are made by the school district.

School entity – A local public education provider (for example – public school, charter school, cyber-charter school, area vocational –technical school or intermediate unit).

Student assistant program – A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is

beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services – Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P.S. §§14-1401 – 14-1423) and 28 Pa. code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.

School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

PUPIL RECORDS

§12.31 General requirements

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.
(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in state or federal law.

(c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

§12.32 Elements of the plan

The plan for student records must conform to applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

SERVICES TO STUDENTS

§12.41 Student services

Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13 (a), (b). (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101 - §80-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health P.O. Box 90 Harrisburg, Pennsylvania 17108. A school district that operates a pre-kindergarten program shall address its pre-kindergarten program in its strategic plan.

Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When pre-kindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

Federal and State funded school meal programs.
Special Supplement Feeding Program for Women, Infants and Children (WIC).
Food Stamp Program.
Pennsylvania Fresh Foods Program.
Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community- based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.
Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

Student services must:

Be an integral part of the instructional program at all levels of the school system.
Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

Provide basic health services outlined in Article XIV of the Public School Code 1949 (24 P.S. §§ 14-1401 - 14-1423) for students and information to parents or guardians about the health needs of their children.

When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding the protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

The Department will provide guidelines and technical assistance to local education agencies in planning student services.

§12.42 Student Assistance Program

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P.S.§15-1547(g) regarding alcohol, chemical and tobacco abuse program.

TITLE IX

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

As part of our mission to foster responsible, morally centered people who are prepared educationally and socially to achieve, it is our responsibility to continually develop an organizational culture that is respectful and inclusive of all students and staff.

The Stroudsburg Area School District encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a complaint of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the suspected party before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of class schedules.
4. Monitored student movement on campus.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.

10. Emergency removal

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

The following roles are assigned:

The Compliance Officer/Title IX Coordinator, Laura Connolly, can be contacted at:

Address: 123 Linden Street, Stroudsburg, PA 18360

Email: connolly@sburg.org

Phone Number: 570-421-1990

The Deputy Compliance Officer and Deputy Title IX Coordinator, Richard Baker, can be contacted at:

Address: 1100 West Main Street, Stroudsburg, PA 18360

Email: rbaker@sburg.org

Phone Number: 570-421-19901

The Deputy Compliance Officer and Deputy Title IX Coordinator, Dr. Madeline Acosta, can be contacted at:

Address: 207 Mountaineer Drive, Stroudsburg, PA 18360

Email: macosta@sburg.org

Phone Number: 570-213-0203

Philosophy of Middle School Citizenship

All students and teachers at the Stroudsburg Middle School have rights. Students have the right to learn; teachers have the right to teach. If students and teachers are to be successful, these rights must be protected.

A positive climate for learning is essential for an effective educational program. The school staff, working cooperatively with parents, must assist students in developing and reinforcing responsible behavior. Through a collaborative effort, students will grow to appreciate the rewards that result when they make good choices.

Members of the staff are committed to helping students learn to be responsible for their own behaviors. An approach to discipline which utilizes planned, purposeful strategies is essential to the development of self-discipline. When parents work with the school to plan behavioral strategies, students are sent a powerful message concerning their behavior.

Behavior strategies will include actions which are both proactive and reactive. Students need to be clearly aware of school expectations, as well as the consequences that will result when they make poor choices. The following sections of the handbook will outline both.

Expectations of Students

1. Prepare mentally and physically for the process of learning.
   A. Students are nourished, rested, clean, properly dressed and groomed.
   B. Students are free of drugs and alcohol.
   C. Students come to school prepared to learn.

2. Demonstrate respect for people and property.
   A. Students are honest and courteous.
   B. Students respect the property of others.
   C. Students accept the rights of others to have their own opinions.
   D. Students settle differences peacefully.
   E. Students display good sportsmanship at school related functions.
   F. Students participate in the maintenance and cleanliness of school facilities and school property.

3. Take responsibility for their behavior and learning.
   A. Students recognize that school is work and student development is the primary purpose of school.
   B. Students complete all homework, class work and exams.
   C. Students make personal choices based on reasonable decision-making processes.
   D. Students accept constructive criticism and disagreement when necessary and appropriate.

4. Use time and other resources responsibly.
   A. Students attend school regularly and punctually.
   B. Students use books and other equipment appropriately.
   C. Students will be prepared to listen and learn throughout the school day. (Trading cards, iPods, laser pointers, headphones, Smartwatches, cell phones, Ereader and other electronic/communication forms of entertainment will not be permitted. **The school will not assume responsibility for any of these items that are lost or stolen.)**

5. Share responsibilities when working as a member of a group.
   A. Students cooperate, contribute and share in the work of the group.
   B. Students accept and assume leadership when appropriate.
   C. Students listen to the points of view of others.
   D. Students observe rules for safe handling of class equipment and materials.

6. Monitor their progress toward objectives.
   A. Students record and maintain records of progress.
   B. Students seek assistance from school staff members and peers.
   C. Students value the relationship of learning to everyday life.

7. Communicate with parents and school personnel about school related matters.
   A. Students take time to discuss academic learning and school progress with parents and school personnel.
   B. Students transmit information to parents and return responses to appropriate school personnel when requested.
   C. Students know the appropriate people to contact when a problem occurs.

8. Meet the unique requirements of each class.
   A. Students participate actively in class work.
   B. Students follow class rules and procedures.
   C. Students bring to class textbooks, clothing and other materials necessary for participation.

Homework

The long-standing tradition in education of assigning homework has been given additional support in recent studies, which identify characteristics of effective schools. Research clearly demonstrates that time spent on homework is positively related to achievement. Mastery skills of an area of knowledge or an art is a complex and continuous process which is not limited to school. Home study is significant aid in such mastery. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction, and the partnership of school and home in the learning process is strengthened.

Relevant homework is a vital extension of regular classroom instruction and an important adjunct to the educational process. Homework which is relevant, reasonable, and appropriate in length gives the student the opportunity to display or develop self-discipline and associated good work habits, to improve in their subject areas, and to develop as well-rounded individuals.

Assigning homework is an accepted practice. It is an essential part of the total education of the student when it provides the opportunity for the student to:

1. Practice, apply, integrate, or extend school learning.
2. Reinforce independent work-study skills.
3. Use school and community resources.
4. Develop self-discipline and personal responsibility.
5. Stimulate originality and creativity.
6. Enrich school experience and encourage a carryover into leisure and career-centered interests.

Homework will not account for more than 10% of a student's quarterly grade.

One to One Technology Initiative

The focus of the One to One Program for Stroudsburg Area School District is to prepare students for their futures in a world of digital technology and information. We have removed the BYOD policy and have put this new policy in its place. Each student will be receiving a district issued Chromebook. The Chromebook will be used as an extension for learning and as an additional resource to be used in the instructional setting. The policies, procedures and information contained in this document apply to all computing devices used within Stroudsburg schools, and include any other device the District considers to fall under this policy, including, but not limited to, Chromebooks, iPads, and classroom computers.

Please understand that you are responsible for your child's device and that your child will need their Chromebook in the fall. Students will ***not*** be issued a new Chromebook each year, so it is imperative that you ensure the Chromebook is properly used and/or stored in it's protective case while school is not in session as per the best practices in policy 252 and AR 252 (see link); if you need another cover please contact your school. This Chromebook is solely given to your child for academic purposes, so you must help your child understand it is not a personal device and that it is school property that they will need in the future. Chromebooks are issued once at each of the following grade levels K, 5th, and 9th. We expect them to have a full life of use. In other words, the Chromebook your child is issued in Kindergarten will be used by them through 4th grade. Chromebooks issued in fifth (5th) grade will be used through eighth (8th) grade and Chromebooks issued in ninth (9th) grade will be used through our students senior (12th) grade year.

District-Provided Technology

Refers to internet access, local (district-hosted) resources and non-local resources to which access is provided through the district. It includes, but is not necessarily limited to the following:

1. SASD-Net
2. Network shared resources, such as printers;
3. Network folder shares and backup folders; and
4. Electronic mail, web-based and cloud-based storage, and web-based and cloud- based applications provided by the district through a third party
5. Computer resources, such as Chromebooks, hot spots, charging stations, chargers, and other devices

(See Board Policy 252 for full details and information)

Use of Artificial Intelligence (AI)

Stroudsburg Area School District (SASD) does not recognize work created by Artificial Intelligence (AI) tools as a student's own work and such work should be cited in the bibliography. In the case of AI tools and other software, the company/creator of the software is considered the author, when directly quoting an AI-generated response, you do not need to include a page or paragraph number, students must refer to the required type of citation requested by the instructor (MLA, Chicago, APA, etc.) for additional citation style. If there is a question as to the authenticity of an assignment an AI checker will be used to verify the authenticity of said paper, additional resources like the original online document the assignment was typed into, might be required to be shared through Google if not required for the assignment. The student may have the assignment returned and be required to complete the entire assignment again, if not redone the student will receive a zero.

Some examples of AI Checkers that the instructor may choose to use are below. However, there are many more that are created every day as AI metamorphosizes and the SASD reserves the right to use them:

Brisk
Revision History
https://x.writefull.com/gpt-detector
https://copyleaks.com/features/ai-content-detector
https://detector.dng.ai/
Essentially, the use of any AI for improper or nefarious reasons such as impersonating any school entity (ex. administration, staff, educators, students) and/ or plagiarism of any type is subject to discipline.

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance: [1]

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required.
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.

3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.

Grading Student Work

A district-approved AI application (ie. Brisk) may be utilized to assist with the review of student writing products. The AI technology will not grade the writing assignments but will aid the teacher in identifying necessary revisions. Teachers must ensure that personally identifiable student records are kept secure when utilizing such grading technology.

Staff will receive AI application training during their department meetings. This training will cover the use of district-approved AI applications, best practices for citing AI resources, and reporting procedures. Subsequently, staff will be expected to instruct students on the proper citation of AI sources. A Generative AI resource must be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. It is inappropriate for students to use AI to generate entire assignments; instead, AI-generated content may be used similar to a quotation, depending on the assignment requirements. Failure to cite AI-generated work correctly may misleadingly suggest that the work is solely the student's own.[16]

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright –

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.[4][24]

AI-Generated Content Verification -

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

<u>Consequences for Inappropriate Use</u>

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. [12][16][21][25][40]

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.
Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][41]

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[12][16][25][40]

Essentially, the use of any AI for improper or nefarious reasons such as impersonating any school entity (ex. administration, staff, educators, students) and/ or plagiarism of any type is subject to discipline. Please refer to board policy 815.1 for more information.

Chromebook Care and Requirements

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to their school main office as soon as possible so that they can be taken care of properly.

General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of Stroudsburg Area School District
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Stroudsburg asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- Chromebooks should never be left in an unlocked locker or any unsupervised area.
- If your device is in need of repair, please bring it to your school main office as soon as possible.

Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks in school issued cases only. Failure to do so will result in disciplinary action.
- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom with the lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

Screen Care

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. http//amzn.com/B008FPTID2)

Remote Access, Monitoring and Tracking of District-Issued Devices

Device – refers to an identified device issued by the district to a specific district student for use in connection with the district academic program. This includes, but is not limited to, devices issued by the district in connection with the Device Initiative, Individualized Education Programs and service agreements for identified students with special needs, and other educational purposes.

The Device Initiative – the district initiative to provide students with access to a district-issued device. The major goals of this initiative are to provide students with 21st Century learning environments at school, and to give all students access to technology resources.

Remote access of devices – means a situation where a district employee or agent, using client management software, accesses a device in the student's possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the SASD-Net with the device, does not constitute remote access to the device. Remote access of the device does not include voluntary participation by the Student or other user in web conferences, chat rooms or other web-based activities.

Software maintenance – means any software or configuration changes sent out to each device, even if it only affects a certain device, that is necessary for the maintenance and security of the SASD-Net and to ensure that only authorized software is installed on the device.

Repair and Maintenance of District Device

Devices are the **property of Stroudsburg Area School District**. Students are responsible for the appropriate use of devices. The **care of the device** is the student's responsibility. If a device needs repair, service or other maintenance, students are to report to the administrator/faculty member in their building. Students should not attempt to repair or service their device. Vandalism to any device or accessory is strictly prohibited. There will be tiered discipline for Chromebook damages. Students must present a school issued picture ID when they bring their device in or pick up from repair. (See Board Policy 893 for full details and information).

Assembly Programs

Assemblies support or enrich the curriculum, and are entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Courtesy demands that the student body must be respectful of the presentations by being polite and courteous to the performers. Students having trouble maintaining appropriate behavior during these programs may be excluded.

Bullying/Cyberbullying/Hazing

The Stroudsburg Middle School is committed to establishing a school community where all students can expect to feel respected, in a safe and protective environment. In addition to the school district's published guidelines that govern student behavior in general, Stroudsburg Middle School expects all staff to clearly define classroom expectations relative to behavior. **Bullying/Cyberbullying/Hazing and other forms of inappropriate social behavior will not be tolerated.** (see Bully Policy 249 in Appendix).

If individual students experience difficulty meeting school and classroom community expectations, the appropriate staff will convene to address individual student specific issues and concerns as they arise.

Hazing

The Stroudsburg Middle School believes that hazing of any type is unacceptable and detrimental to the educational process. "Hazing" is any intentional, knowing, or reckless act, occurring on or off school grounds, by one person acting alone or with others, directed against a student that endangers the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

Harassment

Sexual harassment, physical or verbal harassment, racial or ethnic intimidation of other students or staff members are gross violations of school rules and will be treated accordingly. If you believe you have been harassed, report it immediately to your teachers, guidance counselors or principals. In addition to disciplinary action, violators may be expelled from school and may incur legal penalties.

Act 110

Act 110 was signed into law to protect young victims of sexual assault against the possibility of having to attend school with their attackers.
Act 110 addresses the removal, transfer or reassignment of students who are adjudicated delinquent or convicted of sexual assault where the victim remains in the public school entity. To read the full public school code, click here.

Key components of Act 110 are:

- If a student enrolled in a public school entity is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity, the public school entity shall, pursuant to applicable laws and regulations, take one of the following actions: (i) Expel the convicted or adjudicated student; (ii) Transfer the convicted or adjudicated student to an alternative education program; (iii) Reassign the convicted or adjudicated student to another school or educational program within the public school entity.
- A public school entity shall ensure that the convicted or adjudicated student is not educated in the same school building, transported on the same school vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.
- A student convicted of sexual assault upon another student enrolled in the same public school entity shall notify the public school entity of the conviction no later than 72 hours after the conviction.
- Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section [1318.1].
- A public school entity shall, in the case of students with disabilities, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 1400 et seq.).

Dress Code

See the Stroudsburg Area School Dress Code Policy as stated on the District Website here.

Student Identification Cards

For purposes of safety and identification, Stroudsburg Middle School-issued photo ID must be worn by all students at all times. **This school-issued ID is not to be altered in any way.** The student ID must be worn around the neck prominently displayed on the outside of one's clothing, using the lanyard provided by the district. Students are not permitted to use any other lanyard. Students are required to display their ID during school hours and while using the school transportation system. When attending a school function outside of school hours, students must have an ID on their person. Students will use their ID to purchase lunch from Chartwells. Students may purchase replacement lanyards for $1.00.

Parties and Celebrations

We ask that parents **not** send party invitations to school for distribution on any school property including buses, playground, lunchroom, etc. The school office will not supply demographic information of school students.

Lockers

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy and lockers may be subject to search at the discretion of administration. However, students are expected to assume full responsibility for the security of their lockers.

Refusal To Be Searched

In accordance with policies to keep our students and staff safe in our schools and during any district sponsored event, any student who refuses to be searched will face further discipline. The refusal to be searched will be seen as insubordination and can result in disciplinary action up to recommendation for expulsion.

Lunch/Lunch Periods

Teachers will discuss the lunch program with all students, and lunch menus will be posted monthly. Assigned support staff and/or monitors are directly in charge of the lunch area. The middle school utilizes a closed lunch program. The students have the responsibility to bring their own lunch, lunch money, or proof of eligibility for free/reduced lunch.

Cafetería - Chartwells

The following is a brief description and instructions for use of our computerized cafeteria system:

Every student will use their student I.D. number as their PIN (Personal Identification Number). Paid, free and reduced paying students all must enter the pin number to complete a transaction. When your child enters his/her PIN into the system, his/her information, including their picture appears on the screen for the cashier to view. The picture will prevent another student from using your child's account. You may prepay weekly, monthly or even yearly. The system allows for any amount of money to be deposited. We recommend a minimum of at least one week's lunch payment. You may choose not to prepay and send money on a daily basis. The money goes into your child's own debit account and is automatically deducted when he/she makes a purchase. Credit remains in the account for days when meals or snacks are not purchased. By utilizing this system, you no longer need to worry about giving your child money everyday. If your child has a balance in their account at the end of the school year, it can either be returned or credited towards the next school year. Several options are available when sending money with your student. 1. Any amount of money may simply be put "on account" to be utilized for lunch, breakfast, snacks or any combination. Or 2. Payment may be sent in specifically for

prepaid lunches and/or breakfasts, and snacks. With this option, you need to specify the number of lunches/breakfasts and how much money to be used for ala carte purchases. We recommend paying with a check. Checks can be made payable to: "Chartwells" and the name and student identification number should be listed on the check or using www.myschoolbucks.com to add money to your students account using your credit/debit card. When your child's account reaches a low balance he or she will be reminded that the account needs to be replenished. No child in SMS will be refused a meal, however, we reserve the right to provide the items which will give the child a balanced meal but may not be to the student's preference. (The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.)

**There is no secondary lunch price, all items bought after the 1st reimbursable meal are charged ala carte.

- Please see **Food Service Policy 808 onBoard Docs website concerning students charging** on their lunch account and the policy on students who have exceeded the maximum charge amount.
- To view the student lunch menu please go to the SASD website and view each building's individual lunch calendar provided by Chartwells. http://www.sburg.org/school-menus
- Students are not permitted to arrive late to lunch or to leave the cafeteria before the lunch period is over without a pass.
- Students should show respect for others upon entering, during lunch and upon leaving the lunchroom.
- Students must use single-file-serving lines in the hot lunch and a la carte areas. There are designated lines for students to use cash; however, we recommend that students use their debit accounts. Students would not have to carry cash each day and there would be less chance of the money being lost.
- All litter must be deposited in trash barrels. All reusable trays must be returned to the dishwashing station as soon as the meal is completed. All disposable trays and utensils must be deposited in trash barrels at the same time.
- No food is to be taken from the cafeteria area without permission from a lunchroom monitor.
- Students will be assigned to a specific table to sit at by the homeroom teacher, lunch monitors, security and/or administration.
- Students are to remain seated until called to the serving area. Then to remain seated until given instructions to remove any trash from their area. They are to return to their assigned table and wait to be dismissed and leave in a quiet and orderly manner.
- All school rules are in effect during lunch. Students behaving improperly will be subject to disciplinary measures with consequences including detention, suspension and/or citation issued by a magistrate for disorderly conduct.
- Deliveries from any outside food concessionaires are prohibited.
- No glass containers are allowed in the cafeteria. Plastic, aluminum cans, and Capri Sun pouches are expected to be sorted into recycling receptacles.

- Students who misbehave during lunch or breakfast can lose their privilege to eat in the cafeteria.

Nutritional Standards for Competitive Foods

Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires all Local Education Agencies (LEA's) participating in the National School Lunch Program (NSLP) to develop local wellness policies. One requirement of the law is that nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity. The standards apply to all students, in all grades, in all buildings.

Definition of Competitive Food: Foods offered at school, other than qualified meals that meet the FDA government standards served through the National School Lunch or School Breakfast Programs including:

> **Definition of Ala Carte Food**: Foods sold in the cafeteria as a side dish that is sold separately from the National School Lunch or School Breakfast.
>
> **Definition of Snack:** Any prepackaged food sold in the cafeteria NOT offered as part of the National School Lunch Program or National School Breakfast Program.
>
> **Definition of Vending:** Any food or beverage sold in a coin operated machine.
>
> **Definition of Beverage:** Any fluid/drink sold or provided to students.

Fluid Milk Substitution in the School Nutrition Programs for Life Threatening Milk Allergy and Lactose Intolerance Policy:

This policy has been implemented to maintain the government's goal of providing a balanced meal while in school and combating children's deficiency of Vitamin D and Calcium; *as per Department of Agriculture Food and Nutrition Service 7 CFR Parts 210 and 220.*

In accordance with the USDA regulation juice or water may NOT be substituted for milk for non disabled students because they do not meet the USDA's nutrition standards for a substitutable product, even if a request is accompanied by a physician's statement requesting these alternatives.

Lactose Intolerance:

Lactose causes a well-known intolerance in many people due to the body's lack of an enzyme known as lactase. Lactose intolerance symptoms can be prevented, at least temporarily, by replacing the lactase enzyme the body lacks.

A medical authority or the student's parent or legal guardian must submit a written request for a fluid milk substitute identifying the medical or other special dietary need that restricts milk containing lactose. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain in effect until the medical authority or the student's parent or legal guardian revokes such a request in writing, or until such time as the school changes its substitution policy.

For students who present either a medical authority or student's parent or legal guardian request indicating the child has lactose intolerance, the milk component of the school meal will be replaced with lactose free milk which is nutritionally equivalent to fluid milk.

If a parent puts in writing they do not want/accept the School Food Authority's nutritious alternative to milk then they will be responsible to purchase or provide their own drink. In addition, to meet the

USDA nutrition requirements and qualify for a complete school meal, students must still purchase 3 of the 5 meal components.

Life Threatening Milk Allergy:

Dairy allergy, or milk allergy, refers to any allergic reaction caused by a component of cow's milk. The three components of cow's milk that cause dietary reactions are casein protein, whey protein, and lactose sugar. Casein and whey are considered more likely to cause true life threatening allergies.

A student must submit a signed licensed physician's written statement for a fluid milk substitute identifying: 1) the medical condition, 2) the need for substitution including the major life activity affected by the disability that precludes cow's milk and, 3) includes alternate milk replacement /fluid source. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain in effect until the medical authority or the student's parent or legal guardian revokes such a request in writing, or until such time as the school changes its substitution policy.

School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:
1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensures that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's school meal account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided a written notice to the district to withhold a school food program meal. [3]

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.
The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.
Food Service Collections Guidelines & Charge Policies

The Board of School Directors, pursuant to Policy 808 has directed the Administration to develop guidelines as many students continue to charge for a meal without repaying their previous financial obligations. (Meal is defined as breakfast/lunch which is purchases/charged)

If your child has a negative balance, you must do one of the following:

1. Send a payment in with your student. Checks should be made payable to: **Stroudsburg Lunch Fund** or **"name of school"-cafeteria.** Please include your child's i.d. in the memo section (any costs and fees incurred by SASD due to insufficient funds shall be paid by the parent or legal guardian). **Cash is accepted but not recommended.**
2. Create a personalized lunch account at www.MySchoolbucks.com and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parent's account prior to adding your child. At the home page click on the "create account" hyperlink then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office. Please be advised that the accounts are electronically updated nightly; therefore payments made in the morning may not be on your student's

account until the following day. Parents may set up a low balance email notification for free by going into their My School Bucks profile and edit the student settings for such notice.

Families may apply for free or reduced breakfast/lunch programs at any time throughout the year should your financial situation change. Applications are available in each school office. Approved applications are not retroactive and free or reduced status begins only upon approval date.

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor or in grades nine through twelve.[3]

Under the amendment to Section 1337 of PA School Code 2017 Act 55, communication about a student's school meal debt must be directed to the parent/guardian. The amendment provides that such communication must occur when the student owes money for five or more meals. The school must then make at least two (2) attempts to reach the parent or guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21] For students enrolled in grade nine through twelve, the board of school directors may require the schools to direct communications regarding a low balance or money owed to the student if the communications are made individually to the student by appropriate school personnel and are made discreetly. This is in addition to the communication to the parent.

A fee of $25.00 will be charged for any checks returned for nonsufficient funds.

K-7 School Students - The student will be allowed to charge up to **3 breakfast/lunch** which will be applied to his/her account. If the student still does not have money to pay for his/her **breakfast/** lunch and has an outstanding balance, he/she will receive our choice and the ala carte price of the **food** will be charged to the student's account. **Students must have sufficient funds in their account to cover the entire cost of a la carte purchases.**

II. ACADEMIC REQUIREMENTS

Schedule

The school day is composed of courses in English Language Arts, reading, mathematics, science, social studies, music, art, technology education, family and consumer science, health/skills for adolescents, physical education, computer technology and instructional support. The middle school follows a six-day cycle. If a day is missed due to inclement weather or teacher in-service, school will resume on the same day of the cycle that was missed.

Reporting Pupil Progress

Report cards are issued to parents of students every 45 days. All academic subjects, including unified arts, health and physical education are evaluated according to the following guidelines:

Grading Policy

A+ 97 – 100	C+ 77 – 79
A 93 – 96	C 73 – 76
A- 90 – 92	C- 70 – 72
B+ 87-89	D+ 67 – 69
B 83 - 86	D 65 – 66
B- 80 - 82	F 64 and Below

High Honor Roll status is earned by a student whose overall marking period average is at least 90% with no grade less than 87 %. Regular Honor Roll status is earned by a student whose overall marking period average is at least 80% with no grade less than 77% (except for one grade allowed to be 75% or higher).

Testing Services

In addition to classroom testing, the following assessments are given in the Middle School.

- Pennsylvania System of School Assessment (PSSA) in English Language Arts (ELA) and Math (All Grades)
- Local Diagnostic Assessments in Reading and Math (All Grades)

PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Conferences

To make these reports more meaningful, parent/teacher conferences are held at the close of the first marking period for all children. Parents are strongly advised to make appointment times. Parents are encouraged to contact their child's teacher(s) to schedule additional conferences throughout the year if questions or problems arise at other times.

Promotion Retention Policy

Promotion in the Stroudsburg Middle School requires the satisfactory completion of the major academic courses of study.

If he/she failed **one subject** and does not participate in an approved summer school they will be conditionally promoted. If they fail any subject next school year the school district will have the option of retaining him/her in the following school year. If he/she successfully completes this subject in summer school he/she will be fully promoted. A copy of the summer school transcripts must be forwarded to this school at the completion of summer school.

If he/she fails **two subjects** he/she may be retained in their current grade unless he/she successfully completes one or both subjects in an approved school. If he/she successfully completes both subjects in summer school they will be fully promoted. If he/she successfully completes one subject in summer school they will be conditionally promoted, unless conditionally promoted the prior year.. A copy of the summer school transcripts must be forwarded to this school at the completion of summer school.

If he/she has failed **three subjects** he/she must successfully complete two subjects in an approved summer school. If he/she successfully completes both classes he/she will be conditionally promoted, unless conditionally promoted the prior year. A copy of the summer school transcripts must be forwarded to this school at the completion of summer school.

If he/she failed **four or more subjects**, he/she may be retained in their current grade. At this time it is imperative that you contact your child's guidance counselor.

- **A conditional promotion allows a student to be promoted to the next grade level even though one of the major academic areas has not been successfully completed. The student is strongly encouraged to make up the subject in summer school so that the change can be made from conditional promotion to full promotion on permanent record. This is important because a student will not be promoted conditionally for two consecutive years. If a student fails two major academic subject areas, he/she will be retained at the current grade level. However, the student may take one or two of the courses in summer school. If after successful completion, one subject is passed, a conditional promotion will be awarded, unless conditionally promoted the year prior. If two subjects are passed, a full promotion will have been earned.**

The final decision on retention will be made by the building MTSS Team which includes Administration and Guidance with final approval by the Principal.

All factors, including physical development, chronological age, social and emotional maturity are very important considerations in determining a student's assignment.

Multi-Tiered System of Support (MTSS)
(Formerly Instructional Support (IST)

Pennsylvania's Multi-Tiered System of Support is a standards-aligned, comprehensive school improvement framework for enhancing academic, behavioral and social-emotional outcomes for all students.

Stroudsburg Middle School has designed and implemented a Multi-Tiered Systems of Support (MTSS) Model which:

1. Utilizes STAR (ELA/Math) as a universal screener for all students grades 5-7.
2. Analyzes data to align resources including all staff, services, time and materials.
3. Assesses Tier 1 effectiveness in meeting 80-85% of a student's strengths and weaknesses.
4. Delivers Tier 2 and Tier 3 intervention based on data collected through the universal screening, classroom and diagnostic assessments.
5. Frequently monitors and records student's response to interventions and adjusts the intervention frequently or as needed.

For more information, please visit the SMS MTSS Manual.

Physical Education Regulations

1. Pennsylvania School Law requires each student to participate in the regular physical education program unless excused by a doctor or other competent and acceptable authority. That excuse must be presented to the school nurse.

2. Marking periods for physical education will run 45 consecutive days each for grades 5 and 6. Grade 7 will have a rotation for health and physical education for 36 consecutive days each.

3. An Colonial IU 20 Adaptive Physical Education Program will be provided for those students unable to successfully participate in regular physical education class. An individual program is developed for each child. Referrals are made by the school nurse, teacher, guidance counselor, parent or physician.

4. It is the responsibility of the student to come prepared to meet the expectations of the teacher in charge. Being unprepared will be treated as being unprepared for any other major subject class. Students must change clothes for physical education. The appropriate attire for physical education includes shorts/sweatpants, t-shirts/ sweatshirts, socks and sneakers. (No platform sneakers, no skate sneakers).

5. Lockers are available for students. The locker room is not locked while students are participating in physical education; they are locked between each period. **The school is not responsible for lost, stolen, or mislaid articles, but it will make every effort to protect student property. Do not bring valuables to school, as there is no place to totally secure them.** Locks are not issued to students. Students are allowed to use their own locks, but these locks must be removed at the end of each period.

6. No jewelry may be worn during physical education class (for safety reasons).

III. PUPIL PERSONNEL

Guidance Services

The Guidance Department is organized to provide a supportive and caring approach to help each student attain his or her potential, not only academically but also socially and emotionally. Counselors act as liaisons between students, parents and school personnel. We encourage each family to consult with their counselor when situations warrant their assistance. If you wish to contact a counselor, phone the guidance office. Routine requests for homeroom teacher placement cannot be honored. Academic scheduling cannot be altered during the course of the school year.

The following services are provided by our guidance staff.

a. Peer group counseling provided by outside agency
b. Records maintenance
c. Student scheduling
d. Student support providers
e. Coordination of assessment testing programs
f. Crisis counseling/assessment responsive services
g. Community outreach
h. Referral source

Precautions

If there are certain precautions that are to be taken with your child while in the middle school (e.g. to leave the building with certain persons, special dismissal arrangements, official custody decrees, special transportation arrangements, etc.), a letter must be written to the administration stating the reason, name of person (s), etc. A copy of this documented letter will be routed from the Administration Office to the Guidance Office, Health Room, and to the teachers involved with your child. If a legal document is available, a copy of the same should be given to the middle school. This request must be updated each school year so that accurate records may be kept on your child.

Child Custody Issues in Cases of Separation and Divorce

The changing family circumstances associated with separation and divorce often has a carry-over effect on the child at school. School personnel will be able to deal with this situation in a sympathetic way only if they are aware of the status at any given time. It is the responsibility of the parent(s), at the time of the initial registration and/or at the time any custody change occurs, to notify the school of the circumstances regarding custody of the child and to provide documentation issued from the court.

The position of the school district is aimed at minimizing the effect on the child's schoolwork as a result of any questions of custody which may arise. Furthermore, the school aims to remain independent from the controversy which often accompanies separation or divorce. To that end, parents should be aware of the following rules established for uniform application in the school district:

1. When custody is established by a court, the school-parent relationship will be maintained consistent with the decision of the court.

2. When custody is not formally established, the school will presume that the parent with whom the child is living currently is the parent who will receive reports, who will provide excuse forms, and who will authorize any deviation from the routine transportation arrangements for the child.
3. When school personnel are informed, they will not knowingly allow visitation privileges with the parent not in custody or with whom the child is not currently residing. Furthermore, the child will be routinely returned home from which he/she came to school on a given day.

4. If it is in compliance with the court order, the non-custodial parent may receive progress reports by making a request to the building principal, and may also review their child's permanent record in the school's office by making an appointment in advance.

Student Records Policy

The Stroudsburg Area School District recognizes the need to protect the confidentiality of personally identifiable information in educational records of all students in our district. A comprehensive plan has been developed to ensure the privacy rights of both the parents/guardians and the students in the collection, maintenance, release and destruction of educational records. Every effort has been made to incorporate all provisions from the **Regulations of the State Board of Education on Pupil Records (Pennsylvania Code 22, Ch 12), The Family Educational Rights and Privacy Act of 1974, the Confidentiality Section of P.L.94-142, and Confidentiality Standards for Special Education (Pennsylvania Code 22, Ch. 341).**

Withdrawals

All pupils withdrawing from the middle school to attend another school must obtain and complete a withdrawal form. Withdrawal forms are located in the main office or guidance. The form will detail the procedures to be followed. Failure to fulfill all obligations may result in unnecessary delay in forwarding records to the student’s new school.

Records will be sent to the student's new school only upon written request by the new school and the

custodial parent(s) or legal guardian (s) of the student.

Health Services

The school nurse is available daily to provide for the physical well being of each student. The nurse is charged with the responsibilities of assessing the health needs of each child, dispensing medications as prescribed by a doctor, and generally communicating any special health-related information to staff and parents as needed. On-going health care for student illness or injury is the responsibility of the student's personal physician.

Health Examinations

These examinations are given yearly in order for our district to comply with the Pennsylvania School Health Act.

1. Each middle school pupil shall receive a vision screening and growth screening which includes being measured for height, weight and body mass index (BMI) each school year.
2. Each student in 7th grade shall receive a hearing screening. Other students may receive a hearing screening based on parent and/or teacher requests, or previous health history documentation.
3. The Pennsylvania School Health Act requires that medical examinations be given to students in the 6th grade. Dental examinations are required for students in 7th grade. Parents are encouraged to have these health examinations done by the student's family physician and dentist. Examinations done 1 year prior to the start of the school year in which they are required will be accepted. If not examined privately, exams may be done by the school physician and/or dentist if a signed parent / guardian consent is received by the nurse.
4. Scoliosis (postural / spinal) screening is required in 6th and 7th grades (as part of the physical exam). The school nurse may complete the 7th grade screening if a signed parent/ guardian consent is received. It is recommended that students who are under observation or care for Scoliosis are screened by their physician. An updated report of screening results should be submitted to the nurse.

After school exams and screenings, parents will be notified if the student does not pass minimum state standards. A student who presents a note signed by his/her parent or guardian stating that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of other persons.

***** As per School Board Policy #209, all mandated dental and physical exams, scoliosis screenings and immunizations must be submitted to the school nurse prior to April 1st. If the mandated document(s) are not received by April 1st, the student will be excluded from school on <u>May 1st until all mandated documents are received.</u> *****

Immunization Requirements

Pennsylvania law requires all students in grades K-12 be immunized. The school nurse must receive proof that each student was properly immunized. **<u>See APPENDIX</u>**

<u>Summary of regulations relating to school immunizations (28 Pa Code, Chapter 23, Subchapter C)</u>

Requires that all children in any grade K-12, including all public, private and parochial, intermediate unit and home schooled students, show proof of immunization before they can attend school in the Commonwealth.

Any student in grades K-12 may be admitted to school provisionally if evidence of at least one dose of each required antigen (i.e., measles, mumps, rubella, polio, diphtheria, tetanus, varicella, hepatitis B) is given. In addition, children attending 7th grade need 1 dose of meningococcal conjugate vaccine and 1

dose of tetanus*, diphtheria, acellular pertussis (T dap). (*If 5 years has elapsed since their last tetanus immunization). The parent / guardian (s) plan for completion of the required immunizations shall be submitted to the school and reviewed every 60 days. All subsequent immunizations shall be entered on the Certificate of Immunization or into the computer database program. All immunization requirements shall be completed within 8 months of entrance to school in PA. If the requirements are not met, the school administrator shall undertake exclusion procedures. ***(Refer to appendix)*** Any student who has not submitted proof of the above immunizations will not be allowed to attend school. The only acceptable excuse is a written exemption for religious reasons from the parent/guardian, or if a physician signs the immunization certificate and states that the immunization is not medically advisable.

Elevator Use

An elevator is available for use by students who have legitimate needs. Students who have a chronic medical condition or who have sustained an injury or are under medical treatment that affects their mobility / performance during the school day need to report to the school nurse. Please provide a medical note from the attending doctor with a diagnosis, medication requirements and interventions required during the school day. Include any restrictions from physical education classes, sports activities and /or recess. Arrangements need to be made with the school nurse for elevator use. The school nurse will communicate all needs to the necessary staff members to ensure safety and academic support if needed.

Students who have been given permission to use the elevator by the nurse should also have an **elevator pass** with their name along with the name of a "Buddy". Only the students listed on the pass may be in the elevator. Any student in the elevator without a pass will be disciplined accordingly.

Health Services Resources

When needed, any screening referral forms, private examination forms, permission for school examination forms and medication forms may be obtained from the school nurse.

Additionally, for your convenience, links have been set up on the Stroudsburg Area School District website, for forms that may be needed during the school year, along with a health directory and web based health related resources. These may be printed at home for your use as needed.

The forms included are: private physical and dental forms, physician's medication order form, private scoliosis screening and permission form, physician report form, emergency card, and sports physical forms.

Emergency Cards

Emergency procedure cards **are** sent home annually at the beginning of the school year. If any changes regarding information needs to be made, parents can correct that information directly on the emergency card and cards are to be returned to the main office. It is expected that emergency contact information will be completed accurately.

First Aid

First aid, which is defined as **immediate temporary care given in case of accident or sudden illness**, will be rendered. No student is ever sent or taken home until a responsible adult is present to assume responsibility for the student.

Illness

Students should not be in school when they are ill. When a student presents any of the following symptoms, he/she should be kept at home: persistent cough, rash or skin eruptions on any part of the body, diarrhea, and fever (100 degrees or higher) or any flu-like symptoms. Students need to be fever

free for 24 hours and off any fever reducing medicines for a period of 24 hours prior to returning to school. Children with communicable diseases will be excluded from school. Any student excluded from school must present a signed doctor's statement before he/she may return to school.

Nurse's Room Regulations

1. **All students must have a written pass signed by the teacher to come to the Nurse's Office.** If the nurse is not in the Office, the student should report to the Administrative Office.

2. **Students are not permitted to come to the Nurse's Office between classes except in emergencies.** The student should first report to the teacher of the next class so that the teacher knows that he/she is in school.

3. Normally a student will not be kept in the Nurse's Office for an entire period. If a student is seriously ill, he/she will be sent home.

4. **If your child has a special need or health concern please make sure the school nurse is aware of the situation. The school nurse is always available to meet to discuss health issues with a parent/guardian.** Students who have special health concerns will have this information forwarded to the teaching staff regularly working with the child as requested by the parent/guardian or on a need to know basis.

Medicine Policy

The Stroudsburg Area School District, in compliance with the Pennsylvania Department of Health, has established the following rules:

1. **No** medication will be administered during school hours without written authorization from the attending physician and written permission from the parent or guardian.

2. Medication must be in the original labeled container with the pharmacist's instructions secured to the outside. Students may transport medication to and from school with parent permission. The medication must be taken to the nurse's office in the Middle School upon the student's arrival.

3. At **NO TIME** is medication to be carried by students during the school day. This includes cough medicine, cough drops, aspirin, decongestants, etc. All other over the counter medication must have a written doctor's authorization to be administered in school. The only exceptions to this are emergency medications i.e. inhalers, Epi-Pens. In this case a physician's order must be on file stating that the child has permission to carry and self-administer the medication and that the child is responsible and capable of self administration. Students who carry their own inhaler/Epipen must have a 2nd emergency medication in the Nurse's Office.

4. All medications will be administered by the school nurse. In most cases, students are responsible to report to the nurse's office at the appropriate time for medication to be given.

5. The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration.

6. All medication prescribed by a physician must be brought to the school nurse's office and shall be picked up at the end of the school year, the end of the period of medication or the end of the school day. Those medications not picked up at the end of the school year will be disposed of properly.

7. In compliance with District field trip medication policy, if a guardian is not accompanying the student on a trip, children with orders at school for emergency medications (e.g. inhalers, epi-pen, etc.) or daily prescription medications need a doctor's order directing medication administration

the day of the trip. Arrangements may be made for this when obtaining the initial school medication order by adding one of the following to the prescription:

Medication options include:

a) Students may omit the medication on the day of the trip.
b) Student may take regularly scheduled medication prior to leaving **or** upon returning to school.
c) Students are capable of self-administering medication under the supervision of a District staff member.
d) These orders will be good for all field trips throughout the year. If there are no orders concerning medication administration on the original order prescription, they will be needed five days before each field trip if a guardian does not accompany the student.

Nutritional Standards for Competitive Foods

Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires all Local Education Agencies (LEAs) participating in the National School Lunch Program (NSLP) to develop local wellness policies. One requirement of the law is that nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity. The standards apply to all students, in all grades, in all buildings.

Definition of Competitive Food: Foods offered at school, other than qualified meals that meet the FDA government standards served through the National School Lunch or School Breakfast Programs, including:

Definition of Ala Carte Food: Foods sold in the cafeteria as a side dish that is sold separately from the National School Lunch or National School Breakfast Program.

Definition of Snack: Any prepackaged food sold in the cafeteria NOT offered as part of the National School Lunch Program or National School Breakfast Program.

Definition of Vending: Any food or beverage sold in a coin operated machine.

Definition of Beverage: Any fluid/drink sold or provided to students.

All registered students will receive a letter summarizing key points of the wellness policy that is federally mandated.

IV. ATTENDANCE

Attendance Regulations

Developing habits of punctuality and regular attendance help determine success through school and into adult life. Students should be absent from school only in cases of illness and emergencies. Unnecessary absences tend to minimize the value of school and interfere with a student's progress. The School Code requires student attendance from the time the child's parents elect to have the child enter school which shall not be later than 8 years of age until age 17. The district accepts the responsibility for enforcing the School Code and encouraging student attendance. Therefore, the district will develop procedures to encourage regular attendance and to prosecute violations to the compulsory attendance laws. School Laws of Pennsylvania determine the following reasons for absences as valid and excusable: (These are also the only valid and excusable reasons for tardiness.)

- Family Emergency (explanation of the emergency must be included)
- Illness
- Quarantine
- Recovery from accident

- Death or serious illness in the family (funeral – letter from funeral director or church may be requested)
- Emergency medical or dental attention
- Impassable roads due to weather conditions
- Authorized religious holidays as provided in the School Code
- Authorized school activities
- Out-of-school suspensions

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. If the note is not received within three (3) school days, the absence will be considered unexcused and classified as unlawful.

After accumulating ten (10) days of absence for any reason, a student must present an excuse from a licensed practitioner of the healing arts for any additional absence to be considered lawful. Parental notification will not be sufficient for any absence to be counted as lawful following ten (10) cumulative days of absence. Parental notifications shall not be accepted after a student accumulates ten (10) days of absence for any reason.

A student's absence is considered excused for the following reasons: illness, family emergency with explanation, death of a family member, medical or dental appointments, authorized school activities, college visitations, out-of-school suspensions, official religious holidays, required court attendance, and impassable roads.

Educational travel may be approved at the discretion of the principal and/or superintendent taking into account cumulative absences and requires prior approval.

When students are absent from school or arrive after 11:30 AM, they may not attend or participate in any after-school activities, such as athletics, musicals, dances, etc.

Absent notes can also be emailed to: smsattendance@sburg.org

State Law and School Policy requires that a written note from the parent/guardian be brought **to School WITHIN THREE DAYS OF RETURNING FROM THE ABSENCE,** explaining the reason for absence. It must include all dates of absence, reason for absence, signed by one parent or guardian and have the child's first and last name. **It is the parent's responsibility to ensure that their child submitted the excuse note within 3 days of returning to school**. The fact that parents/guardians provide a written explanation for their child's absence does not in itself qualify the absence as excused. The absence MUST be for a legal reason according to the School Code. All work missed by students must be made up as soon as possible after returning to school.

Students absent consecutively for five (5) or more days are required to bring a doctor's excuse. A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond 10 cumulative days require an excuse note from a physician. **Please note: Being sent home from the nurse's office will count towards accumulating absences.** Home visits may be made by the principal, counselor, or the district truant officer. If a written excuse is not received by the school, the absence will be considered unexcused and when accumulated, unlawful.

After the homeroom attendance is reported to the office, an automated call will be made to the contact phone number given to the school by the parent/guardian reporting the student absent for the day. Should you receive this call, no response is required if the student is not in school. A call is only required when there is a question as to the attendance of the student.

After three (3) unlawful absences, school authorities are required by law to notify parents or guardians of such unlawful absences (First Notice). Families will be invited to develop an Attendance Improvement Plan (AIP) with a school administrator either at the school or at the Monroe County Courthouse. Any additional illegal absences will result in prosecution of the parent or guardian. Upon

violation, fines of up to $300.00 can be levied, parents can be required to complete a "parenting program", or parents can be required to complete up to six (6) months of community service to the District.

Additionally, students themselves may be at risk for attendance violations. If the parents show that they took every reasonable step to assure attendance, for children over 13, the student can be fined $300.00, adjudicated and/or lose driving privilege; for ninety (90) days to six (6) months. Students under 13 years of age can be referred to delinquency proceedings.

Truancy

Stroudsburg Attendance Policy Consistent with PA Truancy Law

The Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy. As "No Child Left Behind" and the Pennsylvania Accountability System place increased emphasis on student achievement and attendance, it has become even more important to improve Pennsylvania's efforts to reduce truancy. In the summer of 2007, Monroe County developed a Truancy Task Force in response to the Statewide Task Force on School Attendance and Truancy Reduction to bring consistency in the application of Pennsylvania's truancy law. The initiative brings nothing new, but reinforces what is already established. Educators from the four (4) school districts and the Monroe County Technical Institute (MCTI), in coordination with Judges and District Magistrates from the court system and representatives from Children and Youth, are working together to stem the tide of truancy in our county's schools.

If you meet the following requirements, you and your child will be well within the requirements of Pennsylvania School Code (24 P.S. 13-1327).

- An excuse note must be sent to school within three (3) school days of the student's absence.
- If a note is not received within three (3) school days, the absence will be considered unexcused and classified as unlawful.
- An excuse note will NOT be accepted after three (3) school days have elapsed.
- When a student has accumulated three (3) unlawful absences, he/she is considered "truant":
    - A letter will be sent home informing the parent/guardian of the dates of unlawful absences.
    - A copy of the letter will be sent to the Judge and Children and Youth.
    - A mandatory school/family conference will be held within five (5) school days of receipt of the letter to develop an Attendance Improvement Plan (AIP) to resolve truant behavior.
- When a student has accumulated six (6) unlawful absences, he/she is considered "habitually truant":
    - A citation will be issued.
    - A referral will be sent to Children and Youth.
    - A school/family conference for students in grades 5-9 will be scheduled with a Judge or designee.
- A citation will be issued for every subsequent unlawful absence.

Other information

- A maximum of ten (10) days cumulative lawful absences verified by parental notification may be permitted during the school year. This includes absences for illness, medical or dental appointments, death of a family member, religious holidays, required court attendance, impassable roads, quarantine, and educational travel with prior approval. All absences beyond ten (10) cumulative days require an excuse from a physician. The physician's note must enumerate each date missed in order for the date to be considered excused. A general note to excuse the student from school will not be accepted.

- Effective with the 2019- 20 school year, any educational trips beyond five school days may be considered unexcused or unlawful and may not be approved. Individual student attendance records shall be taken into consideration when approving educational trips. (Forms are available in the office.)

A student who is absent from school or classes for reasons or cause beyond the limitations of the state attendance laws is considered truant. Work missed will not be considered for credit. Truancy will be cause for disciplinary action. Students who accumulate three (3) unlawful absences are required to take part in an Attendance Improvement Plan (AIP). The School Attendance Plan will be developed through a school-family conference. Failure to attend school each day it is in session can result in:

- Revocation of any work permits
- Prosecution before a District Justice. (may result in the student being fined up to $300.00 for the first offense, up to $500.00 for second offense, and $750.00 for third and subsequent offenses if he/she fails to attend school)
- Suspend the student's privilege to possess or apply for a PA driver's license

Continued failure to attend school may result in a referral to other County agencies for additional actions and/or placements.

A student is truant if he/she:

- leaves school without following proper procedure as described in this handbook;
- is absent from school for other than legal reasons;
- leaves prior to homeroom after arriving on school ground

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Tardiness

Pupils are tardy if they are not in homeroom by the first bell at 8:10 AM, they must come to the main office for a late slip to be given to their homeroom teacher or if they come in after 8:25 AM the next scheduled teacher. When arriving late from a scheduled appointment, **an excuse note is required**. Students must arrive with the excuse note in order to excuse a tardy. Minutes attributed to tardiness may accumulate towards absence days (395 tardy minutes = 1 school day). Three (3) excused tardies per marking period, using a parent note, will be permitted. **Subsequent unexcused tardies may result in progressive disciplinary action.**

Arrival

Since there will be no supervision, students are not permitted in the building prior to **8:00 AM**.

Dismissal

Students who leave school **before** **11:30AM** and do not return will be charged with a full day absence. Students **leaving after** **11:30AM** and not returning will be charged with a half day **absence.** All students will conclude their school day at **3:13PM**. Students who are transported by parents will be dismissed during bus dismissal, approximately **3:13PM** to a designated area.

Permit To Leave Building

PARENTS MUST COME TO THE MAIN OFFICE TO SIGN STUDENTS OUT OF THE BUILDING. No student will be released from school to go with any adult other than the parent/guardian who has custody of the child **unless prior approval has been given to the principal by the parent/guardian who has custody. Individuals MUST show state issued identification.**

Certain provisions may be made for students to leave school upon parental request. The request must be in writing, signed by the parent or legal guardian, and brought to the main office during homeroom. **(ex: if you need to pick up your student at 2:00 PM, request their dismissal from class at 1:45 PM to allow time for the student to get their belongings together and be in the office waiting for you.)** Parents are requested to schedule doctor appointments after school hours if possible. The released time only will be considered excused if the student presents medical excuses upon his/her return to school. Emergency release time must be approved by the administration. All other release time will be considered unexcused and will accumulate toward an unexcused absence.

Students must be present **until 2:00 PM** to count as a full day of attendance. Parents are discouraged from signing students out **after 2:30 PM**. It is a disruption to the dismissal process.

In the case of illness, the school nurse or school administrators will excuse the students. Arrangements will be made with parents to come for the student.

When a student is absent from school, it is the student's responsibility to make up for the missed work by contacting the teacher. It is our objective to have the student recuperate at home with a minimum amount of pressure and to be able to return to school as soon as possible. Homework, assignments, tests, and quizzes must be completed within reasonable time limits. Students will be afforded no less than the number of days absent to complete their work. Any exception to this policy due to extenuating circumstances must be approved by the Administration.

Educational Trips

Parents wishing to take their children on educational trips must secure the approval of the building administration **a minimum two (2) weeks prior to the planned trip** by using the Stroudsburg Area School District Educational Trip Form, **which can be secured from the attendance secretary or printed from the SASD website under Parent info/Student Handbooks/Middle School**. It is the responsibility of the student and/or parent/guardian to return the completed form to the attendance. A maximum of five (5) days may be excused by the principal. The superintendent reserves the right to approve any additional days. Any days that are not approved are considered unexcused, and perhaps, unlawful. Students who are failing, or at risk of failing, at the time of the request may be denied an excused absence. Assignments are available daily/weekly. All students are expected to return from educational trips with their assignments completed to the best of their ability. **Students are responsible for collecting all assignments. Effective with the 2019 - 20 school year, any educational trips beyond five school days may be considered unexcused or unlawful and may not be approved. Individual student attendance records shall be taken into consideration when approving educational trips.**

****NOTE: Absences accumulated as a result of educational trips count within the 10 allotted days of absences.**

Telephone Calls and Texting during School

The office telephone is for school business and emergency use only. There is a phone available to students to use on the front counter during non-instructional times. All instructions should be given to a child before he/she leaves home in the morning. Student use of communication devices (cell phones) is prohibited from the time the student enters the school until the time the student leaves the school. While in the school building, such devices shall be turned off and stored in their locker. **Student's texting or calling their parents with their cell phone during the school day is a violation of our Electronic Usage Policy. The student's cell phone will be confiscated and held at the Main Office until the end of the school day. Students with repeat offenses will be subject to disciplinary action.** Should a parent need to contact their student they can call 570-213-0203, press 0 for the operator and the parents' message will be passed to the student when appropriate. Should there be an emergency the student can be called to the office.

Delivery of Articles to Children

If parents find it necessary to bring articles of clothing, lunches, books, gifts, treats, etc. to the school during the day, please leave them in the office with the student's name on it. **Do not attempt to deliver items directly to the classroom.** The student's homeroom/classroom teacher will be notified of the delivery and will give the student a pass to go to the office to pick it up at an appropriate time. Kindly refrain from having the following delivered to the school: flowers, balloons, fast food, etc. It is difficult for the students to bring some of these types of items home on the bus.

Messages and deliveries from home are to be left in the office for students to pick up between classes. Teachers are notified by voice mail or email to advise students that something has arrived for them. Should a parent request to leave the message personally they will be put through to the teacher's voice mail. **Disrupting instructional time or calling a student out of class will only be done in an emergency situation and after an administrator has been notified.**

Change of Address and Phone

Central administration must be notified in the event of address or telephone number changes. They can be reached at their direct phone number 570-213-3669.

All address changes must be completed in person in the Central Registration office located in Stroudsburg High School at 1100 West Main Street, Stroudsburg, PA 18360

V. DISCIPLINE

Philosophy

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

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the Board and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. The rules govern student conduct in school and during the time spent in travel to and from school or as part of any school activities. Such rules shall require that the student:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the personal space of others. Everyone has the right to enjoy an education without being touched, pushed or hit by another student.
- Respect the rights, person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Obey constituted authority and responded to those who held that authority.

- Comply with the policies of the district as a drug-free workplace.

USE OF REASONABLE FORCE

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal and/or designee. Examples of the use of reasonable force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)
R.I.S.E

(Please See PBIS RISE Handbook for detailed information)

School-Wide Positive Behavior Intervention (SWPBIS) is a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. SWPBIS is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and bathrooms). This behaviorally-based framework is used to enhance school behavior by improving the link between research based practices and the environments in which teaching and learning occurs.

Student Responsibilities (R.I.S.E.):

- Responsible
- Involved
- Safe
- Everyday
-

Faculty/Staff Responsibilities:

- Faculty/staff will teach, model, and practice each of the school-wide behavioral expectations and reteach these expectations throughout the year as needed.
- Faculty/staff will establish classroom expectations based upon the school-wide behavioral matrix.
- Faculty/staff will use the established acknowledgement system (RISE Prize) for recognizing students who meet and/or exceed Stroudsburg Middle School's schoolwide and classroom expectations.

Class Dojo

Teachers will utilize ClassDojo as a positive behavior support point system with students. In addition to tracking student behavior, Classdojo will be used to communicate with parents and families regarding class happenings both academically and socially. SMS RISE Prizes Website.

Minor (Level 1 or 2) & **Major** (Level 3 or 4) Behavior Definitions
Minor Behaviors of Concern (Classroom Managed: Level 1)

Behavior	Definition	Examples	Teacher Differentiation	Discipline Examples
Disruption of Class/Study Hall/ Assembly	Words or behavior that causes interference with normal classroom or	Making noise with materials, shouting,	Is this a manifestation of their disability? Are you aware of anything	**Must Document in Sapphire** **Must Add Teacher**

	school routine. Any disruption to the learning of others or delivery of content.	sustained loud talk or constantly out of their seat.	happening outside of school that could affect the student in the school setting?	**Access** Warning Issued Contact Parent/ Guardian Guidance Referral Up to 3 Lunch or Recess Detentions 1 After School Detention **Must Document in Sapphire** **Must Add Teacher Access** Warning Issued Contact Parent/ Guardian Guidance Referral Up to 3 Lunch or Recess Detentions 1 After School Detention
Late to Class or Assignment	Student arrives late to class without a pass.	The student arrives to class after the late bell and does not have a pass.	Teacher consideration: Is the student late often? Take into account the traveling distance between classes.	
Violation of Dress Code Policy	Student must follow dress code as approved by the Board of Education.	Out of dress code more than once.	Is the student/family experiencing a financial hardship?	
Violation/Disruption of Cafeteria Procedures *(all infractions with this code handled by administration)*	Student does not follow rules, policies or procedures of the cafeteria.	Student is sitting out of their homeroom, does not throw out trash or listen to direction from a cafeteria monitor.	Is this the first time? Does the student have administrative permission to sit elsewhere?	
In Hall Without Pass	Student is observed walking in the hallway and does not have a pass in their hand.	The student does not have a pass.	Did his teacher forget to write a pass? Can you take that student with you and call where he/she states they are coming from?	
Skipping Class/Study Hall/Assembly	Student leaves the classroom without staff permission. Student does not show up or return to class, study hall or assembly.	The student loiters in the hallways, bathrooms or stairwell. The student hides in various settings of the school.	Is the student sick? Did you contact the office to see if the student left early, was in the office, at the nurse, etc?	
Inappropriate Use of Electronic Device	Student engages in non-serious use of cell phone, music/video players, camera and/or computer.	Student is observed using their cell phone.	Has the student been warned to put it in their locker previously?	
Disrespectful Behavior	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Student mumbled words under breath, socially unacceptable words or actions.	Is this a manifestation of their disability? Does the student need to speak to a counselor?	
Abusive/ Profane Language	Student uses profanity, name calls or uses words in an inappropriate way.	Curse words, inappropriate gestures.	Is this a manifestation of their disability? Does the student need to speak to a counselor?	

Unprepared for Class	Student is not prepared with the proper materials to engage in class successfully.	Student forgets a pencil, textbook, etc.	Is this the first time? Have you contacted a parent to explain that their child is unprepared? Consider whether or not this is a manifestation of a disability.	
Missing Homework	The student does not turn in a homework assignment when it is due.	No homework	Is the grade suffering as a result of this? If so, please avoid double punishing. Is this a graded assessment which is necessary for mastery of skill? Consider whether or not this is a manifestation of a disability.	
Inappropriate Behavior (*ONLY use if there is not a more specific code)*	Student engages in problem behavior on school property that is not already listed and does not rise to a level 3 or 4 infraction.	Bumping into someone on purpose, whispering about others.	Is this a manifestation of their disability? Does the student need to speak to a counselor?	
Violation of School Rules (*ONLY use if there is not a more specific code)*	Student engages in problem behavior on school property that is not already listed and does not rise to a level 3 or 4 infraction.			

Minor Behaviors of Concern (Classroom Managed: Level 2)

Behavior	Definition	Examples	Teacher Differentiation	Discipline Examples
Cheating/Plagiarism	Students who do not engage in academic integrity.	Students copy another's work (in any form) or give their work to others to be copied.	Has the teacher reviewed with students the definition of plagiarism and shown examples?	**Must Document in Sapphire** Warning Issued Contact Parent/ Guardian Guidance Referral Up to 3 Lunch or Recess Detentions Up to 2 After School Detentions Saturday Detention
Intimate Behavior/Inappropriate Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.	Hugs longer than 3 seconds.	Is there a difference between a "friendly" hug and a blatant kiss?	
Insubordination	Purposeful escalation of an undesirable behavior.	Not completing work or task when asked by a teacher or staff member.	Does the student have an identified disability that may manifest as this type of behavior?	
Falsification of School Record/Passes	The student alters a pass that was previously given by staff.	The student changes the name, date or time on a pass provided by staff.	Have you contacted a parent/guardian?	
Repeated Level 1 Infractions *(When using this code please add the corresponding infraction that the student has violated)*	This code would only be used in the event that a student repeatedly violated a Level 1 infraction.			
Horseplay/Jeopardizing the Safety of Another Student (without injury)	Rough, boisterous play.	The student purposely uses hands, feet or other objects to cause injury to others.	Is this mutual? Have both students been warned previously about keeping their hands and feet to themselves?	
Failure to Attend Detention *(Only used by administration)*	Student misses an after-school detention without permission.	Student does not report to detention.		

Major Behaviors of Concern (Office Managed: Level 3)

Behavior	Definition	Examples	Discipline Examples
Violation of Restricted Movements	Student does not adhere to guidelines established by their administrator for Restricted Movement.	Student is in the hallway with other students without permission or their signed Restricted Movement Form.	**Must Document in Sapphire** Contact Parent/Guardian *At Administrative Discretion* Lunch or Recess Detentions After School Detention Saturday Detention ACE (In-School Suspension) OSS (Out-of-School Suspension) Bus Suspension Restricted Movement **Must Document in Sapphire** Contact Parent/Guardian *At Administrative Discretion* Lunch or Recess Detentions After School Detention Saturday Detention ACE (In-School Suspension) OSS (Out-of-School Suspension) Bus Suspension Restricted Movement
Violation of Bus Area/Transportation Policy *This code is only to be used by administration; however, student infractions can vary from level 1-4*	Student is distracting the bus driver or other students due to inappropriate behavior.	Standing up, screaming, playing music, leaning over their seat, not sitting in their assigned seat.	
Leaving School Activity/Building Without Permission	Student is in an area outside of school boundaries.	The student leaves the building without permission.	
Verbal Altercation	Students who engage in verbal communication in which abusive, profane or obscene comments are made toward one or more than one.	Arguing, yelling with one another.	
Minor Altercation	A single offender who commits a minor violent act against another individual and the other individual responds but does not elevate to a more severe type of incident such as a fight or assault	A student hits or pushes another student and the other student pushes back.	
Accomplice	A student who assists another student to violate a school rule.	A student draws on the bathroom wall and another student videotapes it.	
Possession or use of Gang Related Materials	Student uses gestures, dress and/or speech to display affiliation with a gang.	Drawing or showing gang symbols, wearing colors/patterns associated with a gang.	
Horseplay/Jeopardizing the Safety of Another Student (With injury)	Rough, boisterous play which results in an injury.	The student purposely uses hands, feet or other objects to cause injury to others.	
Bullying	Intentional electronic, written, verbal or physical act or series of acts directed	Substantial interference with a student's education. Creation of a threatening environment.	

	at another student or students, which occurs in the school setting and/or persistent, or pervasive.	Substantial disruption of the orderly operation of the school.	
Hate Speech	Speech intended to degrade, intimidate, or incite violence or prejudicial action against a group of people based on their race, gender, age, ethnicity, nationality, religion, sexual orientation, language ability or socioeconomic class	Use of degrading and intimidating language to create a threatening or uncomfortable environment.	
Failure to Attend Saturday Detention *This code is only to be used by administration.*	Student misses a Saturday detention without permission.	Student does not report to detention.	
Repeated Level 2 Infractions	This code would only be used in the event that a student repeatedly violated a Level 2 infraction.		
All Other Forms Harassment/Intimidation	Any unwanted physical/verbal behavior that offends or intimidates, to cause fear	Verbal or physical behavior based on race color, religion, gender, nationality, physical/mental disability	

Major Behaviors of Concern (Office Managed: Level 4)

Behavior	Definition	Discipline Examples
Fighting	Student is involved in mutual participation in an incident involving physical violence where there is no one main offender or major injury. (This does not include verbal or minor alterations.) *Example: Multiple punches/slaps between students.*	**Must Document in Sapphire** Contact Parent/Guardian *At Administrative Discretion* Lunch or Recess Detentions After School Detention Saturday Detention ACE (In-School Suspension) OSS (Out-of-School Suspension) Bus Suspension Restricted Movement
Threatening School Official/Student	Student displays a verbal or physical intention to cause harm to an adult or student.	
Theft and Related Offenses	Student is involved by being in possession of, having passed on or being responsible for removing someone else's property.	
Institutional Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	

Bodily Harm	See below on page 48	Law Enforcement Referral AEDY (Alternative Education Placement)
Lookalike Weapons	See below on page 48	
Repeated Level 3 Infractions	This code would only be used in the event that a student repeatedly violated a Level 3 infraction.	

State Reportable Codes: **Solely used by administration. Discipline will warrant a referral to state/local police.**	Simple Assault on Staff	Statuatorty Sexual Assault	Institutional Sexual Assault
Possession of Weapon	Aggravated Assault on Staff	Regular Sexual Assault	Indecent Assault
Simple Assault on Student	Rape	Aggravated Indecent Assault	Indecent Exposure
Aggravated Assault on Student	Involuntary Sexual Deviate Intercourse	Cyber Harassment of a Child	Open Lewdness
Obscene and Other Sexual Materials and Performances	Sexual Harassment	Racial/Ethnic Intimidation	All Other Forms of Harassment/Intimidation
Stalking	Kidnapping/Interference with Custody of Child	Unlawful Restraint	Reckless Endangering
Robbery	Suicide Attempt	Suicide Committed	Burglary
Arson and Related Offenses	Criminal Trespass	Rioting	Bomb Threats
Terroristic Threats (Exclude Bomb Threats)	Failure of Disorderly Persons to Disperse Upon Order	Disorderly Conduct	Poss./Use of a Controlled Substance
Sale/Dist. of a Controlled Substance	Sale/Poss/Use/Under Influence of Alc.	Poss., Use or Sale of Tobacco	Poss. Use or Sale of Vaping Material

Level-Four Offense:

In addition, taking any action on school property or traveling in a school bus **that may cause bodily harm or have a substantial likelihood to create disruption or chaos** to an individual or in the school community will be deemed a level four offense. This includes the creation of objects such as drug paraphernalia, lookalike weapons, or weapons that are outside of the project requirements as part of the district curriculum. This also includes illegal, verbal, and/or written advocacy of illegal acts or actions. Any allegation of the aforementioned will follow the same investigatory process as any other offense.

**** IMPORTANT ****

Detention

If a student **is not picked up** from the school at the conclusion of after-school detention, the student will be sent home via the activity bus and dropped off at the designated drop-off location nearest to their residence. However, the administration reserves the right to contact either the local regional police department or local social agencies for transportation or placement. Parents MUST enter the building to sign out students after detention.

Restitution

Restoration or restitution for any property damaged, marred, broken or removed may be required.

Withholding Privileges

Participation in extracurricular activities and field trips is a privilege rather than a right. Since students who engage in these activities have the responsibility of representing our school, students are obligated to exhibit the behavior and responsibility befitting this privilege. Failure to exhibit expected behavior may result in the loss of these privileges and/or disciplinary action.

Criminal Charges

Any unlawful or illegal act taking place on school grounds or buses not only make the student subject to penalties which the courts may prescribe, but also will result in suspension from school for a period of three (3) days or more, expulsions or other disciplinary measures, depending on the severity of the case. In addition, a parent conference may be required with the administration before the student is able to return to school.

Alternative Classroom Environment (ACE)

Students may be assigned to an alternative classroom environment for disciplinary infractions. This assignment must be fulfilled regardless of any other absence. Assignment shall be the responsibility of the building administration. **Failure to satisfactorily complete** this assignment will result in additional disciplinary consequences.

Parents or guardians will be notified by Administration via telephone as to the nature of the offense and the action taken by school authorities. These students will be listed on the daily attendance sheet as present in A.C.E.. All reasonable attempts will be made to get student's assigned academic work to them and given the appropriate credit for the work completed while in an alternative classroom environment.

While assigned to the alternative classroom environment, students may not attend school activities or extracurricular activities.

Out-Of-School Suspension (OSS)

Continuous and willful refusal to accomplish tasks, insubordination, disorderly, vicious, illegal, immoral and disruptive conduct, and persistent or substantial violation of school regulations are causes for out-of-school suspensions. This includes, among other acts, violation of narcotics laws, use of alcoholic beverages, use of weapons or illegal fireworks, smoking, fighting or violation of any local, state or federal law.

Length of out-of-school suspension will be determined by the Principal or His/Her designee, and will reflect the offense committed. At no time shall the duration of the suspension go beyond the time limits established by the State Board of Education. The student shall at all times be afforded his/her rights to due process as federal and state law may interpret and apply them.

Parents or guardians will be notified by Administration via telephone as to the nature of the offense and the action taken by the school authorities. Parents and/or guardians shall have complete custody and jurisdiction over their child for the duration of the out-of school- suspension. **A suspended student may not enter onto school property or attend any school sponsored activity during the dates of suspension. In addition, students receiving ACE or OSS may also be excluded from participating in future school sponsored activities (i.e. dances, field day, etc.)** A notice of behavioral expectations will be given in advance of special activities. The student has the responsibility to make up exams and work missed while suspended and is permitted to complete these assignments within the guidelines established by the Board of School Directors. Depending on the nature of the infraction, the student may be required to be accompanied by the parent (s)/guardian (s) when returning to school from suspension.

Expulsion

After a student receives an excessive number of suspensions, his/her case may be referred to the Board of School Directors for an expulsion hearing. The hearing shall follow all the steps and procedures of due process as prescribed by law and/or state regulations pertaining to the students' rights and responsibilities.

If the offense is particularly grave or serious the case can be referred immediately to the Board, or a committee of the Board for appropriate action. Parent(s) and/or guardian(s) and the student shall be informed in writing of the Board's decision. It must be remembered that expulsion is intended to be long term exclusion from school and it may even be permanent.

Discipline of Students with Disabilities

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the Individualized Education Program (IEP) of the child as needed, appropriate positive behavioral interventions, strategies, and supports to address the behavior. Students with disabilities who engage in conduct that violates district policy or school rules and regulations in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with the IEP, behavior support plan and Board policy (#218.1).

The Board directs that the district shall comply with provisions of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations.

A student with a disability other than intellectual disability may be suspended for ten (10) consecutive and no more than fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

A student with a disability, whose behavior is not a manifestation of his/her disability, may be expelled pursuant to district policy and procedures. No student with a disability shall be expelled if the student's behavior and/or misconduct is determined to be a manifestation of his/her disability.

If the suspension of a student constitutes a change in placement, the student's IEP team shall meet and determine if the behavior in question was a manifestation of the student's disability. Any removal from school is a change of placement for a student identified with intellectual disability.

The following constitutes a change in educational placement for students with disabilities other than intellectual disability:

a. The removal is for more than ten (10) consecutive school days.
b. The suspension will result in exclusion from school for more than fifteen (15) total days in a school year.
c. The student is subjected to a series of removals that constitute a pattern because they accumulate to more than ten (10) school days in a school year and because of factors such as the length of each removal and/or the total amount of time the child is removed.

Drugs and Alcohol

The Stroudsburg Area School District recognizes that the possession, use or distribution of illicit drugs, and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drug and alcohol education and prevention program, community support and resources, a strong and consistent administrative, faculty and support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by all students and employees. Please refer to District Policy numbers 222, 227 and 227.1 Drug and Alcohol Policy and Administrative Guidelines including Appendices.

Student compliance with the rules, regulations and standards of conduct and disciplinary sanctions established by the school district is mandatory. A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a v restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Stroudsburg School District's Discipline Code, up to and including expulsion and referral for prosecution.

Possession of vaping equipment while under the jurisdiction of the school district will be penalized the same and to the same degree as possession of drug paraphernalia. An offense pursuant to this policy need not involve the use of the offending vaping equipment, and the nature of the liquid substance possessed, if any, is not material to the violation. (See board Policy 222)

Where the administration has a reasonable belief that a liquid substance possessed for use in a vaping device is a controlled substance, the administration may choose to have the substance tested. If such a test demonstrates the presence of a controlled substance, the administration may also proceed against the possessor pursuant to Board Policy 227.

Tobacco Products

No one is permitted to use or be in possession of tobacco products in the school building, on campus, during school sponsored activities or on the school buses. Violators will be subject to disciplinary action. Violations may be cause for suspension, expulsion, or other disciplinary measures. In addition, under the Clear Air Act (1988) individuals observed smoking within school district buildings will be subjected to legal penalties imposed by the District Magistrate.

Tobacco paraphernalia such as cigarette lighters, matches, pipes, e-cigarettes, vape pens, etc. are prohibited. Such items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parents or guardians. Please refer to District Policy 222, Tobacco and Vaping Products.

Other Disciplinary Measures

The Stroudsburg Area School District may in appropriate cases, take such other disciplinary action as shall be warranted under the particular circumstances. Such action may include alternative placement, exclusion from co-curricular activities, graduation ceremonies, school sponsored events and activities, administrative probation, community service, suspension of driving privileges, suspension of working papers or other appropriate consequences.

"THESE DISCIPLINARY ACTIONS AND CONSEQUENCES ARE A FUNCTION OF BUILDING LEVEL ADMINISTRATION. ANY APPEALS ARE TO BE MADE TO THE BUILDING PRINCIPAL, WHOSE DECISION IS FINAL."

The penalties aforementioned are guidelines for discipline: The administrators retain the discretion to apply another penalty if the situation warrants such action.

VI. TRANSPORTATION

Bus Transportation

All school rules and regulations are in effect during transportation of students. A student who becomes a discipline problem on the bus will be written up by his/her bus driver on a Bus Conduct Report. Subsequent offenses will result in denial of bus riding privileges. If a student is suspended from the bus, it shall be the parent's obligation to furnish transportation to and from school during the entire period of suspension. **Failure to attend school during these days will be considered unexcused and unlawful.**

Special Medical Concerns

It is the parent's responsibility to provide their child diagnosed with a medical condition which requires a food source (e.g. diabetes, hypoglycemia) with the food items needed to treat low blood sugar on the bus to and from school. The parent is responsible for providing the school nurse with written verification from the child's physician regarding the medical condition. Likewise, the parent is responsible for communicating directly with the transportation office **(570-421-1992)** concerning their child's medical needs. It is recommended that students with a medical condition that requires a food source carry snacks in their book bags. These students will be allowed to eat them on the bus.

Parent Provided Transportation

Parents who wish to pick up their children at the end of the school day must send a note with their child at the beginning of the day. Students who are riding home with parents are responsible for delivering that note to the homeroom teacher. This note should contain the student's full name, the date, the names of the person/persons providing the transportation and the signature of the parent or guardian. Students should be met in the main office and signed out during school hours. All other parent transport students will be dismissed to the designated parent pick up area at 3:05 PM.
IMPORTANT: Parents may not sign out students between 2:15 PM and the departure of the buses.

Altering Dismissal Plans

Due to the location of the Middle School, students will not be permitted to walk home. If there is an emergency situation, a letter of request must be sent to the principal. The principal will discuss such requests with the superintendent and security and together will approve or deny the request based on the student's safety.

Students must go directly home after school on his/her assigned bus. The only exception to this procedure is in the case of extreme emergency. There is limited flexibility in changing bus assignments because all buses will be carrying a maximum load.

If parents have an emergency that requires a bus change for students, they must contact the Stroudsburg School District Transportation Department at 421-1992 to request a change. Changes cannot be made by the school building personnel. If the request is not considered an emergency or if granting the request would cause overloading, the request will be denied by the transportation office.

If a change is approved and is to be in effect for more than three days, Pennsylvania School Law requires that you sign a release form. These are available at the school office or in the District Transportation Office, located adjacent to the senior high school football stadium.

If an emergency situation arises requiring that parents pick up students, they should call the school office as soon as possible to notify the attendance secretary of the change in plans. If students are to be dismissed early and not ride the bus, a note stating the reason must be submitted to the office. If someone other than parents is to pick up the student, this information must be contained in a note. As a precaution, all persons picking up children are required to appear in person in the school office and may be asked for proper identification before signing out the student.

VII. SPECIAL EDUCATION SERVICES AND PROGRAMS

In compliance with state and federal law, notice is hereby given by the Stroudsburg Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for school-aged 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 and language impairment
12. Traumatic brain injury
13. Visual impairment including blindness

If you believe that your school-age child may be in need of special education services and related services, or your preschool child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility, these services are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program; including children who are homeless, wards of the state, or highly mobile, including migrant children. Requests for evaluation and screening are to be made in writing to your child's principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, your child's building principal.

Confidentiality

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties, as well as rights of confidentiality and access to educational records.

PROTECTED HANDICAPPED STUDENTS (Section 504 Accommodation Plan)

Stroudsburg Area School District provides each protected handicapped student with related aids, services or accommodations, which are needed to afford the student equal opportunity to participate

in and obtain benefits of school programs and extracurricular activities without discrimination. These services are distinct from those applicable to students with a disability and enrolled in special education programs.

To qualify as a student with a protected handicap, your child must be of school age with a physical or mental disability that limits or prohibits participation in or access to any aspect of your child's school program. If you think your child may be in need of services, contact his/her guidance counselor or building principal.

Student Assistance Program (SAP)

Definition

The Student Assistance Program (SAP) at Stroudsburg Middle School is a referral source for students who are experiencing any type of difficulties, which may interfere with their education.

The SAP team may be administrators, nurses, counselors, teachers, support staff, and outside consultants from agencies such as MH/MR, CYS, D&A, and probation trained in the recognition of students who face specific barriers to success in school. The SAP team focuses on students who are experiencing difficulties due to substance abuse or other mental health concerns. The SAP team is primarily a referral team, making sure students who need help are connected with community agencies and service providers who are specialists in the area of concern.

Membership

The membership of the SAP team shall consist only of those staff members who have been fully trained in SAP procedures by a qualified trainer according to the Division of School services, Network for Student Assistance Services and the Pennsylvania Department of Education.

Membership on the team is limited to those who have been trained, but not all who have been trained will be members in any given year. Each year the building level principal will determine team assignments.

In any given year, membership on the team may include those staff members included in the definition above, as assigned by the principal.

Intervention Classes

Students who do not demonstrate a proficient grade level score for Math and/or Reading may be scheduled for an intervention class to help them better understand skills and concepts and assist them in reaching a proficient or advanced grade level. An intervention class may be scheduled 3 or 6 days out of a 6 day cycle depending on student need.

Performance Ensembles

Students have the opportunity to study a band or string instrument. Lessons are offered to interested students on a rotating schedule. Band and Orchestra ensemble performances are the outgrowth of such instrumental study. The opportunity to participate in a choral ensemble is also offered to interested students. Concerts are the culmination of this program.

Band - Beginning in 5th grade, students have the opportunity to study a band instrument. Band students receive one small group lesson each cycle on a rotating schedule. Students will participate in grade level band rehearsals during the school day. Band is a full year, graded course. Students who discontinue without fulfilling curricular requirements will receive a failing grade. Membership in 5th grade band is obtained by attendance of the instrument try-out nights in May/June of the students' 4th grade year and/or with the director's recommendation. Members in 6th grade band must have at least

one year of band experience on their instrument and/or the recommendation of the director. Members in 7th grade band must have at least two years of band experience on their instrument and/or the recommendation of the director. Students in the band will participate in a minimum of two after school concerts. Students who participate in the Stroudsburg Middle School Band Program will have future opportunities at the Junior High and High Schools to perform in the Concert Bands, Marching Band, Jazz Band, Percussion Ensemble, and Musicals.

Orchestra - Beginning in 4th grade, students have the opportunity to study a string instrument. Orchestra students receive one small group lesson each cycle on a rotating schedule. Students will participate in grade level orchestra rehearsals during the school day. Orchestra is a full year, graded course. Students who discontinue without fulfilling curricular requirements will receive a failing grade. Membership in the 5th grade Orchestra is obtained by 4th grade teacher recommendation. Members in the 6th grade Orchestra must have at least 2 years of playing experience on their instrument and/or the recommendation of the director. Members in the 7th grade Orchestra must have at least 3 years of playing experience on their instrument and /or the recommendation of the director. Students in the Orchestra will participate in a minimum of two after school concerts. Students who participate in the Stroudsburg Middle School Orchestra Program will have future opportunities at the Junior High and High Schools to perform in the Concert Orchestra, Honors Orchestra Chamber Orchestra, small group ensembles, and musicals.

Chorus - The opportunity to participate in choral ensemble is offered to interested students in grades 5, 6, and 7. Proper rehearsal technique, singing in various languages, and development of choral repertoire are some of the benefits of participating. Chorus is a full year, graded elective. Students who discontinue without fulfilling curricular requirements will receive a failing grade. Students will be given the opportunity to drop or add chorus for a designated window of time at the beginning of each semester or with administrative recommendation.

Homebound Instruction

If a child becomes ill or disabled and must remain absent for an extended number of days, a teacher may be sent to his home for instruction for a maximum of five hours weekly. Requests should be made to the building principal. A form will be issued requesting the physician describe the condition, expected length of confinement, etc. The request will then be submitted to the Superintendent and the Board of Education for approval.

Library

Middle school students have access to the library on a regular basis. Two books are allowed to be checked out by each student per visit. Student check out periods are one month each. Students are allowed one renewal per title. Overdue books will result in fines. For additional information regarding library rules, please see **MISCELLANEOUS**, under **School Supplies**.

VIII. MENTAL HEALTH PROCEDURES

SITUATIONAL CATEGORY:
A student displaying any behavior that prevents him/her from functioning in class. Example: suicidal or homicidal behaviors/speak, outward loss of control, withdrawing, out of touch with reality. Students will be assessed and recommendations for services and follow-up will be issued on a case-by-case basis.

IMMEDIATE ACTION:
Any district employee who has identified a student with one or more risk factors/category behaviors or who has an indication that a student may be contemplating suicide, shall immediately refer the student to school administration, the counselor and nurse for further review and intervention.

- The student must NOT be left alone. Arrange for or provide constant supervision of the student.
- The student should be escorted to the main office, guidance office, or nurse.

If a school employee suspects that the student's potential risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services, as required by Child Protective Services Law.

NOTIFICATION OF SECURITY:
If necessary, security will be notified to be in attendance for student's safety and others.

DOCUMENTATION:
The school designee must document observations, recommendations and actions conducted throughout the intervention process including verbal and written communications with students, parents/guardians and mental health service providers. (see Suicide Record of Actions Taken document in Appendix)

- A copy of the Record of Actions Taken document must be signed by the parent/guardian upon student pick up from school. A copy must be given to the parent/guardian, administration and the nurse, kept on file in the student's confidential record, and given to the SAP team.
- A copy of all reports and documentation regarding the at-risk student shall be shared with school employees, as appropriate, including the Superintendent, school counselors, school nurses, teachers and other school personnel, as deemed necessary/appropriate.

DISCIPLINE:
Any discipline infractions that may occur will be handled in accordance with the student handbook.

INVESTIGATION:
Searches will be conducted in accordance with board policy.

NOTIFICATION OF PARENTS:

Parent(s) will be notified and requested to pick up students from school. Parents/Guardians of a student identified as potentially being at risk of suicide/mental health emergency shall be notified by school designee, who shall identify types of mental health service providers to whom the student can be referred for further assessment and procedures. Such mental health service providers may include but are not limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers. The school designee may make a referral to a community-based provider for evaluation. The school designee will make a referral to the school's Student Assistance Program (SAP).

- A copy of the Record of Actions Taken document (Refer to Appendix) will be signed upon student pick up from school, given to the parents/guardians and mailed home certified mail
- The Authorization for Disclosure of Information document will be presented to the parent/guardian for signature

If the parent/guardian refuses to cooperate, and there is any doubt regarding the child's safety, the school administrator will pursue a 302 involuntary mental health assessment by calling the school's Superintendent, School Resource Officer (SRO) and County Crisis (570)-992-0879, 1-800-SUICIDE, or

1-800-273-TALK and ask for a delegate. If a 302 involuntary mental health assessment is warranted, the first-hand witness/school administrator will need to be the petitioner, with support from appropriate district staff.

RE-ADMISSION PROCESS:

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A mandatory re-entry meeting will be held with a school designee, parent/guardian, and/or student in which the following items will be discussed:

a. Parental concerns and information parents/guardians wish to convey to teachers/staff.
b. Timelines for academic work to be completed. To be arranged with teachers according to the handbook.
c. Update of health records and documentation of any medications and/or side effects.
d. Additional support will be discussed, as applicable.
e. The follow-up responsibilities of parents/guardians, students and staff will be clarified at this readmission meeting.

The school designee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns. The school's SAP team will bridge the gap between home and school and check in with the student's teachers regarding the transition back to the school community.

TRAUMA-INFORMED APPROACH

The purposes of this policy, includes effects of an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's cognitive functioning and physical, social, emotional, mental or spiritual well-being. See Board Policy #146.1

THREAT ASSESSMENT

Schools shall establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

The threat assessment team will utilize a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to self, persons, or property.

The threat assessment team will utilize screening tools to better determine if there are adverse experiences, social emotional needs, and/or school climate indicators and utilize these results in collaboration with appropriate staff to best provide services to students via a referral system as per policy.

See Board Policy Threat Assessment #236.1

Stroudsburg Middle School Threat Assessment Team:
Mr. Jack Schalk - Principal
Mrs. Kristen Thompson - Assistant Principal

Mr. Nicholas Pirrocco - Assistant Principal
Ms. Gayle Monkiewicz - Special Education Teacher
Mr. Keith Albert - Chief of Security
Mr. Jason Aponte- Security Officer (alternate)
Mrs. Sabrina Pacifici - School Counselor
Mrs. Tara Beck - School Nurse
TBD - School Social Worker

IX. STUDENT ACTIVITIES

Social Functions

All social functions are closed activities. Only pupils attending middle school may attend. No one will be permitted to leave and re-enter during the activity. Administration **may deny** access to social functions due to disciplinary actions. In this case, monies will be refunded.

Extracurricular Activities

Students are encouraged to participate in afterschool activities. Any student who wishes to stay after school for an activity must have a signed note/permission slip from a parent or guardian. It is very important that parents pick up students promptly at the end of the activity. Failure to do so may result in the exclusion of the student from this activity as well as other after-school activities. Any students receiving a suspension may not participate in extracurricular activities on the day of their suspension.

Intramural/Interscholastic Sports

Intramural sports, under the direction of teacher supervisors and/or coaches, give students an opportunity to compete against other teams of classmates. Any students receiving a suspension may not participate in extracurricular activities on the day of their suspension.

Student Spectator at District Events

Students must exhibit proper behavior at all school events and athletics. Misbehavior will result in removal from said events and suspension from attending future events.

Athletic/Activity Eligibility

All athletics and activity participants are required to abide by all rules established by the P.I.A.A., school district and coach/advisor of the sport/activity in season. A copy of these is on file in the Athletic Office and may be examined by parents and students at any time.

While we believe athletics/activities to be a very integral part of our school, a student's first responsibility is to his/her academic work. Therefore, we have established the following requirements for eligibility:

Seventh grade students are academically eligible to participate in the program if they are passing all five (5) major subjects and if their discipline record is clear. **This eligibility requirement will be monitored closely on a weekly basis.**

In cases where a student does not meet the requirements, said student shall be ineligible to participate in the interscholastic athletic/activities for 15 school days following the student's failure notification by the Athletic Office. This notification will take place upon the availability of grades to the Athletic Office. At that time an evaluation will be made of the student's scholastic standing.

X. MISCELLANEOUS

Emergency Closing

When inclement weather or emergency conditions make it necessary to close school, delay opening, or dismiss early, announcements will be made over the following stations:

WVPO 840 FM WSBG 93.5 FM WNEP-TV 16
WYOU-TV 22 WBRE-TV 28

Please do not call the school, radio or television stations, or the homes of school personnel if an emergency requires an early dismissal. If school is closed due to inclement weather, all school activities will be canceled.

Fire Drills, Lockdown Drills and Emergency Evacuation Procedures

Emergency evacuation drills will be conducted for the welfare of all individuals. All students will be instructed by the nearest adult as to the nearest emergency exit and will move in a quick, orderly, and silent fashion. Classes should remain outdoors until directed to re-enter the building by administration. Classes will be directed one at a time to a specific door for re-entry. In the case of an evacuation drill, where we include leaving the building as part of the drill, the students will be monitored by staff and walk to the football field across the street. There will also be both announced and unannounced lockdown drills throughout the school year. Students will be instructed as to the procedures and be monitored by staff.

Accident Insurance

Special student accident insurance may be purchased by all students attending the middle school. An insurance form will be sent home with each student at the beginning of the school year. This form is to be completed by the parents or guardian of any interested student(s) in purchasing school accident insurance. The form is to be returned directly to the agency who supplied the application.

Accidents must be reported to the nurse or main office of the middle school so that the proper form may be given to the family for processing the claim. Students who wish to participate in our sports program must have some form of insurance coverage.

Visitors

Visitors are not permitted in the building without approval of the administration. **Each visitor must receive a visitor's badge and register with the security officer at the front desk or in the main office.** Student visitors must obtain permission from the principal of their school in advance and in writing. A written request plus the home school principal's note must be submitted to the Stroudsburg Middle School principal for approval at least one day in advance of the visit. No visitors will be allowed on final examination days or during special circumstances as determined by the Principal. Please do not bring someone unannounced.

Lost and Found

The middle school office is where lost/found articles should be picked up or placed. If clothing is not claimed within a few days, most items are then stored in a room on the 3rd floor. Glasses and jewelry remain in the main office.

Educational Field Trips

Educational field trips in the middle school are planned at the discretion of the grade level teachers. Hopefully, every student will have an opportunity to participate in this activity. However, students who have not demonstrated responsibility to abide by school rules and regulations may be excluded from the field trip. A formal letter notifying the student and his/her parents of the exclusion and the reasons for it will be mailed home prior to the trip.

All final exclusions from the field trip will be made by the administration. For those students not permitted to go on a field trip, the teachers involved will provide a learning experience in school on the day of the trip.

Field Trips

In conjunction with the regular instructional program, your child(ren)'s teacher may find it beneficial to plan a trip for the entire class during the regular school day. In such cases, information will be sent home explaining the details of the activity.

Items Students May Carry

Students are **ONLY** allowed to carry water bottles with them during the day. The water bottles must be **clear and contain only water** with nothing added for flavor or color. Water bottles must not be glass or steel. Violation of this policy will result in the student's water bottle being taken away unless required for medical reasons.

Students are not permitted to carry book bags with them throughout the day unless a doctor's note is received and reviewed by the school nurse. If a book bag is required, a pass will be issued and the student must have it visibly attached to the bag. Gym bags are excluded from this restriction, within reason, to get to and from class. They are to be kept in the locker until needed and returned after class.

School Supplies

The Stroudsburg Area School District furnishes textbooks, library books and, in some classes, calculators. It is expected that students will return all of these articles in a condition acceptable to the district. All textbooks must be kept covered while in use by students. It is the parent's responsibility to notify the school/student's teacher within 15 days of the textbook being issued, if the book issued is not in good condition. Upon return of the textbook, if the article is found to be abused, torn, misused or lost, the following fine will be imposed: a) full replacement cost for any article other than a book; b) a new book ....100% of replacement cost, c) a good book....75% of replacement cost, d) a fair book....50% of replacement cost.

Parent Teacher Association (PTA)

Stroudsburg Middle School has a parent teacher association to which parents will want to belong. Parents are encouraged to take advantage of this avenue of communication between home and school. This group will present programs of interest for you to enjoy several times during the school year. In addition, they also promote activities which give parents an opportunity to improve facilities and programs at our school. Volunteers will be solicited early in the school year to help with our projects throughout the year.

Parent/Guardian Involvement in Our Schools

Throughout the school year, numerous opportunities are provided for parents/guardians to become actively involved in many of our school programs. We encourage you to take an interest in your child(ren)'s education and attend many of our school functions.

Some of the parent/guardian activities that will be scheduled during the school year include:

Volunteer Programs - Each year many parents/guardians have donated their time and talents to serve as volunteer aides in our schools. Activities have included working with individual students or small groups, assisting with class projects and working in the library. Please contact the school office if you would like to become a part of the volunteer program. **Volunteers will need up to date clearances to participate in all volunteer programs including but not limited to book fair, social events, field day etc.**

Class Presentations - There are many parents/guardians within our district who have occupations, hobbies, or talents in subject areas that are of great interest to our students. Please contact the school office if you would be willing to share your expertise.

Committee Memberships - Each year requests are made for parents/guardians to serve on a variety of committees. These include curriculum committees and special committees such as discipline, scheduling, or computer, which might involve building or district needs.

Open House - A special evening Open House Program will be held in the Fall for all parents/guardians and students. Come visit the classrooms, meet the teachers and learn about the curriculum at each grade level.

Photograph/Video Consent

The Parental Consent for Use of Student Photograph, Video, or Other Images document will be issued and signed by parent(s) or guardian(s). The consent form will be issued only upon entering grade 5, upon new enrollment, and when students are promoted to the next building. In order to change parent or guardian consent, a new form must be completed.

Confiscated Items

Certain items taken from students by staff members will be handed in to Administration. A parent may be required to pick up the item in the main office (electronic devices, cell phones, E-readers, IPOD's, earbuds/headphones, smart watches, etc.)

Valuables

The school district is not responsible for replacing or repairing lost, stolen or damaged valuables including but not limited to iPods, earbuds/headphones, E-readers, tablets, cell phones, smart watches, etc.

Theft Prevention

The best method to stop theft is prevention. The school can not be responsible for items that are lost, stolen, or damaged. Lockers should be locked at all times. Below are some hints on how to prevent theft:

- Never share lockers or locker combinations. Most thefts are a result of students having access to other students' lockers.
- Never leave any valuables in an unlocked locker.
- Do not bring large sums of money to school. Leave valuables at home.
- Never leave personal belongings unattended.

XI. Health and Safety Plan

Stroudsburg Area School District Health and Safety Plan- Click Here

APPENDIX 1

STROUDSBURG AREA SCHOOL DISTRICT 2024-2025 CALENDAR

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Staff 7 Student 5

August

20 - First Day for Teachers
21 - Professional Development (Teachers)
22 - Act 80 Day (Teachers)
26 - First Day of School
30 -Labor Day Holiday (Schools Closed)

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Staff 20/27 Student 20/25

September

2 - Labor Day (Schools Closed)
20 - Act 80 Day No School for Students
30 - Student 2 hr delay/Act 80 faculty data meeting

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Staff 23/50 Student 23/48

October

14 - Indigenous Peoples' Day
No School for Students - Act 80 Day (Teachers)

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff 18/68 Student 18/66

November

5 - Act 80 Day No School for Students
25- Parent Conferences K-12 (12-7:30 PM) (Act 80) No School for Students
26- Parent Conferences K-12 (8 AM - 3:30 PM (Act 80) No School for Students
27 NOV - 2 DEC -Thanksgiving Recess

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff 14/82 Student 14/80

December

2 Dec - Thanksgiving Recess
23-31 - Winter Recess

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Staff 21/103 Student 21/ 101

January

1 - New Year's Day (schools closed)
20 - Martin Luther King Day (schools closed)
27 - 2 hr delay students /Act 80 faculty data meeting

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Staff 19/122 Student 19/120

February

14 - Act 80 Day No school - Students
17 - Presidents' Day (schools closed)

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Staff 20/142 Student 20/140

March

14 - Closed

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff 20/162 Student 20/160

April

18 - 21 Spring Recess (schools closed)

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Staff 21/183 Student 21/181

May

26 - Memorial Day (schools closed)

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Staff 3/186 Student 3/184

June

4 - Last Day of School for Faculty and Students (TENT.)

Section 1502 - Official District Holidays:

12/23/2024, 1/1/2025, 2/17/2025, 4/18/2025, and 4/21/2025

First Day - Students	Act 80 - 2 Hour Delay	First/Last Day Faculty/Students
In-Service - No Students	Act 80 Day - No Students	Holiday/No School
Early Dismissal - Students	Board approved:	Revised:

[Click here for the 2024 - 2025 calendar]

APPENDIX 2

STROUDSBURG MIDDLE SCHOOL
2024-2025 REGULAR BELL SCHEDULE

	Regular Schedule		1 hour delay		2 hour delay		R. I. S. E. DAY Schedule		
	Breakfast 8:00 - 8:10		Breakfast 9:00 - 9:10		Breakfast 10:00 - 10:10		Breakfast 8:00 - 8:10		
HR	8:10-8:21		9:10-9:21		10:10-10:22		HR	8:10	8:21
							1st	8:24	8:56
1st	8:24 AM	9:04 AM	9:24 AM	9:58 AM	10:25 AM	10:53 AM	2nd	8:59	9:31
							3rd	9:34	10:06
2nd	9:07 AM	9:47 AM	10:01 AM	10:35 AM	10:56 AM	11:24 AM	4th	10:09	10:41
							5th	10:44	11:23
3rd	9:50 AM	10:30 AM	10:38 AM	11:12 AM	11:27 AM	11:55 PM	6th	11:26	12:05
							7th	12:08	12:47
4th	10:33 AM	11:13 AM	11:15 AM	11:49 PM	11:58 PM	12:26 PM	8th	12:50	1:22
							9th	1:25	1:57
5th	11:16 AM	12:03 PM	11:52 PM	12:30 PM	12:29 PM	1:00 PM	Transition to		
							RISE area		
6th	12:06 PM	12:53 PM	12:33 PM	1:11 PM	1:03 PM	1:34 PM	RISE	2:00	3:09
							Report to PM HR for Dismissal		
7th	12:56 PM	1:43 PM	1:14 PM	1:52 PM	1:37 PM	2:08 PM	Dismissal	3:12	3:30
8th	1:46 PM	2:26 PM	1:55 PM	2:29 PM	2:11 PM	2:39 PM	32 minute classes & 39 minute lunches		
9th	2:29 PM	3:09 PM	2:32 PM	3:06 PM	2:42 PM	3:10 PM			
HR	3:12 - 3:30		3:09 - 3:30		3:13 - 3:30				
P. 1-4 40 min. P. 5-7 47 min. P 8-9 40 min			P. 1-4 34 min. P.5-7 38 min. P. 8-9 34 min.		P. 1-4 28 min. P. 5-7, 31 min. P. 8-9 28 min.				
Dismissal- 3:15									

APPENDIX 3

BUS REGULATIONS

A student who misbehaves on the bus is not only a discipline problem but also jeopardizes the safety of all those riding the bus. Therefore, misconduct on the bus will not be tolerated and will result in disciplinary action. Depending on the nature of the infraction, this could include detention, suspension, restitution, legal action or expulsion. In addition, bus riding privileges can be suspended for part or all of the school year. **If a student is suspended from the bus, it shall be the parent's obligation to furnish alternative transportation to and from school during the entire period of the suspension.** It is imperative that students adhere to the following regulations:

- The student should arrive at his/her designated bus stop ten minutes before the bus is scheduled to arrive. Parents must assume responsibility for the safety of their children at the bus stop until the bus arrives. S/he should use care when approaching the bus stop, remain off the roadway while awaiting the arrival of the bus and wait for the bus to come to a complete stop before trying to board.

- The student is only to ride the bus which was assigned. S/he is to board and depart only at the assigned stop**. A student wishing to board or depart their bus at an alternative stop must have written permission from a parent or guardian prior to the date of proposed change and approved by Transportation.**

- Each driver will determine appropriate seating assignments based on the pickup sequence, the age of the student and behavioral concerns. It is the driver's prerogative to change seating assignments as needed during the school year. Students are not permitted to leave their assigned seats while the bus is in motion.

- The driver is in complete charge of the bus. The student should comply with the driver's requests and instructions at all times.

- Noise on the bus must be kept to a minimum. This is particularly important when the bus is approaching or crossing railroad tracks, at which time students should be absolutely quiet.

- Roughhousing and/or horseplay will not be tolerated. The student should never extend his/her head, hands, arms or any part of the body out of the bus windows or doors.

- Eating, drinking and gum chewing are prohibited while on the bus.

- No live animals, reptiles or insects are permitted on the bus.

- The student can only transport personal possessions which are necessary for his/her educational programs (i.e., books, gym clothing, musical instruments, etc.) Whenever possible, these items should be in an appropriate bag or case. The student is responsible for the control of all such items. At no time should personal possessions be left in the aisle or be unattended.

- Never experiment or tamper with the bus or any of its equipment. If a student damages any part of the bus, intentionally or unintentionally, s/he will be held accountable.

- When it is necessary to cross the road after getting off the bus, the student should cross ten (10) feet in front of the bus and be sure to look both ways to make sure no traffic is approaching.

- All other school rules and regulations as outlined in the student handbook are in effect during the transportation of students.

APPENDIX 4

DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES

1. Purpose
The Board recognizes that the possession, use or distribution of illicit drugs and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drugs and alcohol education and prevention program, community support and resources, a strong and consistent administrative and faculty support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to enhance, prevent, and intervene in use and abuse of all drug, alcohol and mood altering substances by all students and employees. (See policy #128.)

2. Definitions of Terms

A. Drugs/Mood Altering Substance/Alcohol – shall include any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which is intended to alter mood. Examples of the above include, but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District Policy for the administration of medication to students in school.

B. Student Support System – is a multi-disciplinary team composed of school personnel, (teachers, staff, administrators, nurses, counselors), and other members of the community. This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. The program will conform to the guidelines from the Department of Education. Information about the student assistance program will be made available yearly to students, parents and employees.

C. Distribution – deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

D. Possession – possess or holds, without any attempt to distribute any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.

E. Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support System.

F. Uncooperative Behavior – resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior and shall also include the refusal to comply with the recommendations of the members of the Student Support System.

G. Drug Paraphernalia – includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to roach clips, rolling papers, pipe and bowls.

3. Rules and Regulations

Student compliance with the rules, regulations, and standards of conduct and disciplinary sanctions established by the school district is mandatory. A student who, on school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, used, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance reported to be a restricted substance or over the counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in Stroudsburg School District's Discipline Code up to and including expulsion and referral for prosecution.

4. School Guidelines

As an integral part of the Stroudsburg School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substances, and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol-related events. The Stroudsburg School District will provide a safe and healthy environment for students, with the due consideration for their legal rights and responsibilities. The district will inform students of their requirement to comply with all rules, standards of conduct and disciplinary sanctions established by the school district and will provide information regarding students. The Stroudsburg School District reserves the right to impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion and referral for prosecution for violating the standards of conduct regarding the use of drugs and alcohol.

APPENDIX 4A

D&A REFERRAL DISPOSITION CHART

Situational Category	*Immediate Action*	*Investigation*	*Notification Of Parents*	*Notification Of Police*	*Disposition Of Substance*	*Disposition of Referral And Possible Consequences of Violations*
A staff member has a concern about student	Staff member refers student to Administration via referral form	Administration investigates and determines appropriateness of referral	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
A student contacts a staff member in regard to the drug/alcohol use of another student	Staff member refers student to Administration, only identifying "at risk" student, and not the problem.	Administration investigates	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
Student volunteers information about personal D & A use and seeks help.	Student is encouraged to seek assistance from Administration or assigned guidance counselor and fills out referral form.	Administration meets with student.	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
The student has a drug, mood-altering substance, or alcohol-related medical emergency.	Standard health and first aid procedures followed. Nurse will be summoned immediately. The student will be transported to a medical facility at parental expense.	The principal or designee will investigate the incident. This may include a search of the student, student's locker, vehicle, and other possessions.	Yes	At the discretion of the principal or designee, pending the outcome of the investigatio n.	Analysis will be made	Referral to Administration. If there is evidence of further violation, see appropriate situational category.
Student possesses drug-related paraphernalia, no evidence of use.	Principal or designee is summoned and Administration is notified. Paraphernalia is confiscated. Staff member writes anecdotal record of the incident.	Student locker, vehicle, and other possessions will be searched, confiscation of substance if found.	Yes	At the discretion of the principal or designee.	Analysis if warranted.	Required meeting with Administration, parents, student.. Informal hearing. 3-10 days OSS. If evidence of further violation, see appropriate situational category.
Student possesses; uses; conspires to buy, sell, deliver, or is under the influence of drugs or alcohol. First offence.	Principal or designee is summoned. Staff member writes anecdotal report.	The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school or to the location of the activity immediately.	Yes	Analysis will be made for possible use in further proceeding.	Referral to SAP, informal hearing. 10 day OSS. Required participation in D & A assessment. Possible recommendation for formal hearing for expulsion.

Situational Category	*Immediate Action*	*Investigation*	*Notification Of Parents*	*Notification Of Police*	*Disposition of Substance*	*Disposition of Referral and Possible Consequences of Violations*
Student possesses; uses; conspires to buy, sell, deliver; or is under the influence of drugs or alcohol. Second and all subsequent offenses.	Principal or designee is summoned. Staff member writes anecdotal report of the incident.	The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school immediately.	Yes	Analysis will be made for possible use in further proceeding.	Informal hearing. 10 day OSS. Formal board hearing for expulsion.
Student possess; uses; conspires to buy, sell, deliver, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact the group advisor or principal or designee. Student isolated from group. Anecdotal report written.	The students, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school immediately.	Yes	Analysis will be made for possible use in further proceeding.	The student may be sent home immediately at parental expense, or detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.
A student is distributing a drug, alcohol, or controlled substance.	Principal or designee is summoned.	The student, the student's locker, vehicle, and other possessions will be searched.	Yes. Requested to come to the principal's office immediately.	Yes, In order that they may take further action.	Analysis for use in further proceeding s will be requested.	Informal hearing. 10 day OSS. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility. Update of the situation to Administration.

APPENDIX 5

STROUDSBURG AREA SCHOOL DISTRICT
STROUDSBURG, PENNSYLVANIA
WEAPONS AND DANGEROUS INSTRUMENTS POLICY

I. Statement on Weapons

The Board of Education recognizes the importance of providing safe and secure schools to students, teachers and staff members. The Board of Education will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses and at any school activity, event or function, for the benefit of all district students, professional and non-certified District employees, and all legitimate visitors to the District.

Therefore, students shall not possess, handle, transport, distribute, maintain or use any weapon or look-alike weapon on school property or at any school activity, event, or function, regardless of whether said activity, event, or function is held on or off the school property. School property includes, but is not limited to, buildings and land owned by the District and any District school bus, van or vehicle.

A "weapon" is defined as an instrument of any type which can be used to cause harm to an individual. While not all inclusive, weapons include: handguns, rifles, shotguns, spring-guns, air-guns, slingshots, bludgeons or clubs, metal knuckles, or artificial knuckles, knives, pocket knives, swords, machetes, pellet guns, nightsticks, ax handles, scissors, any explosive device including ammunition, dangerous chemicals, razors, or any instrument which, in the judgment of the Administration, could be used as a weapon or mistaken for one. Thus, imitation or replica objects like any of the foregoing may be considered a "weapon" hereunder. Any instrument, tool, or implement, while being used in an educational or a vocational process as defined by a principal, teacher, or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool, or implement is being used for its educationally or a vocationally-defined purpose.

A student is defined as being in possession of an illegal and/or banned item under this policy when such item (s) is/are found on the person of the student, in his/her locker, book bag, purse, and/or gym bag, and/or under his/her control.

II. Consequences For Violations

A. Students possessing, handling, transporting, maintaining, distributing, or using a weapon at any time and in any situation prohibited by this policy shall be subject to expulsion from school. In such cases, the student shall be granted a pre-expulsion hearing before the Superintendent of Schools, who may then recommend to the Board of Education that the student be expelled from school for a period of one (1) calendar year. Students violating this policy will be suspended from school within ten (10) days of said violation and will remain on suspension until the pre-expulsion hearing and recommendation is made to the School Board.

B. Any student who is found to be in violation of this policy will immediately be reported to the local police, scheduled for an informal hearing, and cited for a ten-day out of school suspension. Additionally, the student must go before the Superintendent of Schools for a pre-expulsion hearing and be recommended to the Board of Education for formal expulsion from school. Hearings will be held in accordance with Pennsylvania School Code.

C. A middle school student (5-7) who is found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the district. The age of the pupil and the nature of the violation shall be considered in determining appropriate disciplinary action.

III. Procedures

A. Any professional staff member or other school employee who observes a student violating this policy shall immediately inform the building principal or designee who will conduct the complete investigation. Upon investigation and confiscation of any weapon, the principal may immediately notify and/or summon:

1. Local Police
2. Stroudsburg Area School District Security
3. Superintendent
4. Parents/Guardians of any and all students involved in the incident.

B. Upon determining reasonable suspicion of possession of a weapon, the principal or designee may request the student to volunteer to be searched, or to have his/her locker, clothing, book bags, vehicle or other property searched, by a school official (in the presence of a witness). Should the student resist being searched, either verbally or physically, the principal or designee will continue with the search out of concern for the wellbeing and safety for the school population under the doctrine of "in loco parentis".

C. Parents/guardians are to be notified of a suspected violation of this policy as soon as reasonably possible.

D. The Principal or designee will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary.

E. The Superintendent will inform the Board of Education of a suspected violation of this policy as soon as measures have been taken to eliminate any immediate danger associated with the incident.

F. The Principal or designee will coordinate the informal hearing procedures which pertain to the investigation, securing written statements, such as witness statements and anecdotal records, substantiating the charges of possession and transmitting and/or transporting a weapon.

G. The Principal or designee will assist in the information and notification requirements for the pre-expulsion hearing before the Superintendent and recommendation before the Board of Education for expulsion in accordance with the Pennsylvania School Code.

H. Any student who physically assaults a staff member during an investigation will be immediately excluded from school and scheduled for a pre-expulsion hearing.

I The Administration may establish, in cooperation with parents/guardians, a counseling program not associated in any way with the School District, which at the discretion of the Administration may, based upon the age of the student, the severity of the offense, the past record of the student, and any other relevant factors, be offered to students violating this policy. If the student participates in and completes the program, the student may, at the discretion of the Administration, be reinstated into the School District.

IV. Dissemination of Policy

Principals or their designees are required to do the following:

A. Inform all students of this policy and the consequences for violation of this policy.

B. Inform all students of their personal responsibility to guard the health, safety and welfare of the school community; and

C. Inform all students of their personal responsibility to protect school property. Information within this policy is to be given to students within the first three (3) days of the beginning date of each school year. New students shall be informed of this policy upon application for admission. Reminders of this policy are to be provided to students periodically throughout the school year.

V. Vandalism

Vandalism causing damage or defacement to any type of educational facility or grounds surrounding such facilities, or personal property located within such facilities, is an offense now punishable as a felony of the third degree, if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed $5,000.00. Otherwise, the offense is a second degree misdemeanor.

These offenses will be referred to the proper authorities.

VI. Electronic Devices, Beepers and Pagers

In accordance with the 1989 amendment to the Pennsylvania School Code, beepers, telephone pagers, cellular phones, and all other electronic communication devices are prohibited on school grounds, at school sponsored activities and on school buses. Individual exceptions, with the Administration's permission, might be allowed for a student who is a member of a volunteer fire company, ambulance, or rescue squad.

Cell phones, Radios, Walkmans, iPOD's, Tape Players, Cassette Players, Cameras, Portable TV's and similar equipment: Students may not play or carry this equipment anywhere in the building during school hours. **STUDENTS ARE TO LEAVE THESE ITEMS AT HOME. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSS OR THEFT. BECAUSE THESE ITEMS ARE SO EASILY LOST, DO NOT EXPECT TO BE REIMBURSED**.

VII. False Fire Alarms & Bomb Threats

Students who turn in false fire alarms/bomb threats anytime that school is in session, or when school is open for a school activity, will be automatically suspended for a period of five (5) days and referred to proper authorities. A second offense will mean automatic suspension up to ten (10) days and possible referral to the Superintendent for expulsion proceedings.

APPENDIX 6

NOTIFICATION OF RIGHTS UNDER FERPA FOR THE STROUDSBURG AREA SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days (30 days for students with disabilities) of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Stroudsburg Area School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

APPENDIX 7

PENNSYLVANIA SCHOOL IMMUNIZATION

Pennsylvania School Immunization Requirements as of **July 2022**
For attendance in ALL grades children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses varicella (chickenpox) vaccine or evidence of immunity

* Usually given as DTP or DTaP or if medically advisable, DT or Td
**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.
*** Usually given as MMR

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) **on the first day of 7th grade**.
- 1 dose of meningococcal conjugate vaccine **on the first day of 7th grade**

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

On the **FIRST** day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the **first five days of school** or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the **first five days of school** for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the **first five days of school** for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

The only exceptions to the school laws for immunizations are:

- **Medical reasons or Religious beliefs.**
- **If your child is exempt from immunizations, he or she may be removed from school during an outbreak.**

Student's who do not meet immunization requirements after a provisional period WILL BE EXCLUDED FROM SCHOOL UNTIL THE NEEDED DOSES ARE OBTAINED.

APPENDIX 8
BULLYING/CYBERBULLYING

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading
Adopted	October 18, 2017
Last Revised	April 6, 2023
Prior Revised Dates	10/7/2020, 8/8/2021

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board, by this policy, prohibits bullying by district students.

Definitions

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]

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the district.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of

good-faith reports of bullying. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicated a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

Title IX Sexual Harassment and Other Discrimination

Every report (please see attached reporting forms) of alleged potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with applicable law, regulations, this policy, and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

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

Guidelines

The Discipline Code, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.[1]

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Discipline Code, which may include:[1][6][11]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 20 U.S.C. 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233

Pol. 113.1

249-Attach 1 Report Form.pdf (162 KB)

APPENDIX 9
POLICY #247 HAZING

Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Active
Adopted	October 18, 2017
Last Revised	October 7, 2020

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or

2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily** injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

Guidelines

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district employees that hazing is prohibited, by means of:[4]

1. Distribution of written policy.

2. Publication in handbooks.

3. Presentation at an assembly.

4. Verbal instructions by the coach or sponsor at the start of the season or program.

5. Posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.[7]

Complaint Procedure

When a student believes that s/he has they have been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[13]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[14][15][16]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[14][15][17][18][19][20]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[15][20][21]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[14][20]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[13]

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][13][22][23]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 24 P.S. 1303-A
15. 22 PA Code 10.2
16. 35 P.S. 780-102
17. 24 P.S. 1302.1-A
18. 22 PA Code 10.21
19. 22 PA Code 10.22
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317

18 Pa. C.S.A. 2801 et seq

22 PA Code 10.23

Pol. 113.1

Pol. 916

247-Attach 1 Report Form.pdf (162 KB)

APPENDIX 10
Search and Seizure

Book	Policy Manual
Section	200 Pupils
Title	Searches
Number	226
Status	Active
Adopted	November 1, 2017

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school officials (i.e., principal, assistant principal or designee) may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out

searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified concerning the contents of this policy at least annually, or more often if deemed necessary, by administration. Students shall be required to sign a waiver in order to have the privilege to use school lockers.

Guidelines

Personal Searches

The student and his/her personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband materials that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

Whenever the search of a locker is prompted by the reasonable suspicion that the contents of the locker creates an emergency or hazard, the principal may open the locker as soon as it is necessary in order to properly discharge his/her duty to protect the persons and property in the school.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles located on school property. The interior of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search discovers illegal or contraband materials, such objects shall be turned over to proper legal authorities for ultimate disposition.

Use of Canines

The district supports the elimination of the possession or use of illegal substances/devices. Therefore, the Board is hereby conveying a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.
The administration is authorized to utilize reliable and legally certified canines for searching for illegal contraband on school property and in automobiles parked on such property. Canines shall not be used to search students unless school officials have established by some reasonable certainty that there is exists cause to believe the student possesses contraband on his or her person. The canine must be accompanied by a qualified and authorized trainer handler who shall be responsible for the procedure used by the dog. In the event the dog indicates that contraband is present on the student, school property, or an automobile, this shall be reasonable cause for further search by school officials, subject to the following:

1. The school official shall authorize the search accompanied by his/her designee while conducting the search.

2. All school property such as lockers, classrooms, hallways, parking areas, etc. may be searched.

3. A student shall not be subjected to a search by dogs unless absolutely necessary and for reasons set forth above.

4. Law enforcement officials shall be given full authorization to investigate and prosecute any student who has been in possession of any such illegal, unauthorized or contraband materials discovered upon the search procedures as hereinabove set forth.

5. Parents/Guardians and students shall be notified of this policy by inclusion in the student/parent handbook This notification given to parents and students shall indicate that the school district has

If extreme emergency condtions require a more intrusive search of a student, such a search may only be conducted in private by a school official of the same gender, with an adult witness of the same gender present. Such search may only be conducted upon the prior approval of the building principal or designee, unless the health or safety of students, school personnel or any other person will be endangered by the delay which might be caused by following these procedures.

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible for the safekeeping and proper disposal of any illegal or unauthorized substance, object or material found to be stored in the locker.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

APPENDIX 11
DRESS CODE VISUAL

Stroudsburg Middle School
Dress Code Quick Reference

TOPS AND PANTS MUST CONTRAST

Light Shirt with **Dark Pants** or **Dark Shirt** with Light Pants
No Black with Black or Black with Navy

Dress, Jumpers, and skirts hem length is NOT to be more than 2" above the knee
Dress, Jumpers with polo and skirts are to be of School Approved colors

Below items are NOT dress code approved

APPENDIX 12

819 Suicide Awareness, Prevention and Response

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	Active
Adopted	August 15, 2018

Purpose

The Board is committed to maintaining a safe school environment; protecting the health, safety and welfare of its students and the school community; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant.

This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.[1][2][3][4][5]

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[1]

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

SUICIDE AWARENESS AND PREVENTION EDUCATION [1]

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

Lessons shall:

Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

1. Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.

2. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.

Protocols for Administration of Employee Education

All district employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[1][6]

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

METHODS OF PREVENTION [1]

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.[7][8][9][10]

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with **suicide risk factors** or **warning signs** is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about **suicide risk factors** and **warning signs**.

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide.

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future.

Referral Procedures

Any district employee who observes a student exhibiting a **warning sign** for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a **warning sign** for suicide, students demonstrating **suicide risk factors** that appear to be adversely impacting the student should be referred to the district behavioral health professional for support and follow-up.

Documentation

The district shall document the reasons for referral, including specific **warning signs** and **suicide risk factors** identified as indications that the student may be at risk.

METHODS OF INTERVENTION [1]

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers and primary care providers.

If the student is identified as being at increased risk of suicide, the district shall create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. Determining the roles and responsibilities of each crisis response team member.
2. Notifying students, employees and parents/guardians.
3. Working with families.
4. Responding appropriately to the media.
5. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][13][15][16]

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

REPORT PROCEDURES [1]

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES [1]

National:

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit http://www.suicidepreventionlifeline.org/
- Crisis Text Line: **TEXT 741-741** or visit http://www.crisistextline.org/
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669

Pennsylvania:

- List of Crisis Intervention contact information by county
- List of County CASSP and Children's Behavioral Health Contact Persons
- County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

- American Association of Suicidology (AAS): http://www.suicidology.org/
- American Foundation for Suicide Prevention (AFSP): https://www.afsp.org/
- Suicide Prevention Resource Center (SPRC): http://www.sprc.org/

Pennsylvania:

- Prevent Suicide PA: http://www.preventsuicidepa.org/
- Jana Marie Foundation: http://www.janamariefoundation.org/
- Aevidum: http://aevidum.com/cms/
- Services for Teens at Risk (STAR-Center)
- https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx Pennsylvania Department of Education www.education.state.pa.us

Legal
1. 24 P.S. 1526
2. Pol. 103
3. Pol. 103.1
4. Pol. 249
5. Pol. 806
6. Pol. 333
7. 22 PA Code 12.12
8. Pol. 207
9. Pol. 216
10. Pol. 236
11. Pol. 113
12. Pol. 113.2
13. Pol. 113.3
14. Pol. 114
15. Pol. 117
16. Pol. 204
Pol. 146
Pol. 805
Pol. 911

APPENDIX 12A

Mental Health Record of Actions Taken

Student Name:_____ID#:_____

Grade: _____ ☐ Male ☐ Female

School:_____

School Designee completing this document:

(Name and Position)_____

Who initiated the referral?

☐ Friend/Student_____ ☐ Parent_____ ☐ Teacher_____

☐ Other School Personnel_____ ☐ Administrator_____

☐ Self Referral_____ ☐ Other_____

Reason for Recommendation (check those that apply)

☐ Suicide Attempt-Having taken action with intent to die (Explain/Describe):

☐ Suicide Threat-Saying or doing something that indicates self destructive desires (Explain/Describe):

☐ Suicide Ideation-Having thoughts of killing self (Explain/Describe):

Actions Taken (check those that apply)

☐ Student was picked up from school by (Name and relationship to student):

☐ Student seen by school designee (Name/s and position/s):

- ☐ Student recommended by school designee to community-based provider/ agency/ emergency room (Name):

- ☐ Student transported to a hospital/other (Name):

- ☐ Student referred to School's SAP Team

Additional Notes:

Parent/Guardian Confirmation of Contact

This is to verify that I have spoken with the school designee concerning my child's suicidal ideation. I acknowledge the school designee recommendation and action steps I must take listed above.

I understand a follow-up check by a school designee and the school SAP Team will be made with my child and me.

Signature of Parent/Guardian, Student, School Designee(s):

_____	_____	_____
Parent Printed Name	Parent Signature	Date

Relationship to Student:_____

_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
School Designee Name	Title	Date
_____	_____	_____
School Designee Name	Title	Date

APPENDIX 13

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying, even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact the Stroudsburg Area School District Homeless Liaison, Dr. Kerri Ruck, at 570-213-3669 x50066.

APPENDIX 14

Wellness Policy

Purpose

The Stroudsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

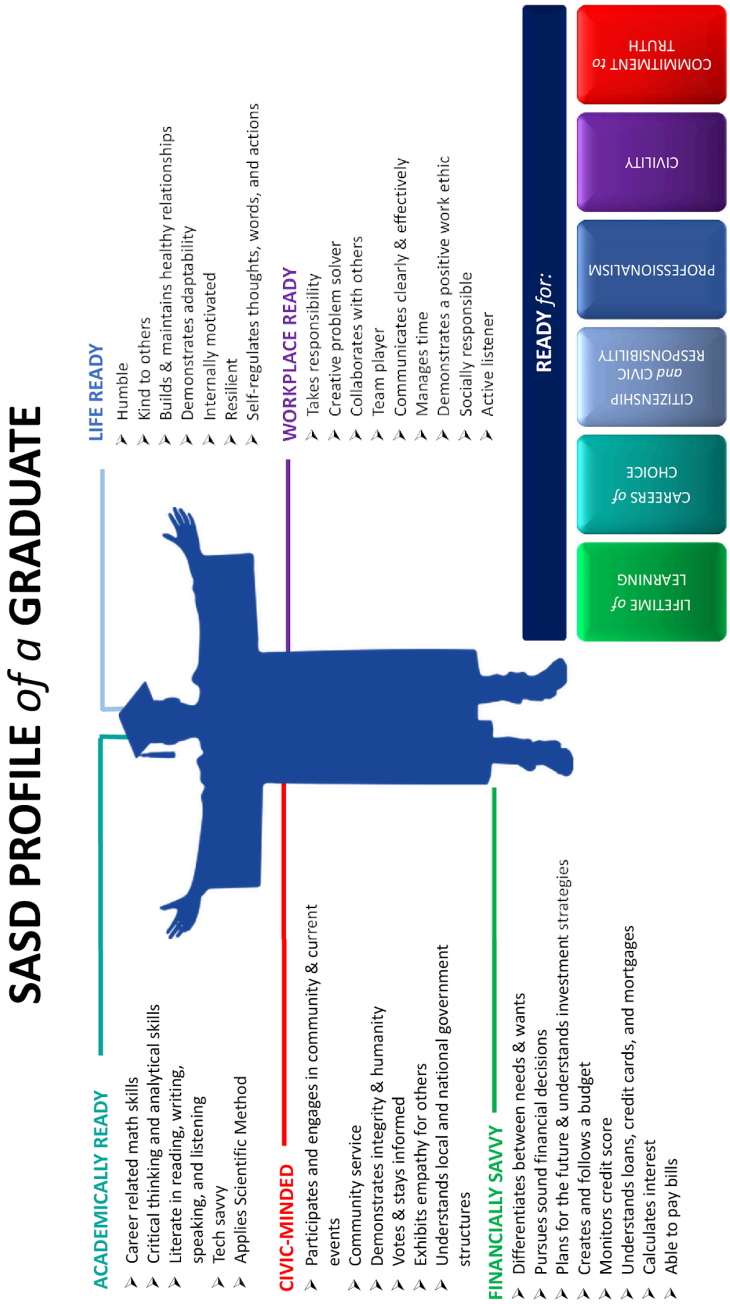
1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

To learn more about the district's student wellness policy, please refer to board policy 246.

APPENDIX 15

PROFILE OF A GRADUATE

Within the Stroudsburg Area School District, we believe that our mission and shared values will foster an educational community in which students develop into engaged and ethical citizens, self-directed learners, effective problem solvers, collaborators, critical thinkers and communicators. Our Portrait of a Graduate illustrates the 21st century skills and characteristics that will empower students to be productive citizens of a global community and successful in the workforce of the future.



STROUDSBURG
MIDDLE SCHOOL
Mountaineers

www.sburg.org

Phone (570)213-0203
Fax (570)213-0223
207 Mountaineer Drive, Stroudsburg, PA 18360

Mr. Jack Schalk, Principal

Mr. Nicholas Pirrocco
Assistant Principal

Mrs. Kristen Thompson
Assistant Principal

August 2024

Dear Parents/Guardians and Students:

The Stroudsburg Middle School Student Parent Handbook is available for you to read and review with your child on our district's website www.sburg.org. Because of its length, it is more cost effective and more environmentally friendly for you to access it in this manner, rather than our school providing printed copies to all our families. It is extremely important that you review and have access to this document. In the event you are unable to access it online, please contact our main office at 570-231-0203, ext 15352, and a paper copy will be made available to you.

Please sign below and return this form acknowledging that you are aware of the availability of our student handbook on our district's website and have reviewed it with your child.

If you have any concerns or questions, please feel free to contact us at 570-213-0203.

Sincerely,

Mr. Jack Schalk, Principal

I have reviewed the SMS Student Handbook on the district's website, I understand that a paper copy will be made available to me upon my request.

_____ _____

Parent/Guardian signature Date

_____ _____

The Stroudsburg Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran of the Vietnam Era. This policy of nondiscrimination extends to all other legally protected classification. Publication of this policy is in accordance with State and Federal Laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, religion, national origin, or non-job related handicaps or disabilities. Inquiries are to be directed to the Assistant Superintendent for Personnel and Personnel Services, 503-204 Title IX - Title VI Coordinator, 123 Linden Street, Stroudsburg, PA 18360. Phone (570) 421-1990. 9/30/99

COMMUNITY AGENCIES

From time to time, we all need assistance from other people. In addition to your parents, teachers, counselors, minister/rabbi, relatives the list below includes some agencies which can offer you assistance.

Al-Anon Family Groups	570-424-1976
Alcoholics Anonymous	570-424-8532
Big Brother/Big Sister	570-421-2877
Children and Youth Services	570-420-3590
Domestic Violence	570-421-4200
Drug and Alcohol Commission	570-421-1960
Mental Health	570-421-2901
Narcotics Anonymous	570-421-6618
PA VD Hotline	1-800-462-4966
Planned Parenthood	570-424-8306
Rape Crisis	570-421-4200
Tri-County Professional Counseling Svcs.	570-420-8070
Women's Resources	570-424-2093
Youth Employment Services	570-620-2410

DISTRICT NUMBERS:

Athletic Office	570-421-1991
Central Administrative Offices	570-421-1990
Chartwells (Food Service Director)	570-421-4840
Special Education Office	570-424-9286
Technology Office/Parent Portal	570-421-1993
Stroudsburg Area Cyber Academy	570-421-1993
Transportation Office	570-421-1992