CATASAUQUA MIDDLE SCHOOL

DEDICATED TO EDUCATIONAL EXCELLENCE

STUDENT & PARENT HANDBOOK
2026-2027

Mr. Patrick McNulty, Principal
Mrs. Kimberly Mooney, Assistant Principal

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Catasauqua Middle School Guidelines

Notice:

PLEASE BE SURE TO REVIEW AND ACKNOWLEDGE YOUR REVIEW OF THIS HANDBOOK IN THE POWERSCHOOL PARENT PORTAL BY THURSDAY, SEPTEMBER 3, 2026. If you are in need of assistance in creating an account within PowerSchool, please contact Lisa Muffley in our main office. 610-264-4341

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Important Information Regarding Health and Safety

- The **CDC's Respiratory Virus Guidance** can be found using the provided link.
- **CMS 26/27 Important Information Sheet**

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DISTRICT INFORMATION

CATASAUQUA MIDDLE SCHOOL

850 Pine St., Catasauqua, PA 18032
Telephone: 610-264-4341
Fax: 610-264-5458
www.cattysd.org

MOTTO: "Dedicated to Educational Excellence"
SCHOOL COLORS: Brown, White, and Gold
NICKNAME: The Rough Riders

BOARD OF EDUCATION

Mr. Dale Hein, President
Ms. Jillian Emert, Vice-President
TBD, Treasurer
Mr. Jason Bashaw, Secretary
Mrs. Lauren Cieslak
Mr. Eric DeLabar
Mr. Shawn McGinley
Mr. Jeremy Smale
Mrs. Jamie Nattress
Mr. David Knerr, Solicitor
Uyen Ly and Esmeralda Serrano, Student Representatives

CENTRAL ADMINISTRATION

Dr. Christina Lutz-Doemling, Superintendent of Schools
Mr. Eric Dauberman, Assistant to the Superintendent for Human Resources and Operations
Ms. Melissa Inselmann, Director of Curriculum and Assessment
Mrs. Shelley Keffer, Coordinator of Student Services
Mr. Daniel Kotran, Coordinator of Instructional Technology & Federal Programs
Mr. Tom Moll, Athletic Director
Mr. Daniel Muthersbaugh, Director of Operations
Mr. Paul Reilly, District Network Manager
Mrs. Lindsey Wallace, District Business Manager

MIDDLE SCHOOL ADMINISTRATION

Mr. Patrick McNulty, Principal
Mrs. Kimberly Mooney, Assistant Principal

MIDDLE SCHOOL CONTACTS

Mrs. Lisa Muffley, Main Office Secretary
Ms. Deborah Thorne, Main Office Secretary
Mrs. Amy Dymond-Jones, School Counselor, Grades 6 & 8
Mrs. Stacey Carpenter, School Counselor, Grades 5 & 7
Mrs. Terri Bastow, School Nurse
Mrs. Jaimie Rosentel, School Nurse

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Principal's Message:

Welcome to the 2026–2027 school year at Catasauqua Middle School!

We are thrilled to welcome our returning families and greet those who are new to the CMS community. We know you have many educational options for your children, and we are deeply honored by the trust you place in us every day.

At CMS, we firmly believe that every student has the potential to achieve greatness. Our dedicated team is committed to providing the opportunities, support, and encouragement they need to thrive and become lifelong learners.

We look forward to partnering with you for a wonderful, successful school year!

Patrick McNulty
Principal

Kim Mooney
Assistant Principal

Catasauqua Middle School Mission Statement:
The mission of Catasauqua Middle School is to provide our students with a valuable learning experience in a safe and supportive environment in order that they can develop into productive and responsible young adults.

District Mission Statement:
The mission of the Catasauqua Area School District, in partnership with our community, is to achieve educational excellence and promote lifelong learning

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CATASAUQUA MIDDLE SCHOOL FACULTY & STAFF

Office Staff
Mr. Patrick McNulty, Principal
Mrs. Kimberly Mooney, Assistant Principal
Mrs. Stacey Carpenter, Counselor
Mrs. Amy Dymond-Jones, Counselor
Mrs. Lisa Muffley, Administrative Assistant
Mrs. Deborah Thorne, Administrative Assistant

School Nurse Staff
Mrs. Terri Bastow
Mrs. Jaimie Rosentel

8th Grade
Mrs. JenaRosa Auriemma-Brinkley, Social Studies & ELA
Mr. Andrew Brett, ELA
Mrs. Jordyn Gutai, Algebra & Science
Ms. Jennifer Keppel, Math
Mr. Brett Sonntag, Social Studies & Science

7th Grade
Mrs. Jennifer Greig, ELA
Mr. Angelo Lucci, ELA and Social Studies
Mrs. Colleen Mashett, ELA & Math
Mr. James Snyder, Math
Mr. Caleb Wanamaker, Science & Social Studies

6th Grade
Mr. James Luchansky, ELA and Science
Mrs. Jill Morgan, Math and Social Studies
Mrs. Jami Polony, ELA and Social Studies
Mrs. Taylor Snyder, Math and Science

5th Grade
Mrs. Savannah Dixon
Mrs. Amanda Freiler
Mrs. Lisa Packard
Miss Marlaina Riegel
Miss Kelly Sourwine

Building Substitutes
Ms. Cathy Moore
Mr. Chad Renner
Miss Abigail Stoudt

School Security Officer

Mr. Douglas Kish

Special Education
Mrs. Carisa Caracio, Emotional Support (Gr.5-8)
Miss Kayla Cunningham, Supplemental (Gr.5&6)
Mrs. Cherie Gebhardt, Life Skills Aide
Mrs. Marie Hallquist, Life Skills (Gr.5-8)
Mrs. Joann Heffner, Life Skills Aide
Mrs. Lindsey Hollingsworth, Learning Support Gr. 7&8
Ms. Lauren Hughes, Learning Support Aide Gr. 5&6
Ms. Becky Hunsberger, Supplemental (Gr. 7&8)
Mr. Cooper King, Life Skills Aide
Mrs. Amy LeFever, ISS Monitor/Supplemental Aide(5-8)
Mrs. Stacey Reilly, Learning Support (Gr. 5&6)
Mrs. Tanya Saruba, Emotional Support Aide
Mr. Robert Steckel, Life Skills Aide
Ms. Melissa Vazquez, Learning Support Aide Gr. 7&8
Mrs. Allysha Weaver, Supplemental Aide Gr. 5-8

Specialists
Mrs. Dana Flynn, Speech
Mrs. Brett Snyder, Speech
Mrs. Hillary Hahn, Enrichment (5-8)
Ms. ElizaRae Michaud, ESL (K-6)
Ms. Corinne Ramunni, ESL (7-12)

Related Arts
Mrs. Amanda Derr, Chorus (5-8)
Mrs. Emily Guill, Wellness/Fitness (5-8)
Mr. John Leiderman, Music (5-8), Instrumental (5-8), Band Lessons, and Jazz Band
Mrs. Kimmie Miller, Art (5-8)
Mrs. Nadia Ross, Family & Consumer Science (8)
Mr. Kyle Rusnock, Future Ready (5-8)
Mr. Vincent SantaMaria - Library and Technology Aide

Cafeteria Staff
Mrs. Deb Becker
Mrs. Linda Dunn
Mrs. Dorianne Gogal
Ms. Jill Gruver
Ms. Amy Trocki

Custodial Staff
Mrs. Alissa Williams
Mr. Scott Acker
Mr. John Auletta
Mr. Bob Miller

*****Faculty assignments are subject to change***

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Catasauqua Middle School Bell Schedule
2026 - 2027

5th Grade	6th Grade	7th Grade	8th Grade
Homeroom & Morning News Show **7:52 – 8:07** (15 minutes)	**Homeroom & Morning News Show** **7:52 – 8:07** (15 minutes)	**Homeroom & Morning News Show** **7:52 – 8:07** (15 minutes)	**Homeroom & Morning News Show** **7:52 – 8:07** (15 minutes)
1st Period **8:09 – 8:51** (42 minutes)	**1st Period** **8:09 – 8:51** (42 minutes)	**1st Period** **8:09 – 8:51** (42 minutes)	**1st Period** **8:09 – 8:51** (42 minutes)
2nd Period **8:53 – 9:35** (42 minutes)	**2nd Period** **8:53 – 9:35** (42 minutes)	**2nd Period** **8:53 – 9:35** (42 minutes)	**2nd Period - R.Arts** **8:53 – 9:35** (42 minutes)
3rd Period **9:37 – 10:19** (42 minutes)	**3rd Period** **9:37 – 10:19** (42 minutes)	**3rd Period** **9:37 – 10:19** (42 minutes)	**3rd Period** **9:37 – 10:19** (42 minutes)
Lunch **10:21 – 10:51** (30 minutes)	**4th Period** **10:21 – 11:03** (42 minutes)	**4th Period - R.Arts** **10:21 – 11:03** (42 minutes)	**4th Period** **10:21 – 11:03** (42 minutes)
4th Period **10:53 – 11:35** (42 minutes)	**Lunch** **11:05 – 11:35** (30 minutes)	**5th Period** **11:05 – 11:47** (42 minutes)	**5th Period** **11:05 – 11:47** (42 minutes)
5th Period **11:37 – 12:19** (42 minutes)	**5th Period - R.Arts** **11:37 – 12:19** (42 minutes)	**Lunch** **11:49 – 12:19** (30 minutes)	**6th Period** **11:49 – 12:31** (42 minutes)
6th Period **12:21 – 1:03** (42 minutes)	**6th Period** **12:21 – 1:03** (42 minutes)	**6th Period** **12:21 – 1:03** (42 minutes)	**Lunch** **12:33 – 1:03** (30 minutes)
7th Period - R.Arts **1:05 – 1:47** (42 minutes)	**7th Period** **1:05 – 1:47** (42 minutes)	**7th Period** **1:05 – 1:47** (42 minutes)	**7th Period** **1:05 – 1:47** (42 minutes)
8th Period **1:49 – 2:20** (31 minutes)	**8th Period** **1:49 – 2:20** (31 minutes)	**8th Period** **1:49 – 2:20** (31 minutes)	**8th Period** **1:49 – 2:20** (31 minutes)

Student Dismissal - 2:20 PM

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Accident Insurance for Student Athletes: The Catasauqua Area School District does not carry medical insurance on students but does provide parents the opportunity to obtain a group Student Accident Insurance Policy. Please refer to Appendix E, "Voluntary Student Accident Insurance Coverage." For more information, please visit our District website: **CASD Website**.

Aerosol Sprays: Asthma is a chronic lung disease. Approximately 12% of all Pennsylvania residents, adults and children, have asthma. For people who have asthma, certain "triggers" cause the airways and lungs to become inflamed. When the airways begin to narrow due to the inflammation, little air can pass through into the lungs, and it becomes difficult to breathe. Wheezing, breathlessness, chest tightness, and coughing can occur. This is called an "asthma attack" or an "asthma episode." These attacks can vary in severity and can be mild or life threatening. There are many common triggers of asthma attacks that, include air pollution (indoor and outdoor), smoke, dust mites, pets, mold and mildew, strenuous physical activity, strong emotions, viruses, some medications, some foods and odors, and aromas due to lotions, aerosols, air fresheners, scented oils, potpourri, and diffusers. The reaction to a trigger varies greatly from person to person.

Our school population is similar to the population of Pennsylvania in that approximately 12% of our students, faculty, and staff have asthma. We are informing our students, faculty, and staff to be proactive and help prevent any potential asthmatic triggers by not using aerosol sprays (including cologne, perfume, and aerosol deodorants) or perfumed lotions during the course of the school day.

We greatly appreciate everyone's cooperation in protecting the health, safety, and well-being of our students, faculty, and staff who have asthma and allergies. If you have any questions regarding this information, please contact our school nurse, Mrs. Terri Bastow, at 610-264-4341.

AI - Integrating AI into Your Learning Experience

Integrating AI into Your Learning Experience

As emerging technologies like artificial intelligence (AI) become more prevalent, our school is developing principles to guide the safe, effective, and responsible use of these tools for student learning. We have established the following principles:

- **Support Education Goals for All:** AI will enhance outcomes for every student.
- **Privacy & Security:** AI use will align with regulations protecting student data privacy and safety.
- **AI Literacy:** Students and teachers will build skills to critically evaluate and use AI technologies ethically.
- **Realize Benefits & Address Risks:** We will cautiously explore AI benefits while addressing risks.
- **Academic Integrity:** Students will produce original work and credit sources, including AI tools.
- **Maintain Human Agency:** AI will support, not replace, educator and student decisions.
- **Continuous Evaluation:** We will audit AI use and update policies as needed.

Our goal is to create a learning environment where AI technologies empower rather than replace the human aspects of education. We embrace these technologies cautiously to prepare students for a future where these technologies are everywhere. Please reach out with any questions or input on these principles as we navigate this rapidly changing terrain together. We thank you for your support.

What Students Need to Know:

- The purpose of AI is to enhance learning through advanced technology.
- AI assists in educational tasks such as research and interactive learning. Understanding and responsible use of AI is essential.

Student Responsibilities:

- Follow teacher instructions when using AI.
- Use AI ethically and responsibly.
- Ask teachers for help when needed.

Parent Information:

- Support and discuss responsible AI use.
- Monitor and guide your child's use of AI at home

Assembly Etiquette: Students are expected to show consideration for those presenting assemblies. Courteous behavior includes listening attentively, making eye contact, clapping when appropriate, and avoiding distracting behaviors such as whistling, talking, etc.

Assessments and Student Data: The Middle School administers several types of assessments throughout the school year to help determine student achievement levels, academic progress and identify students who may be in need of additional educational opportunities. Such assessments include Curriculum Diagnostic Tools (CDTs), IXL Enrichment Program, Firefly, and other curriculum based assessments.

Arrival and Dismissal Traffic Procedures: Please adhere to the traffic patterns for the 2026-2027 school year. For the safety of all students and staff, please do not pass around vehicles that are stopped to drop off or pick up students. **CMS Arrival Map** **CMS Dismissal Map**

Assault: A student is guilty of assault when during the attack of one person on another, an offender uses a weapon or displays it in a threatening manner, or the incident results in obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. (See fighting / physical aggression).

Attendance:

- **Residency Requirements for Students:** All students enrolled in Catasauqua Middle School must maintain residence within the boundaries of the Catasauqua Area School District. In the event that a student would move within the Catasauqua Area School District during the school year, the parent/guardian MUST update the address in the parent portal under the Forms tab and provide proof of residency documents as noted. A change of residence form MUST be filled out through the District Administration Office.

- **Attendance:**
  Regular attendance is essential to success in school. A good attendance record is necessary to ensure the continuity of the educational process, promotion, personal growth, and individual development. Excessive absenteeism generally results in decreased academic achievement.
  1. Once a student exceeds three (3) and six (6) days of absence, written notification will be made to remind parents of the importance of regular school attendance.
  2. As per state regulations, when ten (10) absences have accumulated, the parents/guardians will be notified that a physician's/licensed provider excuse, indicating

that your child was seen by a licensed provider or medical practitioner, will be required for each absence thereafter or the absence will be coded as unlawful/illegal. Please note that "self-reported" doctor's notes will not be accepted.

3. Special consideration will be given to students who are seriously ill for an extended period of time and are unable to attend school. A student may be placed on homebound instruction if a licensed provider requests it and the parent notifies the school guidance counselor and obtains the superintendent's approval.

- **Excused & Unexcused/Unlawful Absences:**
  The compulsory attendance law requires a child of compulsory school age to be in attendance at school unless absent for an approved reason and charges the parent of the child with the responsibility for such attendance. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than at the age of six (6) years, until the age of eighteen (18) or until graduation from a regularly accredited senior high school, whichever occurs first.

- **Excused Absences:**
  The Department of Education states that an absence shall be excused for the following reasons: illness or quarantine, religious holidays, death in the family, required court attendance, or exceptionally urgent reasons (not including work). The following are excused if approved in advance by the principal or designee: school-sponsored trips, family educational trips, and college visits. Students will be allowed two (2) excused days in November for hunting season if approved in advance by the principal. A student who has been absent will have the same number of days available in which to complete the work and tests that were missed as the number of school days for which he/she was absent. It is the responsibility of the student and his/her parents to inquire from the student's teachers about the work that must be completed and to complete the work within the prescribed period of time. All schoolwork requiring the assistance of a teacher will be made up during the school day as the schedule permits. According to Pennsylvania School Code, Chapter #2, Section 13-1330, the building principal can excuse any child for matters of attendance during temporary periods.

  Parents/guardians of students who are not attending school due to illness are asked to notify the school in one of two ways. Parents/guardians may call the school at (610) 264-4341, and select Option 1, before 8:00 a.m. to report their child's absence. Please note, if choosing this method, we still require an absence excuse to be sent in with the student upon their return back to school. CMS has implemented an online attendance excuse form. Once this form is submitted, it will be sent directly to the main office. No additional excuses are needed unless further documentation would be requested by an administrator. Parents/guardians who do not report their child off from school will receive a call at home to verify the absence.

- **Unexcused Absences:**
  An unexcused absence is considered to be an unlawful absence if the student is within the compulsory attendance age. Failure to submit an acceptable excuse within three (3) school days upon return from an absence, will result in the absence turning into an unlawful absence. Additionally, after the accumulation of 10 days of absences from school, the student will be required to obtain a doctor's excuse. Failure to obtain a doctor's excuse after the accumulation of ten (10) absences will result in an unlawful absence.

- **Dental/Medical Appointments:**
  Parents are urged to make appointments outside of school hours. If that is impossible, students are required to submit an appointment note from their parents and hand it into their homeroom teacher. These appointment notes will be forwarded to our main office.

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A parent/guardian or responsible adult must come to the main office to sign out his/her child after showing a picture ID. The student must report to the main office before leaving and when returning from an appointment. Students are required to bring a note from the licensed provider/dentist that certifies that the student was treated at the appointed time.

- **Educational Trips:**
  Students may be excused from school attendance to participate in non-school-sponsored educational trips. To be eligible under this section, the following procedure should be followed:
  1. The student's parent/guardian must complete the Educational/Emergency Permit, and the student must present it to each of his or her teachers for approval at least five (5) days before the trip. Once all teacher signatures have been secured, the student must submit the form to the Main office. These permits can be obtained in the main office or on our CMS website.
  2. In a given school year, the amount of time allowed for educational trips shall not exceed a total of five (5) days consecutively or cumulatively. Additional days will be classified as unexcused and could be subject to legal proceedings prescribed by attendance regulations. If a student requires a doctor's note due to ten or more accumulated absences, educational trips will be denied, and all dates will be coded as unexcused.
  3. Your child's teachers and principal will review the permit; approval of the permit is based on the student's academic records, attendance records, and teacher recommendations. *Please note that any educational trip request submitted during the Pennsylvania System of School Assessment (PSSA) testing dates will **NOT** be approved.
  4. Failure to get pre-approval for an educational trip may result in the absences for the trip being declared unexcused or unlawful. In addition, any missed work will receive a grade of "0."
  5. If pre-approval is given, the student should see his/her teachers before the trip to find out what work must be completed. The number of days for make-up work to be completed will be equal to the number of days of the trip. Any assigned work that is not completed will receive a grade of "0."
  6. The student may also be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account within five (5) days of returning to school may result in the absence being declared unexcused or unlawful.
  7. In extraordinary circumstances, the superintendent has final authority to waive these provisions.

- **Funerals:** Students who are attending a funeral must submit a note from the parent/guardian.

- **Truant:**
  Truant is defined as a child subject to compulsory school laws having three (3) or more school days of unexcused/unlawful absences during the current school year. Upon the accumulation of three (3) and six (6) days or more unlawful absences, the school will issue a truant notice to the student's parent/guardian. Upon the third accumulated unlawful absence, the school will implement a school-based or community-based attendance improvement program/plan. The plan may include both the student and parent/guardian participation.

- **Habitually Truant:**
  Habitually truant is defined as a child subject to compulsory school laws having six (6) or more school days of unlawful absences during the current school year. Therefore, a child is habitually truant once he or she accumulates six unlawful absences during the course of the school year. These absences do not need to run consecutively.
  If a student is found to be habitually truant and under the age of fifteen (15), the student will continue with the school-based or community-based attendance improvement program or refer the student to the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the

parent of a habitually truant child under fifteen (15) in a magisterial district court for violation of the Compulsory Attendance Provision of the Pennsylvania Public School Code.

A student who accumulates fifteen (15) days of unlawful absences may be considered as failing to meet the requirements for successful participation in classes, promotion, and/or graduation and, as such, may receive no credit for courses.

- **Written Excuses:**
  Acceptable forms of absence excuses are written excuses, online excuses, emails, and faxes. A written excuse or fax must be signed by the student's parent/guardian. The email must come from the parent/guardian's email account. Excuses must be received within three (3) days of the student's return to school from an absence. When your child brings in his/her absence excuse he or she should give the excuse to their homeroom teacher or drop the excuse off to the main office. All excuses will be forwarded to our main office. Failure to submit a note within three (3) days will result in the student's absence(s) being recorded as unlawful. Any assignments completed, submitted, or due on the day of an unlawful absence may result in the student not receiving credit for the assignment nor the opportunity to make up the assignment. Students are responsible for any work missed during absences.

  Parents are urged to obtain a doctor's excuse for any absence if such a visit has been made. The school district has the authority to judge the legality of an excuse and to request further documentation for any day of absence. If your child has a chronic medical condition that may require absenteeism or tardiness, please contact the school nurse to discuss the appropriate documentation required to be on file.

- **Tardiness to School:**

  Students need to be in their homeroom by the designated starting time, 7:52 a.m. Any student not in their homeroom by 7:52 a.m. will be considered late. If you arrive late, fill out the QR Code on the main door and then enter through the office upon completion. Students who arrive at school between 7:52 a.m. - 11:06 a.m. are recorded as excused or unexcused tardy. Students who arrive at school after 11:06 a.m. are recorded as having a half day of excused or unlawful absence.

  Excuses received from a licensed provider, dentist, or a parent/guardian (in relation to illness or a religious holiday), will be considered as excused tardiness to school. Acceptable forms of tardy excuses are written excuses, online excuses, emails, and faxes. Parents may access the online tardy excuse form located on the CMS website. All other tardies are unexcused. Any tardies in question may be reviewed by an administrator, and further documentation may be required. Additionally, the administration may require a physician's note for chronic excused tardies.

  Students will receive the following disciplinary action for unexcused tardies as indicated below:

5 unexcused tardies	1 Detention, student meeting, & parent letter
10 unexcused tardies	2 Detentions & parent contact
15 unexcused tardies	SAP Referral, Saturday SAC, & parent contact/meeting
16+ unexcused tardies	Consequences to be determined by administration

  In addition, a student's unexcused tardy minutes will be recorded. If the total unexcused tardy minutes is greater than the total minutes in a school day (393 minutes), the student will be charged with an unlawful absence. Although the accumulated number of tardies will remain, the disciplinary action(s), as indicated above, will be reset to zero upon completion of the first semester(marking pd. 1&2).

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- **Missed Homework:**
  Students are responsible for obtaining all missed assignments and completing them within the timeframe established by school policy. Students are encouraged to check their Google Classroom for any assignments or homework due during their time of absence. Failure to do so may result in a grade of zero for the assignment. The number of days for make-up work to be completed will be equal to the number of days of excused absence.

  Students who incur an unlawful absence may complete and submit assignments missed during the absence for partial credit, per the teacher's grading policies. In-class participation activities, presentations, laboratories, and assessments that cannot reasonably be replicated may receive a grade of zero.

  This policy is intended to maintain academic accountability while ensuring students have an opportunity to demonstrate mastery of course content.

  The Principal or designee may make exceptions to this policy in extraordinary circumstances when deemed to be in the best educational interest of the student and school.

- **Classroom Attendance:**
  A student must have the teacher's permission and an appropriate pass to leave a classroom.

- **Perfect Attendance:**
  Perfect attendance is defined as being present in every class period throughout the school year.
  PLEASE NOTE: Excused tardies and/or excused absences count against perfect attendance.

Awards/Recognitions: On an annual basis, the middle school recognizes the following:

- **Academics:**
  - Students are recognized each marking period for attaining Honor Roll, High Honor Roll, or Principal's Award. Eighth graders who made Honor Roll, High Honor Roll, or Principal's Award for their entire time at CMS receive a special gift at the 8th grade celebration. Students may also be recognized in other areas of academics throughout the year.

- **Attendance:**
  - The eighth-grade student with the best attendance over the course of their four (4) years while in attendance at CMS will receive a special gift at the 8th Grade promotion.

- **Roughie of the Month:**
  - Grade level teachers will recognize students who have achieved the following qualifications:
    - homework and projects are completed on time
    - cooperative with teacher
    - works well with other students
    - thoughtful towards others' needs
    - respectful
    - good attendance
    - work to their potential or beyond

* During the school year, students will be selected by their teachers and may be invited to the Catasauqua Area School District board meeting for formal recognition.

Board Policies: The Catasauqua Area School District Board policies can be located on the district's web page or by clicking on the link provided. **CASD Board Policies**

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Bicycles/Skateboards, etc.: Students riding bicycles to school should follow all rules of traffic safety. Additionally, students must **walk** their bike onto and off of school grounds. Students must lock their bicycles to the rack outside the main entrance. **Heelys, skateboards, rollerblades, hoverboards, and scooters are not permitted on school property at any time.**

Bullying/Cyberbullying: The Catasauqua Area School District Board of Education 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, Board Policy #251, adopted December 4, 2008, and revised on June 11, 2024 prohibits all forms of bullying and cyberbullying by district students.

The Board encourages students who have been bullied and students who have witnessed another student being bullied or have reason to believe that another student has been bullied, to promptly report such incidents to the building principal. All district employees who have witnessed a student being bullied or have reason to believe that a student has been bullied shall promptly report such incidents to the building principal. In the absence of the building principal, the reports shall be made to the assistant principal or other person in charge of the building, who shall then forward the reports to the principal as soon as possible and take any actions necessary in the meantime.

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

By law (SC § 1303.1-A**)**, "Bullying" shall mean an intentional electronic, written, verbal, or physical act or series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting or outside the school setting;
3. Is severe, persistent, or pervasive; and
4. Has the effect of doing any of the following;
    - i) Substantially interfering with a student's education;
    - ii) Creating a threatening environment; or
    - iii) Substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any active sponsored, supervised or sanctioned by the school.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: Counseling within the school, parental conference, loss of school privileges, transfer to another school building, classroom, or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, referral to law enforcement officials.

PROCESS FOR REPORTING BULLYING

1.) Students can file a report in the Main Office.
2.) Students will be conferenced by either the school counselor or administration. Further investigation will occur as warranted.
3.) If a student is found guilty of bullying behavior, consequences will be issued according to the Offense.

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Bus Rules & Regulations: The bus driver is in charge of each bus. Students are under the full authority of the school while on the bus; therefore, all school regulations are in force during all bus trips.

Student Conduct and Expectations on Bus Transportation:

- **Assigned Transportation:** Only ride on the assigned bus unless a written request from a parent or guardian is submitted to and approved by the Transportation Department at least three (3) hours prior to the end of the school day.
- **Authorized Stops:** Board and depart the bus exclusively at their assigned pick-up and drop-off locations.
- **Seating Requirements:** Remain seated until the bus has reached its destination and come to a complete stop.
- **Assigned Seating:** Sit in assigned seats whenever the bus driver determines it is necessary.
- **Positioning:** Face forward at all times while the vehicle is in motion.
- **Driver Concentration:** Refrain from unnecessary conversation with the driver to prevent distraction.
- **Noise Level:** Speak only in a low, conversational tone with seatmates; shouting or calling to individuals in other sections of the bus is prohibited.
- **Appropriate Language:** Use civil and respectful language at all times; obscene or vulgar language is strictly prohibited.
- **Substance Prohibition:** Refrain from smoking, vaping, or using tobacco products on the bus. Violators will be subject to fines and disciplinary action.
- **Vehicle Cleanliness:** Maintain a clean environment and keep the bus free from litter at all times.
- **Respect for Staff:** Follow all instructions given by the driver or aide promptly and respectfully.
- **Physical Conduct:** Refrain from fighting, pushing, shoving, hitting, or engaging in physical altercations.
- **Food and Drink Policy:** Refrain from eating or drinking while on school vehicles.
- **Seat Belts:** Wear seat belts at all times when the vehicle is equipped with them.
- **Bus Stop Conduct:** Respect private property and behave responsibly while waiting at bus stops.
- **Property Damage:** Refrain from defacing or damaging the bus. Any student who willfully damages a vehicle will be held financially responsible for repairs and subject to administrative/legal action.
- **Prohibited Items:** Do not transport animals on school vehicles.
- **Electronic Devices:** Use electronic devices only with the driver's permission. Headphones or earbuds must be worn when listening to audio. (school specific)
- **Surveillance Notice:** Understand that video and audio recording devices are active on school vehicles for safety and security.
- **Personal Belongings:** Keep all personal items safely stowed inside a backpack or bag while on board.
- **Disciplinary Consequences:** Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges upon Administration's discretion.

Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges upon Administration's discretion.

Catasauqua Area School District buses are equipped with a Video/Audio Monitoring System.

NOTICE TO PARENTS – SCHOOL BUS ACCIDENTS

The purpose of this notice is to inform you of insurance regulations and procedures in the event that your child or children are involved in a school bus accident. In the Commonwealth of Pennsylvania, insurance

regulations are established under no fault provisions. Therefore, in the event of an accident you will be required to contact your individual automobile insurance agent or carrier and submit a claim. This will include accidents in which the school bus and another vehicle are involved or just the school bus itself is involved. There are no options to file a claim directly with the Catasauqua Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim that you submit. If you have questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your insurance carrier.

Please see Appendix D for additional bus information provided by the transportation department.

Cafeteria: Lunch will be free for all students during the 2026-2027 school year.

- **Services:**
  The following paragraph is Not Applicable for the 2026-2027 school year, breakfast and lunch are free for all students: Students may purchase a standard lunch for $2.80, choose items from the a la carte line, or bring their own lunch from home. The cost of milk/beverage is $1.00. The Free or Reduced-Cost Lunch Program is for the standard lunch only. The federal government offers this program for families that meet certain financial requirements. Application forms are available in the main office. The Reduced-Cost Lunch Program is $.40 for qualifying families.

  Breakfast will be free to all students for the 2026-2027 school year. Breakfast will be available Monday through Friday beginning in September. Students can pick up breakfast at their designated location and take it to their homeroom. Students will be able to eat breakfast during homeroom and the morning news show.

- **Procedures:**
  Monitors will be present for every lunch period to assist with and enforce the following procedures:
  1. All students must report immediately to the cafeteria at their scheduled lunch period.
  2. All students must enter the cafeteria in a quiet and orderly fashion.
  3. The a la carte line will only be open for the first 20 minutes of any lunch period.
  4. Students are to use the condiment table when they exit the line **before** taking their trays to their seats.
  5. Students must remain in their seats unless disposing of trash or requesting permission to use the lavatory.
  6. Students are expected to be respectful towards the cafeteria workers and the monitors at all times.
  7. Students must be given permission and/or a pass to leave the cafeteria for any reason.
  8. The following are not allowed in the cafeteria: entering without permission, table hopping or changing seats, throwing anything, creating excessive noise, or soliciting money or food from other students or monitors.
  9. Students are expected to keep their tables and seating area clean.
  10. At the conclusion of their lunch, students will be dismissed by table.
  11. Students must exit the cafeteria in a quiet and orderly manner. Food is not permitted to leave the cafeteria.
  12. Students who fail to comply with the cafeteria rules may be assigned a seat, a lunch detention, or other discipline per the Student Code of Conduct.

CASD Website: The Catasauqua Area School District website provides students, staff, and parents with a calendar of events, district and building level contact information, and links to electronic resources. The opening page provides a weekly calendar of events in all district buildings. Links are also provided to district contacts, school board information, guidance, teacher web pages, food service, and transportation information. The link to electronic resources allows students to access many subscription-based websites for research as well as the online catalog for our libraries. Links are also provided to outside resources, i.e., search tools, the Colonial League, Catasauqua Public Library, etc. **CASD Website**

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Catasauqua Middle School Beliefs:

1. We believe that students, parents, teachers, and the community share the responsibility to educate and empower all students to make intellectually, ethically, socially, and physically acceptable decisions.
2. We believe that in response to an ever-changing society, we must promote life-long learning.
3. We believe excellence in learning is a result of high expectations, a strong work ethic, and a collaborative partnership between home, school, and community.
4. We believe that the middle school must continuously re-examine its purpose, programs, curriculum, and direction to meet the many challenges in society.
5. We believe that the middle school, in developing our students' critical thinking and problem-solving skills as well as their social and emotional maturity, must stringently bridge the foundations laid down in elementary school to the demands and decisions our students will face in high school and beyond.
6. We believe in the importance of developing stable, close, and mutually respectful relationships between students, staff, and parents to foster an understanding of and an appreciation for diversity in the learning environment.
7. We believe that providing a safe, supportive, and structured environment will encourage our students to become positive contributing members of our society.

Cheating/Plagiarism: Students are expected to do their own work. Cheating or plagiarizing will result in a grade of Zero for the test or assignment and a day of ISS for a student's first offense. Further disciplinary actions will be taken for repeated occurrences.

Class Groupings: Students may be grouped heterogeneously for language arts, science, and social studies. In some cases, students may be grouped by ability. Students will be assigned to these classes based upon the student's individual achievement and the recommendations of their teachers, the school counselors, and the school administration. Any questions regarding class placement should be directed to the school counselor.

Clubs: Students will have the opportunity to explore their areas of special interest as they participate in a wide range of activities one day a month during the activity period.

Confidential Communications: 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).

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

Confidentiality: The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. It is the intent of this district to protect the right of each of its students against an unwarranted invasion of privacy in the area of student records. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

The Catasauqua Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional students. This policy has been prepared to ensure the privacy rights of both parents and the exceptional student in the security, collection, maintenance, release, and destruction of student school records.

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CMS 1:1 iPad Initiative: All CMS students will be issued an iPad to use as an educational tool throughout the school year. iPad Care and Procedures:

- Students will be issued their iPad on the first day of school during homeroom.
- A $10 technology fee will be collected at the beginning of the school year. This fee will lower the replacement costs of items per the warranty through Apple. Replacement costs for the 2026-2027 school year, per Apple Inc., are:

$10 Tech Fee Paid Replacement Costs	**$10 Tech Fee Not Paid Replacement Costs**
iPad (if stolen or deemed a complete loss)- $274	iPad (if stolen or deemed a complete loss)- $365
Screen replacement- broken, bent iPad- $32	Screen replacement- broken, bent iPad- $49
STM Dux Case- $26	STM Dux Case- $41
Replacement due to repair- Certified Apple Power Adapter and Cable- $28; **Missing**- Certified Apple Power Adapter and Cable - $38	**Replacement due to repair-** Certified Apple Power Adapter and Cable- $38 **Missing**- Certified Apple Power Adapter and Cable- $38
Replacement due to repair- Certified iPad Power Adapter - $9 **Missing** - Certified Apple iPad Power Adapter - $19	**Replacement due to repair-** Certified iPad Power Adapter - $13 **Missing** - Certified Apple iPad Power Adapter - $19
Replacement due to repair - Certified Apple iPad Charger Cable- $9 **Missing** - Certified Apple iPad Charger Cable - $19	**Replacement due to repair-**Certified Apple iPad Charger Cable- $19 **Missing** - Certified Apple iPad Charger Cable - $19
Carrying Bag/Case - $25	Carrying Bag/Case - $25

- Students and parents are required to acknowledge that they have read and understand the CASD iPad Use Agreement provided by the technology department. This agreement can be accessed on our website, **CMS Website,** or by accessing this link**: CASD Student iPad Use Agreement**
- Students are to take their iPads home with them each night.
- Students are expected to charge their iPad at home each night.
- The iPad should remain in the school-issued iPad case and school-issued iPad carrying bag.
- Students are only permitted to install software as authorized by the district. Students who attempt to install unauthorized software on their computers are subject to disciplinary actions.
- A limited number of loaner iPads will be available in the library for students in the event they are needed. All loaner iPads must be returned to the library prior to dismissal.
- If the student's iPad is not functioning correctly or is damaged, the student must bring their iPad to the designated staff member in the library, who will contact the district technology coordinator.
- If an iPad is missing, lost, or stolen, the student must notify their teacher and building administration immediately.

Dances: Middle School dances are sponsored by the CMS-PTF and are open to CMS students only.

- Student IDs are required for admittance.
- Middle school dances will be held from 6:30 p.m. – 8:30 p.m.
- Parents are responsible for picking up their children in a timely manner.
- Students will abide by all CMS rules and standards of conduct while attending dances.
- The dress code will be in effect and enforced.
- Students must be in attendance at school on the day of the school dance in order to attend.
- Students who receive an in-school or out-of-school suspension one month prior to a scheduled dance will not be permitted to attend that scheduled dance.

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Daily Schedule: Catasauqua Middle School doors open for all students at 7:45 a.m. Students should immediately exit the building, through the main doors, at their designated dismissal time unless involved in after-school activities or functions.

Destruction of Property: Students should attempt to keep the campus, buildings, and furnishings clean at all times. Students who are apprehended for defacing the building, grounds, or equipment or willfully destroying school property or the property of school district employees in any way shall be immediately suspended from school for a period of up to 10 days. At the end of the suspension period, the student, parents, and/or guardians will receive a bill for all damages. The student may be required to clean up and/or help repair all damages caused by his/her action. In extreme or repeated cases, a request for a hearing before the school board that may result in expulsion and/or referral to law enforcement authorities may be initiated.

Direct Threat: The term direct threat means a significant risk or potential significant risk to cause substantial harm to self or others. Please refer to discipline for administrative disciplinary response to a direct threat.

Disciplinary Hearings: Education is a statutory right, and students must be afforded all appropriate elements of 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, which is a fundamental element of due process.

- **In-School Suspension (ISS):**
    - During an in-school suspension, school authorities must arrange for the continuation of the child's education.
    - BEFORE an in-school suspension is imposed, the student must be informed of the reasons and be given an opportunity to explain.
    - WHEN an in-school suspension exceeds ten consecutive school days, the parent and student must be offered an INFORMAL HEARING with the principal prior to the eleventh school day.

- **Out of School Suspensions (OSS) of 3 Days or Less:**
    - Unless an emergency situation exists before a suspension can take place, a student must receive notice of the suspension, including the reason for the suspension, and be afforded the opportunity to respond. Parents/guardians will receive verbal notification of the suspension prior to the implementation of the suspension. The student and parents must receive written notice of the reason(s) and consequence(s) for the suspension. Students suspended from school 1-3 days will have 2 days, regardless of the length of suspension, to complete all work assignments. All assignments are expected to be submitted on the third day from the return of suspension. Incomplete or un-submitted work will be graded accordingly.

- **Out of School Suspensions (OSS) of 4 to 10 Days:**
    - Unless an emergency situation exists, before a suspension can take place, a student must receive notice of the suspension, including the reason for the suspension, and be afforded the opportunity to respond. Parents/guardians will receive verbal notification of the suspension prior to the implementation of the suspension. The student and parents must receive written notice of the reason(s) and consequence(s) for the suspension. Students suspended from school 4-10 days will have 3 days, regardless of the length of suspension, to complete all work assignments. All assignments are expected to be submitted on the fourth day from the return of suspension. Incomplete or un-submitted work will be graded accordingly.
    - School authorities must also offer to hold an *informal hearing* within the first five days of the suspension to discuss the situation and allow the student to show why the suspension should not take place. At the informal hearing, the student has the right to question any witnesses present at the hearing and the right to speak and produce witnesses.
    - Unless the school authorities offer to hold the informal hearing within the first five days

of the suspension, the student has the right to return to school on the sixth day.
    - If a student is suspended, he/she must be given the opportunity to make up any work missed while on suspension.

- **Expulsion (Exclusions for More than 10 Days):** Prior to an expulsion, parents must receive by certified mail written notification of the proposed expulsion and the reasons for it. Unless it is determined at the *informal hearing* that an emergency exists, the student has a right to return to his or her normal class until a *formal hearing* is held, usually within the first ten days of the exclusion. Regarding the *formal hearing*, the student and the parents have the following rights:
    - **THE RIGHT** to have the case heard by the School Board or a Board Committee and to have the decision made by a majority vote of the entire Board
    - **THE RIGHT** to have sufficient notice of the time and place of the hearing
    - **THE RIGHT** to have the hearing held in private or in public (The hearing will be private unless the parent requests that it be public.)
    - **THE RIGHT** to be represented by counsel
    - **THE RIGHT** to be presented with the names of any witnesses and copies of the witnesses' statements or affidavits
    - **THE RIGHT** to request the attendance of witnesses who have made formal statements against the student and to question such witnesses
    - **THE RIGHT** to testify and to present witnesses
    - **THE RIGHT** to have a record of the hearing kept, and to obtain, at the student's or parents' own expense, a copy of that record
    - **THE RIGHT** to appeal an adverse decision to court within a certain time period
    - If the student is under the age of 17, he/she must be provided an education, even if expelled from school. Parents have the duty to make reasonable efforts to find another educational placement for the student. If they cannot do so within 30 days, they must let the school authorities know in writing. School authorities then have the duty to make some arrangements to ensure that the student's education continues.

Discipline:

- **CMS Discipline Code Belief Statement:** We believe that it is vital for all students, parents, teachers, and staff to create and maintain a safe environment of respect and responsibility for themselves, one another, their school, and the Catasauqua community. Students, teachers, and administrators share the responsibility of fostering opportunities for students to learn and teachers to teach with the purpose of having all students reach success.
- **Discipline Code:** All Catasauqua Middle School students are expected to behave appropriately on the way to school, during the school day, and on the way home from school. Disruptive students interfere with the educational process. Teaching staff members to enforce their own rules and consequences regarding proper conduct in their classrooms. However, should a student fail to respond to a teaching staff member's disciplinary techniques, the district's four-level Disciplinary Structure Chart details procedures that will be implemented to discourage the continued occurrence of inappropriate behavior.

  In the case of frequent or extreme misbehavior, the student may be sent home immediately. This ensures that the educational process continues uninterrupted for the other students in the class. The student will be allowed to return to school when he/she is ready to obey the rules of conduct. The administrators will not hesitate to have a disruptive student cited for disorderly conduct if such action is warranted.

- **Disciplinary Structure:** If a school discipline code is to be effective in reducing discipline problems, it must make clear to students and parents what the school considers to be unacceptable behavior. It should then place these student misbehaviors into categories from minor to major. The code should link these misbehaviors or infractions to appropriate

disciplinary consequences. By doing this, the school tries to ensure that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.
In accordance with the above, disciplinary infractions are categorized into four levels (Grade Level, Team/Teacher Level, and Administrative Levels I, II, and III). In each level, a sample group of misbehaviors is listed, along with a range of progressive disciplinary responses. All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, and from the time of departure for school until arrival at home, including school activities on weekends and/or evenings.

- **Misconduct and Consequences:** The following pages present the four-level Disciplinary Structure for the middle school designating student misconduct and consequences (administrative responses). Extenuating circumstances and/or repetition of the same or a similar infraction impact on the severity of the consequences.

***IMPORTANT NOTE: THE DISCIPLINARY RESPONSES TO ALL INCIDENTS/INFRACTIONS COULD BE INCREASED AND/OR CHANGED, AT THE DISCRETION OF THE ADMINISTRATION**

Grade Level Team/Teacher Level: We believe discipline issues should be handled at the grade level team/teacher level whenever possible. The team/teacher is an important part of this process. The team/teacher could use any of the following options when dealing with classroom management: phone calls to parents, emails to parents, parent conferences, counselor involvement, lunch detention, after-school detention, and action plans. Persistent team/teacher-level offenses will be discussed with the Assistant Principal, and a joint decision will be made to handle the situation. If a Level I referral is written, the parent/guardian will receive written notification of the offense. Examples of team/teacher level occurrences include but are not limited to, the following:

Examples of Occurrences	1st – 3rd Occurrences
Boisterous Behavior	Grade Level Team/Teacher Action
Excessive Talking	Grade Level Team/Teacher Action
Failure to Return School Forms (report card envelopes, emergency contact, guidance, etc.) within the required number of days.	Grade Level Team/Teacher Action
Gum Chewing	Grade Level Team/Teacher Action
Horseplay/Fooling Around	Grade Level Team/Teacher Action
Minor Insubordination	Grade Level Team/Teacher Action
Littering	Grade Level Team/Teacher Action
Loitering	Grade Level Team/Teacher Action
Lying	Grade Level Team/Teacher Action
Minor Disruption/Behavior	Grade Level Team/Teacher Action
Minor Disrespect	Grade Level Team/Teacher Action
Minor Misconduct/Inappropriate Behavior	Grade Level Team/Teacher Action
Non-Completion of a Disciplinary Assignment	Grade Level Team/Teacher Action
Non-Completion of Classwork/Homework Assignment	Grade Level Team/Teacher Action
Non-Compliance of Directions	Grade Level Team/Teacher Action
Passive Insubordination (Non-Confrontational)	Grade Level Team/Teacher Action
Pass Violation	Grade Level Team/Teacher Action

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Possession of Food/Drink; Eating at Unauthorized Times or Places	Grade Level Team/Teacher Action
Running (Classroom/Hallway)	Grade Level Team/Teacher Action
Tardiness to Class (up to 10 minutes); after 10 minutes is considered class cutting (See Administrative Level I.)	Grade Level Team/Teacher Action
Throwing Objects (Food, Paper, Rubber Bands, Coins, etc.)	Grade Level Team/Teacher Action
Unprepared for Class	Grade Level Team/Teacher Action
Inappropriate student-to-student interactions	Grade Level Team/Teacher Action

Administrative Level I: Level I infractions are those that disrupt the learning environment as a result of their seriousness or are chronic misbehaviors unchanged by previous teacher intervention or consequences. The teacher/faculty member contacts parent(s)/guardian if an infraction took place in the classroom. The student is referred to the administration for appropriate disciplinary action. The administrator meets with the student and teacher and contacts parent(s)/guardian(s). The teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In certain circumstances, school officials may contact law enforcement agencies. In addition, students may lose privileges such as but not limited to school dances, assemblies, fun days, picnics, and non-academic field trips. **The disciplinary responses to all incidents/infractions could be increased and/or changed at the discretion of the administration.**

Examples of Occurrences	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
Bus Violation	Detention(s) or Saturday SAC	Detention(s) or Saturday SAC	1-3 Days ISS or OSS; suspension of bus; parent conference	4-10 Days ISS or OSS; suspension of bus; parent conference
Cafeteria Misconduct	Detention(s) or Saturday SAC	Saturday SAC, parent conference	1-3 Days ISS; Temporary Alternative Eating Location to be Assigned	4-10 Days ISS or OSS; Permanent Alternative Eating Location to be Assigned
Cheating, plagiarism, and other serious acts of dishonesty	1 Day ISS, counselor contact, a grade of "0" for the test or assignment	2 Days ISS, parent conference, counselor contact, a grade of "0" for the test or assignment	1-3 Days ISS or OSS, counselor contact, a grade of "0" for the test or assignment	4-10 Days ISS or OSS, counselor contact, a grade of "0" for the test or assignment
Class cutting	Detention(s)	1 Saturday SAC, counselor contact	1-3 Days ISS	4-10 Days OSS
Defiance; Disrespect; Insubordination	Detention(s) or Saturday SAC	Detention(s) or Saturday SAC	1-3 Days ISS or OSS; parent conference	4-10 Days ISS or OSS
Detention Cutting	Make up detention and 1 additional detention	Make up detention and 1 Saturday SAC	Make up detention and 2 Saturday SACs	Make up detention and 1-3 Days ISS or OSS
Disruption	Detention(s) or Saturday SAC	Detention(s) or Saturday SAC	1-3 Days ISS or OSS; parent conference	4-10 Days ISS or OSS
Dress code *see page 30 for full dress code policy and consequences	Warning and return to class when properly attired	Detention and return to class when properly attired; phone call to parent	Saturday SAC and return to class when properly attired; phone call to parent	1 Day ISS and return to class when properly attired; phone call to parent

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Forgery	1 Day ISS	2 Days ISS, counselor contact	1-3 Days ISS or OSS	4-10 Days ISS or OSS
Habitual and continual misbehavior unchanged by teacher action	Administrative/Teacher Discretion	Administrative/Teacher Discretion	Administrative/Teacher Discretion	Administrative/Teacher Discretion
Habitual and Continual Misbehavior Exceeding the Fourth Occurrence	4-10 Days of ISS or OSS	4-10 Days of ISS or OSS	4-10 Days of ISS or OSS	4-10 Days of ISS or OSS
Inappropriate Language/Gestures	Detention(s) or Saturday SAC	Saturday SAC or 1-2 Days ISS, counselor contact	2-3 Days ISS or OSS	4-10 Days ISS or OSS
Leaving the Building Without Permission	1 Day ISS, parent contact, police contact	2 Days ISS, counselor contact, parent contact, police contact	3-5 Days of ISS, parent contact, police contact	1-3 Days OSS, parent contact, police contact
Misconduct/In-appropriate Behavior	Detention(s) or Saturday SAC	Detention(s) or Saturday SAC	1-3 Days ISS or OSS	4-10 Days ISS or OSS
Misuse of Personal Communication Devices/Electronic Devices	Warning, student conference, confiscation of the device and returned to the student.	Detention, student conference, confiscation of the device, and returned to the parent/guardian.	Saturday SAC, student conference, confiscation of the device, and returned to the parent/guardian.	Two Detentions & Saturday SAC, student and parent conference, confiscation of the device to be returned to parent/guardian.
Possession of Lighters/Matches	2 Days of Detention	1-2 Days ISS	3-5 Days ISS	4-10 Days ISS or OSS
Saturday SAC Cutting	Make up Saturday SAC and 1 additional Saturday SAC	Make up Saturday SAC and 1-3 Days ISS	Make up Saturday SAC and 3-5 Days ISS	Make up Saturday SAC and 4-10 Days ISS or OSS
Stealing/Theft	1 Day ISS	2 Days ISS, counselor contact	1-3 Days ISS or OSS, counselor contact	4-10 Days ISS or OSS, counselor contact
Teasing/Taunting	Detention(s) or Saturday SAC	Saturday SAC or 1-2 Days ISS, counselor contact, parent conference	2-3 Days ISS or OSS, possible citation, referral team	4-10 Days ISS or OSS, possible citation
Unassigned Area	Warning or Detention(s)	Detention(s) or Saturday SAC	1-3 Days ISS, parent contact	1-3 Days ISS, parent contact
Verbal Altercation	Detention(s) or Saturday SAC	Detention(s) or Saturday SAC	1-3 Days ISS or OSS	4-10 Days ISS or OSS
Violation of Detention Rules	Make up detention and Saturday SAC	Make-up detention; additional detention, and Saturday SAC	Make up Detention and 1-3 Days ISS	Make up Detention and 4-10 Days ISS or OSS
Violation of Saturday SAC Rules	Make-up Saturday SAC and 3 Days of ISS	Make-up Saturday SAC and 4-10 Days of ISS/OSS	Make-up Saturday SAC and 4-10 Days of ISS/OSS	Make-up Saturday SAC and 4-10 Days of ISS/OSS
Violation of ISS Rules	Make up ISS. and 1-3 Days of ISS or OSS	Make up ISS and 4-10 Days ISS or OSS	Make up ISS and 4-10 Days ISS or OSS	Make up ISS and 4-10 Days ISS or OSS

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Administrative Level II: The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence. The administrator meets with the student and communicates with the parent(s)/guardian about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. Restitution for property and damages may be required. School officials contact law enforcement agencies. **The disciplinary responses to all incidents/infractions could be increased and/or changed at the discretion of the administration.**

Examples of Occurrences	**Action**
Obscene Language/Gestures	3-10 Days OSS, parent contact, police contact
Indirect Threat	3-10 Days OSS, parent contact, police contact
Vandalism	3-10 Days OSS, parent contact, police contact
Distribution/Possession/Use of Tobacco Products	3-10 Days OSS, parent contact, citation issued
Electronic Cigarettes/Hookah Pens/Vaping Devices/Look-Alike Tobacco Products	3-10 Days OSS, parent contact, possible citation Issued
Minor Altercation	3-10 Days OSS, parent contact, police contact
Discrimination/Harassment	3-10 Days OSS, parent contact, police contact
Disorderly Conduct	3-10 Days OSS, parent contact, police contact
Fighting/Physical Aggression	3-10 Days OSS, parent contact, police contact
Bullying	3-10 Days OSS, parent contact, police contact
Gang Activity	3-10 Days OSS, parent contact, police contact, refer to superintendent, depending on severity, possible level III

Administrative Level III: Students who continue to commit Level I or Level II infractions will progress to Administrative Level III. In addition, Level III infractions are acts which result in violence to another's property or to another person and which pose a direct threat to the safety of others in the school. The administrator verifies the offenses, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment and issued a 10 day out-of-school suspension by the administration. Parents are notified. School officials contact law enforcement agencies and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent for board action. **The disciplinary responses to all incidents/infractions could be increased and/or changed at the discretion of the administration.**

Examples of Occurrences	**Action**
Arson	Refer to superintendent*
Assault/Battery	Refer to superintendent*
Bomb Threat/False Fire Alarm	Refer to superintendent*
Direct Threat	Refer to superintendent*

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Distribution/Possession/Use of Drugs, Alcohol, or Related Paraphernalia	Refer to superintendent*
Possession/Use/Transfer of Dangerous Weapons	Refer to superintendent*
Theft/Possession/Sale of Stolen Property	Refer to superintendent*
Unauthorized Video/Audio Taping	Refer to superintendent*
Unmodified Level I or II misconduct Excess of 10 in-school suspensions	Refer to superintendent*

*Principal's judgment, consultation with superintendent, and/or direct intervention by superintendent.

Disorderly Conduct: A student is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: 1) Engages in fighting or threatening, or in violent or tumultuous behavior; 2) Makes unreasonable noise; 3) Uses obscene language, or makes an obscene gesture; or 4) Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor. (See fighting / physical aggression).

Disrespect: Unjustifiable and knowing refusal to comply with reasonable school rules or with reasonable instructions of school authorities. This could include but is not limited to, any act that intentionally disrupts the orderly conduct of a school function or any behavior that substantially disrupts the orderly learning environment. Socially unacceptable words or actions directed toward another individual(s) (to include mumbling remarks under a student's breath).

Dress Code: The Catasauqua Area School District believes the manner in which a student dresses is one of many factors for establishing an environment conducive to student learning and behavior. Our objective is for students to develop an understanding of the importance of appropriate attire for school and the professional environment. The school has an obligation to establish proper standards for appropriate attire among students. Under State guidelines, schools have the right and responsibility to take action against improper dress, which is a disruption or distraction to the educational environment, is a health or safety hazard, is obviously and blatantly indecent, displays students in a socially unacceptable manner, or is damaging to the school.

Ultimately, the school-established standards for appropriate student attire and personal grooming are the responsibility of each student and his or her parents/guardians. We require compliance with the following expectations for student-appropriate school attire. Students failing to comply will not be permitted to attend classes until a parent or guardian has reported to the middle school and provided their child with clothing that meets the established policy.
Violations of Dress Code:

- **Dress Code:**
  - Clothing and accessories promoting, advertising, or displaying alcohol, tobacco, illegal substances, weapons, and anything obscene, immoral or sexually suggestive is not permitted.
  - Excessive costume style make-up will not be permitted. Administration reserves the right to ask students to remove any make-up deemed to be excessive.

- **Bottoms:**
  - All pants, capris, shorts, and skirts must be worn on or just below the natural waistline. No wording across the backside.
  - Shorts, dresses, and skirts that easily reveal undergarments or buttocks.
  - Holes, cuts, tears, rips, sheer, see-through, mesh or lace materials that easily reveal undergarments, pockets, or buttocks.

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- Underwear should not be visible while sitting or standing.
- Anything with sharp edges or spikes is not permitted.

- **Tops:**
  - Tops or base-layers need to cover the entire chest/cleavage area, including all sides immediately below the underarms.
  - Halter tops or strapless tops are not permitted.
  - Midriff, back below the shoulder blades, bra straps, and sports bras must be completely covered.
- **Footwear and Accessories:**
  - Footwear must be worn at all times. Bedroom slippers*, cleats, spikes, high-heeled and platform shoes are not permitted.
  - Head coverings including hoods, bandanas, sweatbands, and hats are not permitted, except by permission for religious or medical reasons.
  - Winter coats, heavy jackets, gloves, hats, and sunglasses should be kept in lockers and should not be worn in the building.
  - Hazardous items such as a wrist, ankle, or neck band with spikes or sharp edges, heavy or thick neck chains, and waist or wallet chains are not permitted.
  - The use and visibility of headphones/earbuds are restricted during the school day, unless under the direction/supervision of a staff member.

  * Exceptions may be made for special events throughout the school year.

- **Consequences for Dress Code Violations:** Students will not be admitted to class until the student is properly attired or a parent or guardian has reported to the middle school and has provided their child with clothing that meets the established policy. Any missed assignments are the responsibility of the student to complete.
  - **1st Offense:** Warning and return to class when properly attired.
  - **2nd Offense:** After school detention and return to class when properly attired.
  - **3rd Offense:** Saturday detention and return to class when properly attired.
  - **4th Offense:** 1 day of ISS and return to class when properly attired.
  - **5th & Subsequent Offenses:** 1 day of out of school suspension.

Drop Off and Pick Up Locations: Parents/guardians transporting students to and from Catasauqua Middle School should be aware that Fairview Street and Pine Street are the entrances for drop-off and pick-up locations. Pine Street is a one-way street under the bridge towards Fairview Street. Please follow traffic signs and drop off or pick up students at the main entrance of the building. This will assist in the safety of all students.**CMS Arrival Map** **CMS Dismissal Map**

To pick-up a child during the school day, a parent must report to the main entrance, complete the QR Code, **show proper identification** to sign the child out of school. If a child is returning from an appointment during the school day, the parent must sign the child back into school by completing the QR Code and presenting verification of the child's appointment to the main office secretary.

Drug & Alcohol Policy: The Catasauqua Area School District Board of Education, administration, and staff believe in the individual value and potential of each member of the school community. We recognize that chemical abuse and dependency impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district goals. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. It is also our belief that chemical dependency is a treatable illness.

The Catasauqua Area School District has as its purpose the education of the students within the district according to the standards set down by the Commonwealth of Pennsylvania. Our primary concern is for the well-being of the students; however, we also have a responsibility to comply with state law. Therefore,

our policy is one of extending student assistance services to students while complying with the state laws for the protection of all students and staff.

- Any student apprehended for selling or transmitting a controlled substance to any other student in the Catasauqua Area School District shall be immediately suspended. The parents will be notified, and a recommendation will be made to the superintendent to convene a formal hearing with the Board of Education or a committee so designated of the Board members for the purpose of hearing a student disciplinary matter. A result of this formal hearing may be permanent expulsion from the Catasauqua Area School District.
- All incidents will be reported to the appropriate civil authorities and full prosecution by the school district will follow as permitted by law.
- Those students expelled for dealing in the trafficking of a controlled substance will be reconsidered for admission based upon the decision of the Board of Education.

For the purpose of this policy, the following definitions shall apply.

1. *Assessment* – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency or at the school.
2. *Confiscation* – The seizure of any drug/alcohol or mood altering substance by school employees.
3. *Cooperative Behavior* – 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 staff and school personnel.
4. *Distributing* – Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another to aid therein.
5. *Drug/Alcohol and Mood-Altering Substance* - Any alcohol or malt beverage and drug listed in the Controlled Substance Drug, Device, and Cosmetic Act (1972 P.L. 233, No. 64), or the Comprehensive Drug Abuse Prevention and Control Act (P.L. 91-513), or PA Drug Device and Cosmetic Act (Act 1971), as a controlled substance, abused chemical substance, or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, "look alike" substances, any other health-endangering compound, and any capsule or pill not registered with the school nurse, annotated within the student's health record, and then given in accordance with the school district's policy for the administration of medication to students in school. This includes "over the counter" medication such as Tylenol, Midol, vitamins, cough syrup, etc.
6. *Drug Paraphernalia* – Any utensil or item that, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
7. *Possession* – The act of holding on one's person or among one's possessions or having under one's control (without any attempt to distribute) alcohol, drugs, or mood-altering substances, as defined by this policy.
8. *School Property* – Buildings, facilities, and grounds on the school campus; any facility used for a school function; school bus stop; school parking area; and routes traveled to and from school by any means.
9. *SAP Team* – A multi-disciplinary team (MDT) composed of school personnel (teachers, administrators, nurse, and counselors), which is trained to understand and work on the issues of adolescent chemical use/abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services.
10. *Uncooperative Behavior* – Resistance or refusal, whether verbal, physical, or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device, and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania will notify the proper school personnel as designated by the building principal.

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Student assistance services of the middle school shall be provided through a process established by the building principal.

DRUG AND ALCOHOL POLICY SHEET

Levels and Situations	Immediate Action	Investigation	Notification of Parents/Guardians
A student is referred to SAP by a student, family member, or member of the community. It may or may not be a substance use concern.	SAP reviews referral for appropriate actions.	As deemed appropriate by SAP	Notification of SAP concerns, if warranted
A student contacts a staff member about personal substance use and asks for help.	The student is informed of services available. Refer to SAP for assistance.	Locker/personal search if reasonable suspicion.	Notification of SAP concerns, if warranted
A student has a medical emergency that may be related to substance use or the student is suspected of being under the influence of alcohol, other mood altering substance, or health-endangering compounds.	All standard health and emergency procedures will be followed. Treat as a medical emergency if warranted. Parent expense if transported to a medical facility. A signed release for discovered medical information pertinent to the incident is to be requested. Refer to SAP/guidance.	The student, his/her locker, desk, and other possessions will be searched by an administrator or designee. An administrator or designee will investigate the incident.	Yes
A student possesses or uses a prescription or patent medication, nutritional supplement, or vitamins at school or any other school-sponsored activity on or off of the school property without completing the "Authorization for Medication During School Hours" form and filing the form with the school nurse.	Staff member may and administrator, designee, or police may confiscate substance. Treat as medical emergency if warranted. Parent expense if transported to a medical facility. A signed release for discovered medical information pertinent to the incident is to be requested.	The student, his/her locker, desk, and other possessions may be searched by an administrator or designee. An administrator or designee may investigate the incident.	Yes
A student possesses, uses, or is under the influence of alcohol, mood-altering substance, health endangering compound, or "look-alike" substance or in possession of suspected paraphernalia at school or any other school-sponsored	Staff member may and administrators, designee, or police will confiscate chemical(s), substance(s), and/or paraphernalia. Treat as medical emergency if warranted. Parent expense if transported to a medical facility. A signed release for discovered medical	The student, his/her locker, desk, and other possessions will be searched by an administrator or designee. An administrator or designee will investigate the incident.	Yes

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activity on and/or off school property.	information pertinent to the incident is to be requested. Refer to SAP.		
A student distributes alcohol, prescription or patent medication, other mood altering substance, nutritional supplements, vitamins, health-endangering compounds, or look-alike substance in school or at any school-sponsored activity on and/or off school property.	Staff member may and administrator, designee, or police will confiscate chemical(s), substance(s), and/or paraphernalia. Treat as medical emergency if warranted. Parent expense if transported to a medical facility. A signed release for discovered medical information pertinent to the incident is to be requested. Refer to SAP.	The student, his/her locker, desk, and other possessions will be searched by an administrator or designee. An administrator or designee will investigate the incident.	Yes

DRUG AND ALCOHOL POLICY SHEET

Notification of Police	Disposition of Substance	Student Support Strategies	Disciplinary Actions
Not applicable	Not applicable	If appropriate, implement SAP support strategies.	Not applicable
Not applicable	Not applicable	If appropriate, implement SAP support strategies.	Not applicable
Yes. If reasonable suspicion of substance abuse.	If a substance is confiscated, provide to medical staff and police for analysis to aid in identification and request a written report. A signed release for discovered information pertinent to the incident is to be requested.	If appropriate, implement SAP support strategies.	Discipline actions will be determined by results of the administrative, medical, and/or police investigation. If determined to be related to substance abuse, the student is subject to suspension out of school. Required assessment by licensed D&A agency before readmission to school. Completion of treatment program through therapeutic discharge as determined by treatment professionals. Failure to comply results in pre-expulsion hearing with superintendent or designee.
Not applicable	If a substance is confiscated, provide to medical staff and police for analysis to aid in identification and treatment. A signed release for discovered information pertinent to the incident is	If appropriate, implement SAP support strategies.	Discipline actions will be determined by results of administrative, medical, and/or police investigation. If determined to be related to substance abuse, the student is subject to suspension out of school.

	to be requested. Request a written report.		
Yes. An attempt will be made to provide the opportunity for parents to be present if police are involved.	If a substance is confiscated, provide to medical staff and police for analysis to aid in identification and treatment. A signed release for discovered information pertinent to the incident is to be requested. Request a written report.	Implement SAP support strategies.	Informal hearing, suspension from school, required assessment by licensed D&A agency before readmission to school. Completion of treatment program through therapeutic discharge as determined by treatment professional. Bd. of Ed. or designee may conduct a formal hearing to determine possible expulsion, need for legal action or prosecution, and other conditions to return. Repeat offenses: OSS reassessment, compliance, and possible expulsion.
Yes. An opportunity will be provided for the parents to be present if police are involved.	If a substance is confiscated, provide to medical staff and police for analysis to aid in identification and treatment. A signed release for discovered information pertinent to the incident is to be requested. Request a written report.	Implement SAP support strategies.	Informal hearing. Suspension out-of-school for 10 days. Referral to the Board of Education for expulsion hearing. Required assessment by licensed D&A agency. Completion of treatment program through therapeutic discharge determined by treatment professional.

Drug Awareness: The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the school strives to prevent drug abuse. The School Board prohibits the use, possession, or distribution of any drug during school hours, on school property, and at any school-sponsored event.

Educational Records & Law Enforcement: 24 P.S., 13-1317.2 states the following: "A student's Parental Registration Statement, disciplinary record, and Individual Incident Records shall be available for inspection to the student and his parents, guardians, or other persons having control or charge of the student, school officials, and to state and local law enforcement officials provided by law. Permission of parents or guardians is not required for transfer of the student disciplinary record to another school entity in which a student seeks enrollment or is enrolled. A school must transmit a certified copy of a student's disciplinary record to the school entity to which the student has transferred within ten (10) days from receipt of such a request to supply it.

Electronic Cigarettes, Hookah Pens, Vaping Devices, & Look-Alike Tobacco Products: Electronic cigarettes or "e-cigarettes," "hookah pens", vaping devices and or battery-operated devices that allow the user to inhale a vapor produced from cartridges filled with nicotine, flavor and other chemicals as an alternative to traditional cigarettes and tobacco cessation tools will be strictly prohibited. Additionally, any look-alike tobacco products are also strictly prohibited. Please see page 23 for consequences.

Please note that all bathrooms are equipped with Vape Sensors that will notify Administration and the SRO immediately when detected. Any student in the bathroom at the time the sensors go off is subjected to a search of person and belongings, as well as discipline as stated under the Student Code Conduct, regardless of whether or not the student is found in possession of a vaping device.

Emergency Procedures:

- **Emergency Evacuation Plan:**
  The Catasauqua Area School District maintains an emergency evacuation plan for all three buildings. This plan provides for evacuation of buildings to designated areas for all students and staff.

- **Severe Weather Alert (Hurricanes, Tornadoes, etc.):**

  1. The signal and instructions, depending on circumstances and conditions, may be given in any of the following ways:
     a. Intercom system
     b. Written notices and email communication to all teachers
     c. Orally to all teachers and students by office staff
  2. Doors and windows are to remain open.
  3. Absolute silence is required so that verbal instructions may be given.
  4. Physical Education classes should report to the locker rooms.
  5. The all-clear sign will be given on the intercom system or by the office staff.

- **Cancellation of School Due to Severe Weather:**
  The Catasauqua Area School District will operate on the regularly scheduled basis, as indicated on the official school calendar, unless unforeseen conditions prevent the safe transportation of students to and from school. If severe weather or other dangerous conditions exist and threaten the safety of students, regularly scheduled classes and other school activities may be started on a delayed basis or canceled. The following are the guidelines for the alterations of the school calendar:

  1. If severe or other dangerous weather or conditions exist, district administration will gather information from PennDOT, state and borough officials, and the district transportation staff.
  2. If the schedule must be altered, notification will be made using the School Messenger system, on the school district website (www.cattysd.org) and through the local media, including radio and television stations. Those to be used include:
     790AM 1320AM
     95FM 96.1FM 100.7 FM 99.9FM 104.1FM
     Television channels: WNEP-16 and WFMZ-69

  3. The options that the administration may utilize are
     a. Two hour delayed start
     b. Cancellation of school (This option may result in the scheduling of a make-up day at a later time to comply with state requirements.)
     c. Virtual Learning Day
     d. Early dismissal from school (This option will only be used in the most extreme circumstances.)
  4. Each school will have procedures in effect for each of these options. These include the rotation of class periods to make up for those deleted.
  5. The district will attempt to utilize a delayed start before a cancellation announcement is made.

  Parents and students should “stay tuned” to radio and television for the announcements. Do not call schools. Parents should have plans to adjust the family schedule or childcare arrangements to handle these potential changes in the school schedule. Non-public schools that utilize Catasauqua Area School District buses will follow the district schedule for transportation purposes.

  All athletics and extracurricular practices, rehearsals, events, and contests are also canceled if school is closed due to inclement weather or other emergency conditions. For prolonged closings

or unusual circumstances, the coach/advisor/athletic director may petition the building administrator to permit a special event or practice to be held. The administrator's decision is final.

- **Fire Drill Plan:**
  Students should be aware of these instructions:
  1. There is **absolutely** no talking during the drill.
  2. During a fire drill there must be quiet and order. The object of the drill is not necessarily to see how quickly the building can be evacuated, but rather how orderly, completely and efficiently. Teachers and pupils should be alert at all times for exits that have been blocked. In such an event, another prescribed exit for a group should be selected.
  3. Teachers will review the Fire Alert plan posted in each classroom.

Expulsion: An exclusion from school in excess of ten days is considered an "expulsion." Students who are under the age of 18 are subject to the compulsory school attendance law even though expelled and must be provided an education.

- The initial responsibility for providing the required education rests with the student's parents or guardians, through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent.
- If the parents or guardians are unable to provide for the required education, they must, within 30 days, submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardians' provision of such education, the district must make some provision for the student's education or proceed under paragraph 3 or do both.
- If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42PA.C.S.§§6301-6308), to ensure that the child will receive a proper education.

Field Trips (School-Sponsored): Trips are designed to enrich student understanding of their culture. Students may decline to attend a trip if it involves an expenditure of money on the student's part or if parents object to their attendance. If a student declines, he/she will report to school as normal and an alternative academic assignment will be given. Parent/Guardian permission must be received in order for your child to attend the scheduled field trip. Permission slips will be provided by your child's teacher in written format and/or via ParentSquare. Students may also not be allowed to attend a non academic trip, or the child's parent/guardian may be asked to chaperone either because of previous behavior on a trip or because of discipline problems. Students who attend trips despite such notice will be subject to disciplinary action. Please refer to CASD's **Field Trips Policy 121** for further information.

Fidget Devices: Fidget spinners, fidget cubes, or related fidget devices will not be permitted within the CMS building. The devices are having a negative effect by distracting other students and interrupting classroom instruction. Students who are not authorized to use fidget devices by a medical physician or school administration will not be permitted to use them during the school day. Please contact your child's school counselor if you feel your child has specific needs that require an aide to help in concentration. If students are caught using a fidget spinner or fidget cube, and are not authorized to be using one, they will be issued a detention and the device will be confiscated until it can be picked up by a parent.

Fighting/Physical Aggression: Physical aggression is prohibited at all times in all Catasauqua Area School District buildings, school vehicles and on school property. Students who engage in physical aggression will be subject to a *minimum* of three (3) days OSS. School authorities have the right to file a citation for summary offenses and responsibility to notify Local Law Enforcement for criminal offenses when the nature of the physical aggression has the potential to result in a charge of; Assault (18 Pa.C.S.

§ Section 2701), Disorderly Conduct (18 Pa.C.S. § Section 5503), Harassment (18 Pa.C.S. § Section 2709), or other appropriate charge or charges with the local magistrate's office (Up to a $300.00 fine), in addition to the imposed school consequences. All students, no matter what the circumstances, shall make every effort to avoid physical aggression. Verbal harassment is not an excuse to initiate physical contact. Instead, students should seek help from the professional staff of the school.

Flag Salute and Pledge of Allegiance: It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- 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.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate and will respectfully remain silent while the pledge is spoken.

Food/Gum/Beverages: Eating snacks or food within the school building is allowed only in the cafeteria or classroom under teacher supervision. Gum chewing is not allowed anywhere in the building.

Due to the implementation of water fountains/refilling stations, reusable water bottles are permitted in classrooms, gymnasium, and the cafeteria. Water bottles are not permitted in the computer labs and auditorium. Students will be permitted to refill their water bottle throughout the day at the discretion of the teacher. The consumption of any other beverages must occur in the cafeteria during lunch.

Please note, water that is sold in plastic bottles (i.e. Deer Park, Aquafina, Poland Springs, etc.) will not be allowed in school due to the distraction it causes with sounds, messes, and spills. This applies to all glass containers as well. All sport water bottles must be semi-clear and labeled with your child's name, must contain water only and must be taken home daily.

Gang Activity: Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

Students shall not engage in any gang activity on or about school grounds, on school buses, or off school grounds at any school activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang and;
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
    a. Soliciting others for membership in any gangs
    b. Requesting any person to pay protection or otherwise intimidating or threatening any person
    c. Committing any other illegal act or other violation of School District policies
    d. Inciting other students to act with physical violence upon any other person.

Hall Behavior: Students should enter and leave the building at their designated locations in a safe and orderly manner. Students should keep to the right when moving through the hallways. There will be no running, pushing, shouting, or loitering in the hallways or lavatories. Students must arrive at their next class within the allotted time. Students who need to leave the room during a class or activity period must have their agendas or appropriate pass signed by a staff member.

Harassment: A student is guilty of harassment when, with the intent to harass, annoy or alarm another, the person:

- Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
- Follows the other person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose
- Communicates to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings of caricatures;
- Communicates repeatedly in an anonymous manner;
- Communicates repeatedly at extremely inconvenient hours.
  (See fighting / physical aggression)

Hazing: Any type of hazing associated with any aspect or program of the Catasauqua Area School District is strictly prohibited.

- Physical hazing shall be defined as any activity that is physically harmful or humiliating to the individual.
- Psychological hazing shall be defined as any public or in-school act which compromises the personal dignity of an individual thereby causing personal embarrassment or shame to the victim, causing derision of an individual as a result of malicious amusement or ridicule, or causing psychological harm or emotional strain to any individual.

All students and employees shall be prohibited from participating in activities that recklessly or intentionally endanger mental or physical health or involve the forced consumption of illegal substances or other items for the purpose of initiation into or association with any school-approved organization. Any violation of this anti-hazing policy will subject the individual to disciplinary action. Building administration shall be responsible for disciplining students involved in acts of hazing. Discipline guidelines are as follows:

- Students may be suspended for up to three days and up to a maximum of ten days.
- Students may be suspended from participation in the related activity (extracurricular/co-curricular/interscholastic) for one calendar year.
- Students may be suspended from any other school-sponsored extracurricular/co-curricular/interscholastic for one semester.
- Students may be referred to the SAP team for appropriate discussion and, if warranted, recommendation for involvement in counseling.
- In the event of a serious hazing incident, students may be recommended by building administration to the superintendent for expulsion and, in addition, may be referred for any hazing occurrences by the administration to appropriate law enforcement authorities for proper investigation to determine if there has been a violation of any applicable Pennsylvania statutes.

Health Services:

- **Examinations:** Pennsylvania School Code requires that all students have their vision, height, and weight screened annually. Hearing screening tests are administered annually to all seventh-grade students and to any student who has had, or who appears to have, a hearing problem. The school nurse will screen students in sixth and seventh grade for scoliosis. Letters will be mailed to all students' homes, or sent electronically, to report height, weight, and Body Mass Index percentile (a calculated ratio). Additionally, all students whose vision, hearing, and scoliosis screening results fall outside the state's acceptable parameters will have a letter sent to their homes or sent electronically.

  Pennsylvania School Code also requires physical and dental examinations during middle school. All students in sixth grade must receive a medical (physical) examination. All students in seventh grade must receive a dental examination. Parents have the option of having their children examined by the school's physician or dentist or providing evidence to the school that the family physician or primary care provider or the family dentist has completed these examinations. Forms for the private dental or medical (physical) examinations can be obtained by contacting the school nurse's office or on the CASD's website at **Health Forms Link**.

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Physical examinations are offered to each student participating in an athletic activity. Paperwork for sports physicals can be obtained by contacting the Activities Director's Office at the high school at 610-697-0111, option 2, or on the Athletic Department website at **Athletic Department Website**

- **Illness/First Aid:**
  Students who become ill during school hours must have a signed A*genda*, hall pass, or by filling out the classroom QR Code to report to the nurse or, if the nurse is not available, to the main office. Students should report directly to the nurse only in an emergency. Students are required to have their agenda or pass signed when leaving the nurse to return to class. Communication will be made to the parent(s)/guardian when a student accumulates 10 or more visits to the nurse's office, with the exception of those students who have a documented ongoing medical condition.

  When a student is sent home because of illness or injury, the nurse will contact the parents and arrange for them or their designee to pick up their ill or injured child. The child must be signed out of school in the nurse's office. Upon discharge of the student, it is the parent's responsibility to arrange further care. Parents/Guardians or their designees are requested to provide identification when signing out students.

  No student may leave the building without the permission of the nurse or a building administrator. In addition, students should not call or text home using their cell phone without administrator permission.

Immunizations: The following immunizations are required to attend school:

- 4 doses of tetanus, diphtheria, and acellular pertussis (usually given as DTP or DTap or if medically advisable, DT or Td) – 1 dose on or after the 4th birthday
- 4 doses of polio – 4th dose on or after 4th birthday and at least 6 months after previous dose given (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)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- Additionally, **for attendance in 7th grade**, 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) is required on the first day of 7th grade

Act 117, Parental Education of Type 1 Diabetes: Act 117 states public school entities must make the information available to parents when a student is first enrolled in elementary school and again when the student enters sixth grade. Please refer to the following links for further information.

- **Act 117** - Commonwealth of Pennsylvania Website
- **Type 1 Diabetes Parent Fact Sheet - English Version**
- **Type 1 Diabetes Parent Fact Sheet - Spanish Version**

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 (red and white card) 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 (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

For further information, please visit the Pennsylvania Department of Health School Immunization page:
http://www.health.pa.gov/my%20health/immunizations/school/pages/default.aspx#.W0YimNJKgdV

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- **Medication Policy:** No medication will be dispensed by any school district personnel without the knowledge and authorization of the school nurse. All medications are to be kept in the nurse's office unless otherwise designated by the school nurse. No medicine (pills, syrup, etc.) is to be kept in a student's pocket, lunch bag, purse, locker, etc. Students who are discovered to be in possession of medicine, etc. (*even over-the-counter remedies like Tylenol, Midol, Dristan, cough medicine, vitamins, herbal medicines, performance enhancing products, or other health-endangering compounds)* will be considered to be in violation of the school district's drug policy and will be referred to administration.

  If, for the health and safety of the student, medication *must* be given during school hours, the medication(s) will be dispensed by school personnel with the knowledge and authorization of the school nurse.

  The student's parent must bring the medication to school and shall give the medication and doctor's licensed provider note to the nurse.

1. Medication
   - Must be in the *original container* from the doctor licensed provider/pharmacy. (Container will be sent home when empty.)
   - Must have the *full name* of the *student* and *medication* on the container.

2. Doctor's note must contain
   - Name of student
   - Name of medication
   - Prescribed dosage
   - Time schedule for administration
   - Diagnosis (reason for administration)
   - Signature of the *doctor/* licensed provider

3. Parents must also authorize school personnel to give the medication. There is a form available for this purpose. Medications that are needed for extracurricular activities will be handled on an individual basis.

4. The school asks for your cooperation in arranging the timing of medications that are taken every 8 or 12 hours so these medications may be taken outside of school hours.

Your cooperation is necessary and greatly appreciated!

- **Epinephrine Opt-Out:** The state law requires Catasauqua Area School District to provide an opt-out for parents who do not wish for their child to be administered Epinephrine in the event a student goes into anaphylaxis (life-threatening allergic reaction). If you do not want your child to be administered Epinephrine in the event they would have a life-threatening allergic reaction (anaphylaxis), please contact the school nurse to complete an opt-out form.

- **Medical/Health Information & Medical Contacts:** Each year, parents/guardians must update their emergency contact information and health information forms within the PowerSchool Parent Portal. These online forms provide the school administration and nurse with pertinent information that is needed in case of an emergency. Completion of the Health Information Form provides authorization for your child to receive emergency first aid, administered by a registered nurse or designee in the Catasauqua Area School District in the event of sudden illness or accident. It also provides notification that the information may need to be shared with appropriate personnel, on an as needed basis. Please note, should the condition of your child require treatment by a doctor/ licensed provider, and neither a parent/guardian or an emergency contact listed in PowerSchool can be reached, completion of the online forms gives permission for him/her to be transported, by an emergency medical service to the appropriate location, with all necessary expenses incurred by the parent/guardian. Health/medical

information and emergency contacts must be provided for each student when due, or discipline consequences will be assigned until the card is submitted to the school nurse. Providing false information on the Health Information & Emergency Contacts online forms is a dangerous practice.

History of Catasauqua Middle School: The history of Catasauqua Middle School dates back to 1972. Lincoln Middle School, built in 1896 and renovated twice, was its home until 2006 when it relocated to the former high school building.

Homeless Families: Homelessness is a national crisis for many families, and the Catasauqua Area School District provides programming and resources aligned with the McKinney-Vento Act. Needs and information relative to homelessness may be communicated to Mrs. Hillary Hahn at **hahnh@cattysd.org**

Homebound Instruction: A medical condition may arise which prevents a student from attending school for an extended period of time. In such circumstances, parents should immediately contact a Catasauqua Middle School counselor. Homebound instruction may be available if the following two criteria are met:

1. A doctor's note describing the student's medical condition and the reasons why the student is not able to attend school is presented to a school counselor.
2. The doctor recommends that the student remain out of school for a *minimum* of 4 weeks.

Homebound instructors will then be scheduled to meet with the student at his/her home for one hour and fifteen minutes per week in each major subject area for a maximum of five (5) hours per week. A parent/guardian must be present in the home at the time that the instructor will be tutoring. Students and parents must understand that one hour and fifteen minutes of instruction time per week in each subject area is not sufficient time to complete all work and that extra time and effort will be required to complete all course requirements when the student is able.
Students may not be employed while on homebound instruction. Students on extended home-bound instruction may be asked to have their doctor recertify their need for this service on a periodic basis.

Honors Requirements:

- **Honor Roll:**
  1. An overall average of 85 or above in the major subjects
  2. A grade of 80 or better in each major subject
  3. A grade of 80 or better in each Related Art subjects

- **High Honor Roll:**
  1. An overall average of 90 or above in the major subjects
  2. A grade of 85 or better in each major subject
  3. A grade of 85 or better in each Related Art subjects

- **Principal's Award:**
  1. An overall average of 93 or above in the major subjects
  2. A grade of 90 or better in each major subject
  3. A grade of 90 or better in each Related Art subjects

Horse Play: Rough, boisterous, or rowdy behavior is prohibited at all times.

Important Dates:

Early Dismissals

Student dismissal at 12:20 p.m.	**Student dismissal at 11:00 a.m.**
September 23, 2026	November, 23, 2026 (Conferences)
October 21, 2026	November, 24, 2026 (Conferences)
April 14, 2027	November 25, 2026
May 12, 2027	* June 4, 2027
	*June 7, 2027
	*June 8, 2027
	*June 9, 2027
	*Subject to change due to snow days

Faculty In-Service Days:

There will be **no school** for students on these days:

- November 11, 2026
- January 25, 2027
- March 19, 2027

State Assessment Dates:

- PSSA ELA – Grades 5-8: April 27 – 29, 2027
- PSSA Math – Grades 5-8: May 3 & 4, 2027
- PSSA Science – Grade 5 & 8: May 5 & 6, 2027
- PSSA ELA, Math & Science Make-ups – April 30 - May 14, 2027
- Keystone Algebra I Exams: May 18 & 19, 2027

Report Card Distribution:

Report cards will be mailed home upon the conclusion of each marking period, as well as being available in the Parent Portal within PowerSchool.

1st Marking Period Begins August 24, 2026

- Mid-marking period September 25, 2026
- End of marking period October 28, 2026
- Report cards available November 3, 2026

2nd Marking Period Begins October 29, 2026

- Mid-marking period December 4, 2026
- End of marking period January 19, 2027
- Report cards available January 26, 2027

3rd Marking Period Begins January 20, 2027

- Mid-marking period February 24, 2027
- End of marking period April 1, 2027
- Report cards available April 7, 2027

4th Marking Period Begins April 2, 2027

- Mid-marking period May 4, 2027
- End of marking period June 9, 2027
- Report cards available Week of June 14, 2027

Dates may be subject to change due to cancellation of school.

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Parent/Teacher Conferences: Parent/Teacher Conferences will be held on November 23, 2026 and November 24, 2026, from 12:00pm-5:30pm. Parents will receive a sign up link the week prior to conferences. Students will be dismissed at 11:00am. Further information will be communicated at a later date.

Day conferences may be conducted virtually throughout the school year with your child's team of teachers. Parents/guardians and/or teachers can request a meeting anytime during the teacher's designated team time:

Grade	Team Time
8	8:53 – 9:35 AM
7	10:21 – 11:03 AM
6	11:37 AM – 12:19 PM
5	1:05 – 1:47 PM

In-School Suspension (ISS): For serious disciplinary infractions, a student may be removed from classes and assigned to In-School Suspension (ISS). ISS is a silent educational assignment. No student may receive an ISS assignment unless informed of the reason(s) for the assignment and given an opportunity to respond before the ISS assignment becomes effective. Communication to parents or guardians will be made prior to a student serving an ISS assignment unless the student is placed in ISS during the school day. In the event a student is placed in ISS during the school day, the parent/guardian will be contacted by the end of that school day.

- **Rules and Regulations:**
  - Students must report to the main office upon arrival. Students should bring their iPad, all their textbooks, a book for silent reading, two pencils, and any notebooks with them as needed for classroom work. Reporting late to ISS will result in making the time up the following school day. All school rules and policies continue to apply when assigned to ISS. There is no talking, eating, gum-chewing, sleeping or putting one's head down, or use of electronic devices other than for educational purposes. Students may not communicate with each other in ISS.
  - Students are expected to complete all assigned work. The ISS monitor will review the completed work. If the student's work is not completed to the satisfaction of the ISS monitor or the classroom teacher, the student will be assigned a "0" by the classroom teacher. All work is to be completed in the ISS room. Students in ISS will not be allowed to go to the library. Materials may be brought to the ISS room for student use. If all work is completed, students may read materials available in ISS. The ISS monitor will decide when and if this will be allowed. Students will eat lunch in the ISS room. ***Students who are assigned to ISS may either bring their own lunch and drink or purchase/receive a school lunch.***
  - The school administration assigns students to ISS for a specific number of days. If students are absent from school, they are expected to complete the number of days in ISS upon their return. Any student who refuses this placement or fails to report as directed will be suspended out of school for three days. This penalty, however, does not release the requirements to serve the ISS time issued for the original offense.
  - *Failure to comply with ISS regulations will result in immediate removal from ISS and the student being placed on out-of-school suspension. However, this penalty does not release the requirements to serve the ISS time issued for the original offense.*
  - NOTE: Students assigned to ISS are not permitted to participate in extracurricular activities or attend any school functions during the period of suspension.

Insubordination: Disobedient or argumentative regarding reasonable requests from an adult in authority (administrators, teachers, and all staff: teaching assistants, bus drivers, food service workers, custodians, office workers, etc.)

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Insurance: K-12 Voluntary Student Accident Insurance can be purchased through the School District. Please see the District website for Enrollment Instructions. All claims under this policy must be submitted through the Catasauqua Middle School Office. Student participation in this program is voluntary and up to the discretion of the parents/guardians. If you plan to purchase the insurance coverage, you must do so at the start of the school year**.** **Voluntary Accident Insurance Link**

Internet Policy: Students may access the Internet for purposes of legitimate educational research. Despite the presence of a filtering mechanism, as required by the Children's Internet Protection Act, materials unsuitable for student viewing and use may prove accessible. Students are prohibited from viewing or attempting to view such content. The Catasauqua Area School District has established a comprehensive **Acceptable Computer Use and Internet Safety Policy** (Appendix A, page 59) that defines student expectations and prohibited activities relative to accessing district computers/mobile devices and the Internet. Failure to comply with established policy or specific instruction by school administrative staff may result in disciplinary action that could include suspension of computer/mobile device and Internet privileges for the remainder of the school year.

It should be noted that students are prohibited from connecting any personal electronic devices to the district data network without administrative approval and proper supervision.

At Catasauqua Area School District, we use G Suite for Education. G Suite for Education is a set of education productivity tools from Google - including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Catasauqua Area School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Your acceptance of this student handbook serves as permission for Catasauqua Area School District to provide and manage a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the G Suite for Education Notice to Parents and Guardians (Appendix B, page 62). The district only provides access to the G Suite components it feels will be valuable to the educational experience and, as such, not all services listed in the G Suite for Education Notice to Parents and Guardians will be offered to your child.

Laser Pointers: Laser pointers are not allowed at Catasauqua Middle School as they can pose a danger to students. Student violators run the risk of disciplinary action.

Late to Class: There is a two-minute passing time provided between classes. Students are expected to be in their next assigned class within that two-minute period. Students who are late to class without a valid/acceptable pass will be subject to teacher level disciplinary actions. Administration will be notified should the student's violations become excessive.

Lockers: Locker use is required for all students in grades 5-8. Students are not permitted to carry backpacks with them throughout the school day. All students will be assigned a locker for storage of coats, hats, and school items. School lockers are the property of the school district. The use of school lockers by students is a privilege and not a right. The reasonable expectation of privacy that students enjoy does not extend to lockers. For more information, see District's Right to Search on page 49 of this handbook.

Built-in combination locks or padlocks are provided with each locker. Personal locks are not permitted on any locker without obtaining permission from the office. Each student must develop a sense of responsibility toward the property of others. Students shall not enter any locker except the one to which he/she is assigned. Students should not give their combination to anyone nor share lockers with friends. The student assigned to the locker is responsible for anything in his/her locker. Each student shall keep his/her locker neat and clean.

Students should not keep valuable articles (such as money, radios, musical instruments, jewelry, etc.) in their lockers. Students shall immediately report the loss of any item from their locker to the office. The school is not responsible for the loss or theft of items that are placed in lockers. If a student must bring

large amounts of money or a valuable item to school for a school activity or school project, he/she should deposit them at the main office in the morning and pick them up when needed for class or at dismissal time.

All lockers are to be kept locked at all times.

MultiMedia Center: Periodically throughout the day, the MultiMedia Center is available to students with a ***SmartPass***. All students are welcome to use the MMC for doing research, selecting a book to read, or having a quiet place to work. **Students are required to use SmartPass when returning to class.**

Visit our District Web Page, **CASD Website**, for more resources. Students are strongly encouraged to use the web page as a resource at home.

Loitering: Loitering inside and/or outside of the building is prohibited. Violators may be subject to disciplinary action and a citation filed with the district magistrate.

Lost and Found: Found items (clothing, books, and bookbags) should be taken to the designated lost and found site located outside of the cafeteria. Students missing items should check for them in this location. Items such as jewelry, cell phones, keys, etc. should be turned in to the main office immediately.

Minor Altercation: A minor altercation is an incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., "Student A" strikes "Student B" resulting in little injury and "Student B" does not retaliate.)

Misconduct: Student behavior which is wrongful, improper, or violates school rules with an intentional purpose or by obstinate indifference to the consequences of one's acts.

MTSS - Multi-Tiered System of Support: The Multi-Tiered System of Supports (MTSS) is a proactive framework designed to help all students achieve academic, behavioral, social, and emotional success. Through MTSS, the school identifies students' strengths and areas of need early and provides appropriate levels of support to help every student succeed.

MTSS is built on three levels of support:

- **Tier 1 – Universal Supports**
  All students receive high-quality instruction, school-wide behavioral expectations, and access to academic and social-emotional supports within the general education setting.

- **Tier 2 – Targeted Supports**
  Students who require additional assistance may receive targeted interventions, such as small-group instruction, academic support, behavior interventions, attendance monitoring, mentoring, or counseling services. Student progress is monitored regularly to determine the effectiveness of these supports.

- **Tier 3 – Intensive Supports**
  Students with significant or ongoing needs may receive individualized interventions and intensive support plans. These supports are tailored to the student's specific needs and may involve collaboration among school staff, families, and outside agencies when appropriate.

Family Partnership

- Parents and guardians are valuable partners in the MTSS process. The school encourages regular communication with families regarding student progress and may invite parents or guardians to participate in meetings to discuss intervention plans and student supports.

Nondiscrimination/Title IX:

The Catasauqua Area School District is committed to fostering a safe and inclusive environment for all members of our community. In accordance with Title IX of the Educational Amendments Act of 1972 and other federal, state, and local statutes, ordinances, and regulations, the District does not discriminate on the basis of sex (including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression), race, color, age, creed, religion, ancestry, national origin, marital status, familial status, genetic information, handicap/disability, or any other legally protected classification, in its educational programs and activities, including employment, and prohibits such discrimination.

The District has adopted Policy 128 to address and prohibit such discrimination, and to provide comprehensive grievance procedures and a grievance process for the prompt and equitable resolution of all complaints of prohibited discrimination.

Title IX Coordinator/Compliance Officer Information:

For inquiries regarding the application of Title IX, its regulations, or other nondiscrimination statutes, ordinances, and regulations to the District, please contact our designated Title IX Coordinator and Compliance Officer:

Name/Title: Eric Dauberman - Assistant to the Superintendent
Office Address: 201 North 14th Street, Catasauqua, PA 18032
Email Address: daubermane@cattysd.org
Telephone Number: 610-264-5571

You may also contact the Assistant Secretary for Civil Rights of the U.S. Department of Education, either instead of or in addition to contacting our Title IX Coordinator/Compliance Officer.

Reporting and Grievance Procedures:

Policy 128 outlines how to report or file a complaint of sex or other discrimination, including formal complaints of sexual or other harassment or discrimination, and details the District's response protocols.
Access to Policy 128:

Copies of Policy 128 are readily available for review. You may obtain a copy from the Title IX Coordinator/Compliance Officer or access it online on the District's official website: **www.cattysd.org.**

This notification is published and disseminated annually to students, parents/guardians, employees, unions, professional organizations, applicants for employment, and the general public, and is prominently displayed on the District's website and in relevant handbooks.

Obligations: Students should take care of their obligations in a timely manner. This includes, but is not limited to, book fines, overdue library books, technology fees, and other financial obligations.

Parents should be aware that they are responsible for any financial obligations incurred by their children in school. Students who owe obligations will not be able to participate in dances, non-curriculum related field trips, 8th grade graduation celebration ceremony, other special activities/programming, and may result in iPads remaining at school, per Administration until payments are scheduled.

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Out of School Suspension (OSS): The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code §§13.62 and 341.91 (relating to the right to education and disciplinary exclusion of certain handicapped students from special education placement).

- **Types of offenses that least to possible exclusion from school:**
  - PERSONAL CONDUCT such as, but not limited to, cutting classes, leaving school property without permission, disrupting normal school program, etc.
  - CONDUCT TOWARD OTHER PEOPLE such as, but not limited to, fighting, abusive language, insubordination, unauthorized demonstrations, class disruption, threats to school employees or other students, etc.
  - CONDUCT TOWARD PROPERTY such as, but not limited to, arson, vandalism of school or personal property, etc.
  - CONDUCT TOWARD PUBLIC LAW such as, but not limited to, arson, bomb scares, improper use of automotive vehicles, possession of a weapon as defined by Act 26 of 1995, etc.
- **Guidelines for Out of School Suspension:**
  - Suspensions may be given by the principal or person in charge of the public school.
  - No student shall be suspended until the student has been informed of the reason 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. The parents and the superintendent of the district shall be notified immediately in writing when a student is suspended.
  - When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the "Disciplinary Hearings" section on page 18.
  - Suspensions may not be made to run consecutively beyond a 10-school-day period.
  - 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 board of school directors (PDE Regulations-22Ps. Code § 12.6(b)(1)(vi). Students should make every effort to keep up with their class assignments while on suspension. It is not the school's responsibility to send assignments to the home.
    - Students suspended from school 1-3 days, will have work available via Google Classrooms or to be picked up in the main office on the 2nd day of the suspension.
    - Students suspended from school for 4-10 days, will have work available via Google Classroom or to be picked up in the main office on the 3rd day of the suspension.
    - All schoolwork requiring the assistance of a teacher will be made up during the school day as the schedule permits. Students should make every effort to keep up with their class assignments while on suspension.
    - 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 board of school directors.
    - Any test, quiz, project or lab assigned **prior** to the initial day of suspension, with a **due date during** the assigned suspension, are required to be submitted on the date of re-entry from suspension.
    - Any test, quiz, project or lab assigned **prior** to the initial day of suspension, with a **due date after** the assigned suspension is complete, is expected to be submitted on the original due date.
    - Students suspended from school 1-3 days, regardless of the length of the suspension, will have **2 days** to complete all work assignments upon their return to school. All assignments are expected to be submitted to their teachers on the third day from the

return of their suspension. Incomplete or un-submitted work will be graded accordingly.

- Students suspended from school for 4-10 days, regardless of the length of the suspension, will have **3 days** to complete all work assignments upon their return to school. All assignments are expected to be submitted to their teachers on the fourth day from the return of their suspension. Incomplete or un-submitted work will be graded accordingly.

- Following an out-of-school suspension, the parent/guardian may be required to confer with a school administrator as a condition for readmission of the suspended student.

NOTE: Students assigned to an out-of-school suspension are not permitted to participate in extracurricular activities or attend any school functions during the period of suspension. During an out-of-school suspension, students are not permitted in school buildings or on school grounds; any such action will result in action before the magistrate as to trespass charges.

Obscene Language/Defiant Behavior: Students are prohibited from using obscene language. Obscene language which is directed towards school employees and students is unacceptable and will result in disciplinary action. Students are prohibited from being defiant and/or disruptive which causes a concern for the well-being of the school employees and/or students. Such behavior is unacceptable and will result in disciplinary action. Students who use obscene language and are defiant/disruptive may be subject to charges of Disorderly Conduct (18 Pa.C.S. § Section 5503), or other appropriate charge or charges with the local magistrate's office (Up to a $300.00 fine).

Parent Square: CASD utilizes ParentSquare as our district-wide communication platform to provide ongoing updates, information and reminders to our families. Families are welcome to download the ParentSquare app at this time. Additional details and usage tips will be shared with families.

Parent's Rights: *The Family Education Right and Privacy Act* affords parents certain rights with respect to their minor children's records. They are the following:

- The right to inspect and review the student's educational records
- The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that this act authorizes disclosure without consent
- The right to file with the U.S. Department of Education a complaint concerning alleged failure of the Catasauqua Area School District to comply with the requirements of this act.
- The right to obtain a copy of the Catasauqua Area School District student record policy/procedures

Parent Teacher Forum: The Catasauqua Middle School Parent Teacher Forum welcomes parents, teachers, and other community members to join. This organization is committed to enhancing students' education through informative meetings, fund raising, and community involvement. Meetings are held on the third Tuesday of every month in the Multimedia Center at 6:00 p.m. There is a mailbox for the Catasauqua Middle School Parent Teacher Forum located in the main office.

Personal Communication Devices/Cell Phones/Electronic Devices: During the school day, students are prohibited from using or displaying cell phones or any other electronic communication device. Electronic devices are required to be turned off and in students' lockers. Students may not use cell phones to make calls or text messages during school hours, from 7:45 AM - 2:20 PM. This includes during classes, between classes, in lavatories and at lunch. Students may not use cell phones as entertainment during the school day. This includes playing games, going online, checking time, etc. If a phone call must be made, students may use the phone located in the classroom or may use the phone in the main office.

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Student possession of any audio, video, or digital device, including but not limited to iPods, MP3 players, laser pointers, radios, portable speakers, smart watches, digital cameras, pagers, Meta Glasses, or any other personal communication devices, etc. is strictly prohibited at Catasauqua Middle School.

Exceptions to the above prohibition will be allowed as necessary at the discretion of administration. Students who violate this policy will be subject to the following disciplinary action(s):

1st offense: Warning, student conference, confiscation of the device and returned to the student at the end of the day.
2nd offense: Detention, student conference, confiscation of the device and returned to the parent/guardian.
3rd offense: Saturday SAC, student conference, confiscation of the device and returned to the parent/guardian.
4th offense: Two detentions and Saturday SAC, student and parent conference; confiscation of the device to be returned to the parent/guardian.
*Disciplinary responses to all incidents/infractions concerning personal communication devices could be changed at the discretion of administration. Refusal to hand over a prohibited device when asked by staff may result in additional discipline for defiant insubordination at the Administration's discretion. Unauthorized use of cell phones and electronic devices disrupts the instructional program, distracts from the learning environment and has the potential to compromise student safety. CASD strictly prohibits any unauthorized use of video and/or audio recording and will be referred to as a level three offense. (See Page 23)

Physical Education Policy: Students in 5th and 6th grade are not required to change for physical education classes; they should wear comfortable, loose fitting clothes and sneakers for physical education classes. Students in 7th and 8th grade should also wear comfortable, loose fitting clothes and sneakers, **with the option to change**. All jewelry and any other body apparel deemed unsafe by the physical education teacher must be removed before participation.

It is the responsibility of the student to safeguard any valuables. Neither the physical education teacher nor Catasauqua Middle School is responsible for lost or stolen valuables.

Students will be excused from physical education class for medical reasons by presentation of a physician's excuse. Failure to fully participate in physical education class will result in a failing grade for that class.

PowerSchool: Parents or guardians can access a student's grades in PowerSchool from the Catasauqua Area School District's website. Parents create their PowerSchool account at the time of registration/enrollment of their child/ren. For re-enrolled students, parents will be able to access the parent portal previously set up. If a parent does not remember their username and password, they can contact the Main Office for assistance.

Program of Studies: The program of studies for each grade level is made up of **two** parts.
The **first** part of the program is a common core of full-credit academic subjects. These subjects are language arts, mathematics, science, and social studies. The **second** part of the program is the related arts. Students will have four related arts classes and attend one related arts class per marking period.

Please refer to the **2026-2027 CASD Cyber Academy Handbook** for students currently enrolled in the program.

Prohibition of Anabolic Steroids: The use of anabolic steroids by students is prohibited. Students are hereby informed that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling of them could subject them to suspension, expulsion, and/or criminal prosecution.
All students are subject to the penalties prescribed for drug and alcohol use. Students who participate in

school-related athletics and violate these rules and regulations, including the prohibition of anabolic steroids, are further subject to the following:

- For a first time violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season; and
- For a third violation, permanent suspension from athletics.

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of anabolic steroids exists. The school may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement in a school athletic program.

Promotion Requirements:

- **5th & 6th Grade:**
  Student promotion for each year will rely primarily on individual academic performance. The greatest consideration will be on the core subjects (language arts, math, science, and social studies). Teachers and guidance personnel will also make recommendations in regard to each student's participation as well as their social, emotional, physical, and academic needs.

- **7th & 8th Grade:**
  - At least 5 units of credit are required for promotion.
  - Promotion to a higher grade is based on subjects passed, NOT on overall grade point average.
  - Core subjects (Language Arts, Math, Science, and Social Studies) meet every day and have a value of one unit of credit.
  - Each student is required to earn one unit of credit from among the related arts subjects. Each related arts subject is worth .25 units of credit.
  - Any student who fails one or more units of credit will be retained and will need to earn sufficient make-up credits in a summer school to be promoted. **Please note:** make-up courses are available only from the basic core subjects (Language Arts, Math, Science, and Social Studies)
- A student who accumulates fifteen (15) days of unlawful absences may be considered as failing to meet the requirements for successful participation in classes, promotion, and/or graduation and, as such, may receive no credit for courses.

PSSA - Pennsylvania System of School Assessment: The annual Pennsylvania System of School Assessment (PSSA) is a standards-based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. At CMS, students in grades 5 through 8 are assessed in ELA and Math. Also, students in grades 5 & 8 are assessed in Science. Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities.

Public Displays of Affection: Overt public displays of affection between two people that may cause discomfort or embarrassment to others are better expressed in private. **Public displays of affection are not appropriate in an educational setting and are subject to disciplinary action.**

Responsibilities of Students:

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

2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. Students shall respect the authority of school personnel. If they feel that teachers or bus drivers are exceeding their authority or acting on incorrect information, they should obey and then consult the school office at the first opportunity.
5. It is the responsibility of the students to
    - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
    - Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
    - Dress and groom themselves to meet fair standards of safety and health so as not to cause substantial disruption to the educational process being sure they are in compliance with the CMS Dress Code Policy.
    - Assume that until a rule is waived, altered, or repealed, it is in full effect.
    - Assist the school staff in operating a safe school for all students enrolled therein.
    - Be aware of and comply with state and local laws.
    - Exercise proper care when using public facilities and equipment.
    - Attend school daily, except when excused, and be on time to all classes and other school functions.
    - Make all necessary arrangements for making up work when absent from school.
    - Pursue and attempt to satisfactorily complete the courses of study prescribed by the state and local school authorities.
    - Avoid inaccuracies and indecent or obscene language especially in student newspapers or publications.

Saturday SAC (Student Accountability Center): The purpose of Saturday SAC (Student Accountability Center) is to deter negative behavior within the school environment and to prevent a student from missing valuable class time during the school week. Administration reserves the right to assign Saturday SAC at any time, depending on the severity of the infraction. Written notification will be provided to the parent/guardian. Saturday SAC will begin at 8:00 a.m. and end at 10:00 a.m. on the following assigned Saturdays during the 2026-2027 school year: September 19; October 17; November 14; December 12; January 9 & 23; February 20 & 27; March 13; April 10 & 24; May 8, 15 & 22. **Please note that these dates are subject to change. **Additional dates may be added as needed**. In the event of inclement weather, cancellations to Saturday SAC will be announced in the same manner as school cancellation announcements. Students will be notified on the next school day as to their new Saturday SAC date.

- **Receiving a Saturday SAC**
    - Saturday SAC may only be issued by an administrator who will provide a minimum of 48 hours notice to a student and their parents.
    - Students are responsible for arranging their own transportation to and from the Saturday SAC if necessary.
    - Saturday SAC does not eliminate regularly assigned detentions. Students will still need to serve any outstanding detention(s) that have been assigned.
    - Saturday SAC students are ineligible to participate in any school related functions or activities on the assigned Saturday SAC date.

- **Procedure for Saturday SAC**
  - Report to CMS main entrance prior to 8:00 a.m.
  - The Saturday SAC monitor will open the doors and the students will report to the cafeteria. At this point, the doors will be locked and students will no longer be able to enter the building.
  - Reporting late to Saturday SAC will be considered a cut. (Please refer to the occurrence chart/consequences for cutting Saturday SAC on page 25).
  - **The only excused absence from a Saturday SAC requires a doctor's note**. This note must be turned in to the Assistant Principal no later than 9:00 a.m. on the Monday following the Saturday SAC date.

- **Expectations/Rules for Saturday SAC**
  - ALL CMS rules apply while serving Saturday SAC.
  - Students are expected to be on time, bring required materials: pens, pencils, textbooks, notebooks, folders, class notes and worksheets, complete all required assignments, and remain silent unless addressed by the Saturday SAC monitor.
  - Students **will not** sleep, eat/drink or chew gum, use profanity or obscene gestures, listen to or utilize electronic devices (iPods, cell phones, MP3 players, etc.), write/pass or receive notes from other students.
  - Students must complete the "Saturday SAC Reflection Sheet," read, copy and abide by all Saturday SAC rules, and using the CMS Guidelines, complete the "Occurrence Chart" most closely related to the reason for the assigned Saturday SAC. (**If the Saturday SAC monitor deems that this work is not completed up to standard, the student will be given another Saturday SAC**.)
  - Students are responsible for coming prepared with work to keep them engaged after they have completed the Saturday SAC materials.
  - Failure to comply with the above rules and regulations will result in student dismissal from Saturday SAC, a three day in school suspension and the reassignment of the original Saturday SAC to another Saturday.

School Administration, School Resource Officer (SRO), & Law Enforcement Officials: It shall be the policy of Catasauqua Middle School that a reasonably cooperative effort be maintained between the school administration, school resource officer and law enforcement agencies. The school resource officer and/or law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property.

Investigations Conducted in the Educational Environment:

- **Initiated by School Administrators:**
  - Conducted by administrators: Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities.
  - Conducted by school resource officer and/or law enforcement officers:
    - The principal shall determine when the necessity exists to contact law enforcement officers when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.
    - The principal may request that the school resource officer and/or law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours.
    - If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedures of taking students into custody by the police set forth below shall be followed.

- **Initiated by Law Enforcement Officers:**
    - Law enforcement officers shall be requested to obtain prior approval of the principal or other designated person before beginning an investigation on school premises during school hours. The circumstances for such an investigation should ordinarily be limited to those in which delay might result in danger to any person, flight from the jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. Alleged criminal behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under the provisions above.

- **Questioning of students during an investigation:**
    - Violation of school rules: In instances where school rules have allegedly been violated, the principal or designee shall contact the suspected rule violator or potential witness to the infraction.
        - The suspect student should be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against him/her.
        - In questioning a potential student witness to alleged disciplinary infraction, the student should be told the nature of the alleged misconduct and the reason to believe he/she was a witness.
    - Violation of criminal law: During an investigation of a violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. Where a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school-sponsored activity, the school resource officer and/or law enforcement officials may be notified and their presence requested for the questioning of suspected students. Reasonable attempts should be made to contact a student's parents, guardians, or representative.

- **Taking a Student into Police Custody:**
    - When it is necessary to take a student into custody on school premises, and if time permits, the school resource officer and/or law enforcement officer shall be requested to contact the school principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody.
    - Students may not be released to law enforcement authorities voluntarily by the school unless the student has been placed under arrest. When students are removed from the school by law enforcement authorities for any reason, every reasonable effort will be made to contact the student's parents, guardians, or representative immediately. The superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers.

- **Police and the Disturbance of School Environment:**
    - The school resource officer and/or law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel and which have the potential of causing harm to students, staff members, and other persons, or to property. Such potential harm includes members of the general public who exhibit undesirable or unlawful conduct on school premises or at a school event held on school property, or who have been requested to leave by an administrator but have refused to do so.

- **Students with Disabilities and Law Enforcement:**
    - School administrators and staff members shall not discriminate on the basis of disabilities. When decisions are made with regard to involvement of law enforcement officers at a school or at school events, school administrators and staff members making such decisions shall do so without regard to whether the particular student or students involved have disabilities.
    - When the school resource officer and/or law enforcement officials are contacted by school officials regarding a student with disabilities, or the school resource officer and/or law

enforcement officials interview or take a student with disabilities into custody, the school's administration will immediately notify members of the student's individual education program team and recommend that the team meet as soon as possible to consider the student's circumstances in light of his/her special education needs.

- **Coordination of Policies with Law Enforcement Officials:**
    - In accordance with 24 P.S., 13-1303-A, the Catasauqua Area School District has developed a memorandum of understanding with local law enforcement entities that outlines the procedures to follow when an incident involving an act of violence or possession of a weapon occurs on school property. School staff members shall be made familiar with the content of this section on a periodic basis.

School Calendar: For information regarding Middle School events and activities, please refer to the Catasauqua Middle School link located on our website: **CMS Calendar**. Additionally, please check our Facebook link for up to date postings, changes, and reminders.

School District's Right to Search: School lockers, desks, roadways, and parking areas are the property of the school district. The use of school property by students is a matter of privilege and not a matter of right. The reasonable expectation of privacy that students enjoy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles parked or driven on school property at any time when deemed necessary or reasonable for the protection of the health, safety, welfare, and maintenance of discipline in the classroom and on school grounds. This may include random, blanket, periodic, or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, blanket, periodic, or sweeping searches of all lockers will be conducted without regard to any individual suspicion. Students found in possession of illegal substances, weapons, or other prohibited articles or materials in their desks, lockers, vehicles, and/or on their person shall be subject to discipline in accordance with the policies, rules, and regulations of the school district and shall further be subject to any fines, penalties, and/or legal action as may be provided by state and federal laws or regulations. Such materials may be used as evidence against the student in disciplinary proceedings.

In the event that there is reasonable suspicion that the safety of the student, other students, and faculty or staff of Catasauqua Middle School is in jeopardy, or a criminal act is in possible violation, a search of the student and his/her personal property is permitted by an administrator in the presence of another adult employed by the Catasauqua Area School District.

School Laws:

- **Section 1317: Authority of Teachers, Assistant Principals, and Principals over Pupils:** Every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.
- **Section 1318: Suspension and Expulsion of Pupils**: Every principal or teacher in charge of a public school may temporarily suspend any pupil for disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors. The board may, after proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the Board.

School Messenger: School Messenger is a tool with the PowerSchool System to improve parent communication, deliver real time information to you and provide awareness of events that take place within the district. Keeping you informed is a top priority of the Catasauqua Area School District, which is why we have adopted the School Messenger Notification Service. This system will allow us to send telephone, text, or e-mail messages to you providing important information regarding school delays or cancellations due to inclement weather, as well as remind you about various events, such as report card distribution, open house, field trips, and more. The system will also be used to inform parents when their child is absent from school. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately. To ensure School Messenger system announcements reach the proper destinations, please keep your contact information updated. Please ensure your contact information is up to date within the PowerSchool Parent Portal to ensure you receive communications from the School District. Please contact the main office if you are in need of assistance.

Skipping Class: Skipping class is defined as the failure to report to an assigned location after ten (10) minutes. The consequences of cutting class are as follows:

1st offense	Detention(s)
2nd offense	1 Saturday SAC, counselor contact
3rd offense	1-3 Days ISS
Additional offenses	4-10 days of OSS

Skipping School: Skipping school is defined as the act of staying out of school without parental/guardian permission or knowledge. Students who are under the age of 18 are subject to the compulsory school attendance law. Consequences for cutting school are as follows:

- Absences due to cutting school are unlawful
- Students will not be able to make up any assignments, work, or tests
- ISS assignments for each unlawful absence, parental notification, and possible court referral
- Notification of juvenile authorities in order to involve direct intervention by the probation office, juvenile court system and/or Children and Youth Services

Smartpass (Electronic Hall Pass): CMS utilizes an Electronic Hall Pass system called SmartPass. All students MUST utilize the SmartPass hall pass system when leaving the classroom for another location, including the restroom, water fountain, locker, nurse's office, main office, health suite, etc. It is the teacher's responsibility to ensure students are properly creating a hall pass. Teachers will designate an area in their classroom, i.e. whiteboard ledge, in order to visibly see the student's hall pass. Students may be placed on a hall pass block to prevent students from being in the hall at the same time. Students who abuse the SmartPass system are subjected to school discipline per the Student Code of Conduct. Students who abuse the SmartPass system may also be given a daily hall pass limit.

Special Assistance Services & Programs:

- **Student Assistance Program (SAP)**
  This program's goal is to support students who are struggling in school due to any non-academic barrier and/or drug or alcohol use. It is an intervention program. The SAP team is made up of specially trained teachers, school counselors, the school nurse, and an administrator. The SAP team creates student plans in conjunction with parents and may refer the student to experts who assess the student's situation. If you have a concern, please contact a counselor or SAP team member at (610) 264-4341. The parent or guardian of a student may request in writing that their child be exempt from involvement with SAP. Please be aware that any student 14 years and older may accept SAP services at his/her own discretion. More information can be found on the Catasauqua Middle School's web page.

- **Safe2Say Something**
  Pennsylvania has launched the anonymous reporting system, Safe2Say Something (S2SS). This program, which is mandated under PA state law / Act 44, educates participants to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others. It encourages participants to *Say Something* to a trusted adult OR use the S2SS anonymous reporting system if they have a concern. There are three ways to make an anonymous tip: (1) download and use the Safe2Say Something App for Apple and Android; (2) visit www.safe2saypa.org; (3) call 1-844-SAF2SAY or 1-844-723-2729.

  The S2SS program is being provided through Sandy Hook Promise (SHP), a nationwide non-profit organization. We anticipate that S2SS will help stop school shootings, suicides, and gun threats; it will help reduce bullying and cyberbullying; help intervene upon cutting, drug use, racial conflicts, and other violent and victimization acts.

  Catasauqua Middle School students receive training on the Safe2Say Something reporting system within the first two months of the school year. We encourage parents to discuss the Safe2Say Something program with their child. If you have any questions, please contact your child's school counselor: Mrs. Dymond-Jones grades 6 and 8 (dymondjonesa@cattysd.org) or Mrs. Carpenter, grades 5 and 7 (carpenters@cattysd.org).

- **Strengthening Families Program**
  SFP is a research driven program proven to lower the incidence of involvement in negative behaviors for youth. It is a seven-week program that meets once a week from 5:30 pm to 8:00 pm, including dinner and childcare. The parents strengthen skills for balancing love and limits. Youth learn to manage stress and resist peer pressure. Families improve communication and coping strategies and have fun.

- **CHC Mentorship**
  Catasauqua Middle School works with the Center for Humanistic Change to support the students through an innovative program called Project SUCCESS. The middle school years can be a very stressful time for our children as we help them build the skills and tools they need to thrive, now and in the future. The goals of the Project SUCCESS program are to help students improve school performance and behaviors, provide supportive services, and to help guard against the pressure of substance abuse or other risky behavior during the teen years.

- **Student Focus Groups**
  Each year, groups are facilitated at CMS based on students' interests/needs.

- **Olweus Bullying Prevention Program**
  This is a school-wide program designed to decrease bullying by empowering students, parents, and faculty to create a safe learning environment. Included in the program are class meetings and assemblies all created to educate students about what bullying is, what to do if they are being bullied and what to do if they witness bullying.

  Parents, if your student reports any bullying to you, please contact the school counselor or assistant principal so an investigation can take place. For more information regarding the process for reporting bullying please refer to page 14.

- **PBIS**
  School-Wide Positive Behavior Supports is an MTSS data-driven decision-making framework for stakeholders to establish the climate and culture, and the multi-tiered social, emotional, behavioral, and mental health supports needed for schools and similar organizations to be effective learning environments for all youth and staff. The framework assists in improving academic performance, safety, and positive behavior while establishing a consistent, supportive school culture. Please refer to our **CMS PBIS Flyer** for information, updates on the program will be provided throughout the school year.

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- The PBIS committee will organize marking period rewards for students who follow school guidelines, such as school wide Bingo, Soccer Games, Minute to Win it Games, Time at the Park after Field Day, etc. Any student who receives an office referral during the marking period will not be permitted to participate in the PBIS reward.

Special Services/Programs:

School Counselor Services - CMS school counselors follow the ASCA model to provide services to students, parents, school staff and the community in the following ways:

1. **Direct Student Services**: Direct services are in-person interactions between school counselors and students.

2. **School Counseling Core Curriculum:** This curriculum is designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counseling core curriculum is delivered throughout the school's overall curriculum and is systematically presented by school counselors in collaboration with other professional educators in K-12 classroom and group activities.

3. **Individual Student Planning:** School counselors coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.

4. **Responsive Services:** Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response.

5. **Indirect Student Services**: Indirect services are provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

Standard Daily Schedule: All schedules are based on a five-day cycle.

7:45 a.m.	Main doors open for all students
7:52 a.m.	Homeroom begins
2:20 p.m.	Dismissal time

Student Activity Period: Students will have the opportunity to seek assistance from a teacher for additional help with a subject matter, participate in educational enrichment, work independently on academic assignments, make up assessments, or participate in other activities at specified times during the designated activity period, throughout the school year.

Student Progress: A student's work is carefully monitored and recorded by each teacher. To keep the student and parent informed, we offer the following information on a periodic basis:

1. Report cards will be mailed home upon the conclusion of each marking period, as well as available through the Parent Portal within PowerSchool.
2. Parents/guardians are encouraged to check their student's grades via PowerSchool, which may be accessed 24 hours a day via the CASD website, **www.cattysd.org**.
3. November parent-teacher conferences.
4. Assessment data sheets will be sent home periodically throughout the year.
5. Parent teacher meetings may occur at the request of the parent/guardian, teacher(s), and/or School Counselor throughout the year to discuss student progress.

GRADING/MARKING SYSTEM

Letter Equivalent	Numerical Grade
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and Below
N/A	P/F
M	Medical excuse
I	Incomplete work

* Student must complete missing work within ten school days, or it converts to an "F" or Zero

Summer School: In the event The Catasauqua Area School District does not operate a summer school program, students may attend summer school programs available in the area. Parents are responsible for both transportation and tuition costs.

Participation in summer school may be recommended for personal improvement or for make-up credit that can count toward promotion if the student earns a passing grade.

Students who fail one or more credits are eligible to make up no more than three major subjects in a summer program.

Parents of all students recommended for attendance at a summer school will be contacted before the end of the school year. Any student wishing to attend summer school for personal improvement is encouraged to contact the school counselor before school is over for details and information. Any questions regarding summer school programs should be directed to the school counselor.

A student who accumulates fifteen (15) days of unlawful absences may be considered as failing to meet the requirements for successful participation in classes, promotion, and/or graduation and, as such, may receive no credit for courses.

Teacher/Office Detentions: A detention may occur during lunch and/or after school. All students, including bus students, may be detained. Students will be given 24-hour notice prior to any assigned detention. After school detentions will operate on a daily basis from 2:25 p.m. to 3:00 p.m. Students who are late for detention are considered to be skipping a scheduled detention, which will result in further disciplinary actions. All students assigned to detention should report to the cafeteria. Detentions are not subject to change unless prior approval has been secured from administration. The only legitimate excuse for a student not to report to a detention is a doctor/dental appointment or other legitimate appointment. **Any student who cuts a detention will be assigned two detentions.** Please refer to the disciplinary chart for any subsequent occurrences for cutting detentions. **Any misconduct while in detention will result in the student being removed from the detention, sent home with further disciplinary actions taken. The student will also need to make up their original detention. Please note, if a student is absent on the day they are scheduled for detention, the detention will be served on the day they return to school.**

Teaming: The philosophy of Catasauqua Middle School is directed at the development of the intellectual, emotional, social, and physical well being of the students. Grade Level Meetings are utilized in each grade to support and promote the teaming philosophy through team building activities. Please contact your child's team of teachers if you would like to schedule a meeting during their grade level meeting time throughout the school year.

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Textbooks & Equipment: Textbooks are the property of Catasauqua Middle School. The student is responsible for the book that was issued to him/her and must pay for its loss or damage. A lost book is to be reported to the teacher, so a replacement can be issued immediately. Failure to resolve any and all obligations that a student incurs may result in further administrative action. The same rule applies to all other school property including band equipment, iPads & accessories, athletic equipment, etc.

Throwing/Projecting Hazardous Objects: Any student throwing or projecting hazardous objects will be removed from the area of the offense and assigned to detention, Saturday SAC, ISS, or an out-of-school suspension, depending on the severity of the offense. The throwing of snowballs on school district property is prohibited. Student violators run the risk of disciplinary action.

Tobacco Products Policy: Effective September 1, 1989, possession, smoking, and the use of tobacco in any form will at all times be prohibited in all Catasauqua Area School District buildings and school vehicles. Smoking and the use of tobacco in any form will be prohibited on school property owned by, leased by, or under the contract of the school district. Smoking in school district buildings is a violation of the Pennsylvania Clean Indoor Air Act, and all violators shall be subject to a fine plus court costs as established by the local magistrate's office. Students are forbidden to bring tobacco products and/or lighters/matches to school. ACT 145 of 1996 makes possession of *a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form* a summary offense subject to a fine plus court costs as established by the local magistrate's office. Any student found to be in possession of tobacco products in school or at school functions or activities may be subject to three (3) days of suspension from school for the first offense and five (5) days of suspension for each subsequent offense. Students in possession of lighters or matches may be subject to two (2) days of detention for the first offense and a suspension for each subsequent offense. *This creates a **zero-tolerance policy** for all types of tobacco possession and/or use on Catasauqua Area School District property and at school-sponsored activities on or off school property.*

Use of Reasonable Force: Reasonable force may be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance with an attempt to harm or harm self
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

Verbal Altercation: A verbal altercation is an incident that involves one or several offenders who engage in a verbal communication, which is disruptive to the educational environment, abusive, profane, obscene or threatening. A verbal altercation would be one that does not rise to the level of disorderly conduct or harassment.

Video Surveillance: In order to keep CMS safe and secure and to protect individuals and their property from harm, the school is equipped with a video camera surveillance system. Additionally, all district transportation is equipped with a video/audio monitoring system.

Virtual Learning Days: There may be times throughout the school year where Catasauqua Middle School may need to operate on a Virtual Learning Day due to inclement weather or unforeseen building concerns. Please click on the following link for further information regarding attendance and student expectations.**Virtual Learning Day Procedures**

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Volunteer Clearances: In the spirit of protection of our students in accordance with state regulations and school district policy #139, all volunteers are required to submit clearances. Please click on the Parent/Volunteer link for more information regarding volunteer clearances. **Volunteer Information**

Walkers: Students who walk to and from school should follow rules for pedestrian and traffic safety. They should use sidewalks whenever possible and cross streets only at intersections. Students must obey the directions of the crossing guards at all times. Students are expected to respect the rights and property of our community. Walkers will be permitted to walk through the transportation center only in the designated walkway provided. For the safety of students and others it is very important that ALL students stay within the designated walkway that is outlined in red. Disciplinary action will be taken for any student that does not follow the safety parameters that have been established.

Weapons/Dangerous Items: Any student found to be in possession of or harboring an item which could be defined or thought to be as dangerous or threatening to himself or other students on school grounds, at school-sponsored activities, or on school buses, will immediately be suspended from school for ten days and referred to either the district magistrate or the Pennsylvania State Police. A detailed report will also be sent to the superintendent.

Expulsion proceedings shall also be initiated through the superintendent of schools. Once the expulsion process is initiated, the student may be excluded from school until the disposition of the hearing.

Prohibited items include all knives, firearms, fireworks, smoke or stink bombs, chains, or other devices which are potential items of violence such as certain rings, pipes or tubes, look-alike firearms, and weapons (i.e. toy guns and knives), and any item which could or would be a threat to anyone.

ACT 26 – Possession of Weapons: Act 26 of the Pennsylvania School Code, Section 1317.2, "Possession of Weapons" states that "a school district or AVTS shall expel for a period of not less than one (1) year any student who is determined to have brought a weapon onto school property, any school-sponsored activity, or any conveyance providing transportation to a school or school-sponsored activity." Weapons shall include, but are not limited to, any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, brass or plastic knuckles, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Withdrawal/Transfer from School: Transfer to another school: Students moving out of the school district will be withdrawn and transferred with a minimum of educational interruption. Parents/guardians should contact the main office for further instructions three days before withdrawing their child.

Extracurricular Activities & Athletic Information:

Sports, Teams, and Other Activities

Band & Chorus: Band and chorus programs are open to all interested students who wish to participate. Band rehearsals will take place before homeroom and during the school day. Instrumental lessons are also offered throughout the school day. Chorus rehearsals will take place before homeroom.

Student Forum: Student Forum is a student organization designed to help promote school spirit and leadership among students. Students participating in the organization will maintain a high standard of personal conduct. Student members will demonstrate leadership qualities by serving as good examples of behavior through their words and actions. Student Forum members will meet periodically throughout the school year.

Middle School Fall Sports:

Field Hockey: The junior high field hockey team is open to seventh, eighth and ninth grade girls. Sign-ups for junior high field hockey are held in May for the following fall season. The season runs from the middle of August until the middle of October. Practices normally take place at either Thomas Field or Alumni Field and home games are played at Alumni Field.

Football: The middle school football team is open to seventh and eighth grade students. Sign-ups for middle school football are held in May for the following fall season. The season runs from the middle of August until the beginning of November. Practices and home games are played at Alumni Field.

Football Cheerleading - The middle school football cheerleading squad is open to seventh and eighth grade students. Sign-ups for middle school football cheerleading are held in May for the following fall season. The season runs from the middle of August until the middle of October. Practices normally take place in the Catasauqua High School Gymnasium and the home middle school football games are played at Alumni Field.

Soccer - Boys: The junior high boys soccer team is open to seventh, eighth and ninth grade boys. Sign-ups for junior high boys soccer are held in May for the following fall season. The season runs from the middle of August until the middle of October. Practices normally take place at either Thomas Field or Alumni Field and home games are played at Alumni Field.

Soccer - Girls: The junior high girls soccer team is open to seventh, eighth and ninth grade girls. Sign-ups for junior high girls soccer are held in May for the following fall season. The season runs from the middle of August until the middle of October. Practices normally take place at either Thomas Field or Alumni Field and home games are played at Alumni Field.

Volleyball - Girls: The middle school girls volleyball team is open to seventh and eighth grade girls. Sign-ups for middle school girls volleyball are held in May for the following fall season. The season runs from the middle of August until the beginning of November. Practices and home games are played in the Catasauqua High School Gymnasium.

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Middle School Winter Sports:

Basketball -Girls: The middle school girls basketball team is open to seventh and eighth grade girls. Sign-ups for middle school girls basketball are held in the middle of October. Practice officially begins in the middle of November and the season continues into February. Practices are normally held in the Catasauqua Middle School Gymnasium and home games are played in the Catasauqua High School Gymnasium.

Basketball - Boys: The junior high boys basketball teams are open to seventh, eighth and ninth grade boys. Sign-ups for junior high boys basketball are held in the middle of October. Practice officially begins in the middle of November and the season continues into February. Practices are normally held in the Catasauqua Middle School Gymnasium and home games are played in the Catasauqua High School Gymnasium.

Wrestling - Boys & Girls: The junior high wrestling team is open to seventh, eighth and ninth grade students (boys and girls). Sign-ups for junior high wrestling are held in the middle of October. Practice officially begins in the middle of November and the season continues into February. The team competes in both regular matches and tournaments. Practices take place in the Catasauqua High School Wrestling Room and home matches take place in the Catasauqua High School Gymnasium.

Middle School Spring Sports:

Baseball : The junior high baseball team is open to seventh, eighth and ninth grade boys. Sign-ups for junior high baseball are held in January. The season runs from the beginning of March until the middle of May. Practices and home games take place at the Sheckler Baseball Field.

Softball: The junior high softball team is open to seventh, eighth and ninth grade girls. Sign-ups for junior high softball are held in January. The season runs from the beginning of March until the middle of May. Practices and home games take place at the Sheckler Softball Field.

CASD Extracurricular Code of Conduct:

(REVISED JUNE 2019)

All Catasauqua Area School District students and their parents/guardians shall be required to read and sign the Catasauqua Area School District ***Extra Curricular Code of Conduct*** as set forth in this policy prior to students being allowed to participate in extracurricular activities. It is the responsibility of the coach/advisor to assure that no student is allowed to participate that has not read and signed the following code.

As a participant in extra curricular activities, students must understand that participation is a ***privilege***, and not a right. Students therefore, must agree to abide by the following rules and habits and agree that there may be consequences for misconduct that will be administered by coaches/advisors and the school district administration.

SECTION #1: STUDENT EXPECTATIONS:

1. Students are the responsibility of the coaches/advisors until the organization returns to the high school or middle school. When returning from a contest, students are expected to leave the premises immediately. No student may be released by a coach/advisor prior to returning to the school unless it would be to a parent or guardian with written notification using the school district travel release form. Participants are strongly encouraged to travel with their organization at all times. The school district is striving to promote team unity and loyalty.

2. Equipment and uniforms issued for practice and competition should be cared for properly. Uniforms may not be given to classmates to wear in the stands during contests. Students are responsible for returning the uniform/equipment that had been issued to him/her at the start of the season. Loss or failure to return equipment and uniforms at the end of the season will result in an obligation to the CHS Athletic Department. Either returning the outstanding equipment/uniform, or payment for the equipment/uniform will meet the obligation. A student will not be provided another school uniform until all outstanding obligations have been met.

4. The student must finish the season/activity as a team member in good standing to qualify for any post-season awards sponsored by the school district or booster club.

5. Students must attend every practice/activity, unless excused, and diligently work to improve themselves, following the advice and instruction of the coach/advisor. If at any time a student cannot attend a practice/meeting for any reason, he/she must notify the coach/advisor, who will determine whether the absence is excused or unexcused and the appropriate consequence, if warranted.

6. Profanity is unacceptable at any time. Coaches/Advisors will determine consequences, if warranted.

SECTION #2: ELIGIBILITY:

1. Academic eligibility for all extra curricular activities will be determined and verified by the Catasauqua High School Athletic Department on the last day of scheduled attendance in any given week and done so on a weekly basis. Any student found to be academically ineligible will be notified by the CHS Athletic Department.

2. **A student must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period.** If a student fails to meet this requirement, he/she will lose his/her eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which he/she meets this requirement (total of seven days).

   A student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. If a student fails to meet this requirement, he/she will lose their eligibility for the first 15 school days of the next grading period, beginning on the first day report cards are issued. Eligibility for the first grading period is based on the final grades of the preceding school year. In this case, the student will be ineligible for the first 15 school days of the new school year.

3. When a student is academically ineligible, he/she is allowed to practice and travel with the team/activity. Guidelines and rules will be determined by the coach/advisor. While ineligible, the student is not allowed to wear his/her uniform in school or at the game. While ineligible, the student is not allowed to be dismissed from class early to travel to a game/activity.

4. A student will be removed from a team/activity when he/she is academically ineligible for four consecutive weeks.

5. When competing in interscholastic sports, all students must maintain eligibility as set forth by the PIAA.

6. Students who arrive at school after **9:15am.** are ineligible to participate in any games/performances during that day, unless they provide a doctor's excuse or an excuse that is approved by the building administration.

7. Students will not be allowed to practice or participate in any activity during a period of out-of-school suspension. Students will not be allowed to practice or play on a day of an ISS or Saturday SAC assignment, but are allowed to attend practice, attend games and travel with the team. The student is not allowed to wear his/her uniform in school or at the game. Normal ISS or Saturday SAC assignment eligibility guidelines remain in effect for rescheduled game/activities and/or rescheduled ISS or Saturday SAC dates.

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8. A student is eligible to participate in interscholastic sports only if he/she has completed a pre-participation physical evaluation performed by an authorized medical examiner. The physical examination and all necessary paperwork must be returned to the CHS Athletic Department prior to the first practice of the first sport played during a school year. A student may be required to be reevaluated or re-certified prior to each subsequent sport played during that school year.

9. A student who is absent from school during a semester for a total of 20 or more school days will lose his/her eligibility until he/she has attended school for a total of 45 school days following the 20th day of absence.

SECTION #3: COMMUNITY BEHAVIOR:

1. All students should exhibit appropriate behavior both in school and within our community.

SECTION #4: SCHOOL BEHAVIOR:

1. Students must treat other individuals with respect and courtesy. A student is responsible for appropriate behavior during the school day, in any school district building, school bus, other school vehicle or on any school property owned by, leased by, or under the control of the school district, and at all school sponsored activities, or any other activity when students are representing the school district.

2. Violations of law, school district policy, or standards set forth in the ***Catasauqua Middle School Parent/Student Handbook*** will not be tolerated.

3. Violations of the ***Handbook*** policy on hazing will not be tolerated. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any group.

4. The coach/advisor will decide any consequences of Level 1 or Level 2 violations set forth in the ***Handbook***, subject to final approval by the Principal and/or Director of Student Activities. The consequences for a Level 3 violation, or any violation of law or school district policy not set forth in the ***Handbook***, are set forth below:

5. **CONSEQUENCES (SECTION #4)**
    1. The first offense will result in a suspension from activity for seven consecutive days, and include a suspension from at least one event (game, match, performance, etc.) during or immediately following the suspension. The Principal and/or Director of Student Activities may make a recommendation to the Superintendent, based on the severity of the offense, for the student to be removed from the team/activity for the remainder of the season and/or the remainder of all activities for the school year. The recommendation by the Principal and/or Director of Student Activities may only be made after consultation with the coach/advisor.

    2. The second offense results in the immediate removal from the team/activity for the duration of the current sports season. For activities that do not have a defined season, the current sports season will be used.

    1. The third offense results in non-participation in activities for the remainder of the school year.

Offenses are credited on a school year basis. Offenses can be carried over to the next school year and result in continued non-participation in activities in the next school year, based on the severity of an offense, and after consultation with the Superintendent.

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Athletics – Participation Requirements

ATHLETIC PARTICIPATION DURING THE SCHOOL DAY
Students who arrive at school after **9:15am** are ineligible to participate in any games/performances during that day, unless they provide a doctor's excuse or an excuse that is approved by the building administration.

HEALTH/INJURED STATUS
Students who are injured when participating in athletics and/or extracurricular activities are required to obtain permission from a certified physician (written permission with signature) and/or the school trainer (verbal and/or written permission) before the student will be allowed to return to practice or participate in an athletic event or extracurricular activity. Coaches, students, and/or parents will not be allowed to unilaterally determine when a student should be able to return to practice or participate in an athletic event or extracurricular activity.

STUDENT ACCIDENT INSURANCE
The Catasauqua Area School District does not carry medical insurance on students, but does provide parents the opportunity to obtain a group student accident insurance policy. Applications are given to each student to give to his/her parent/guardian at the beginning of each year. Applications are also available in the office of each school throughout the school year.

All student athletes who participate in interscholastic sports or any school-sponsored activity are automatically covered for injuries sustained through an accident medical insurance program paid by the school district. Benefits are payable for the first $100 of eligible expenses. Thereafter, benefits are payable that are not recoverable from another health care plan up to policy limits.

ATHLETIC COURTESY
Athletics should foster sportsmanship. It is the privilege and duty of every person connected with athletics to exemplify these principles in his/her own actions.

1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would breach. The stealing of advantage in sport is theft.
2. No unfair advantages are to be sought over others.
3. Unsportsmanlike or unfair means are not to be used, even when they are used by opponents
4. Visiting teams are to be honored guests of the home team and should be treated as such.
5. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that a student spectator represents his/her school the same as does the athlete.
7. Any spectator who continually evidences poor sportsmanship can expect to be barred from attending future contests.
8. Decisions of officials are to be abided by, even when they seem unfair.
9. Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.
10. Good points in others should be appreciated and suitable recognition given.
11. The practice of "booing" is regarded as discourteous and unsportsmanlike.

APPENDIX A

Catasauqua Area School District Acceptable Computer Use / Internet Safety Policy

Section I. Responsibilities and Privileges

a. Purpose and Goals of District Provision of Internet Access

The Catasauqua Area School District (CASD) will provide access to the district network and Internet for students with their parent's or guardian's consent to locate material to meet their educational and personal information needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school district's strategic plan and standards.

CASD will also provide access to the district network and Internet for employees in order to fulfill the requirements of their position(s) as well as an information resource.

Access to the district network and Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.

b. Inappropriate Materials Warning

Due to the nature of the Internet as a global network connecting millions of computers around the world, inappropriate materials, including pornography and obscenity, may be accessed through the Internet connected district network. While appropriate technological filtering mechanisms have been put in place to control access to content classified as obscene, pornographic or harmful to minors, CASD cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources through the school district network or transmitting such resources to school district networks from another site will be considered an unacceptable use of school district resources and will result in suspension of network, Internet, and computer privileges and other disciplinary action as outlined in appropriate district policies, included in building handbooks and on the CASD website, up to and including suspension and expulsion of students and termination of employees.

c. Education

The school district will ensure that all grade levels will receive age appropriate instruction on matters of safe Internet conduct, including cyberbullying awareness and response and proper interacting on social networking sites and chat rooms.

The school district will further inform all users regarding their individual responsibility to refrain from engaging in unacceptable uses of the network and as to the consequences of their actions if they do so.

d. Monitoring

In an effort to maintain a safe computing environment, district staff will monitor the online activities of students to the extent feasible. Such monitoring may include both direct examination of computers by teachers and other employees as well as remote technological monitoring tools. District staff may also monitor the online activities of employees through direct and remote means.

e. Technology Protection Measures

District Administration shall implement and maintain a technology protection measure that blocks or filters Internet access from any school computer or the school district network to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and any other inappropriate matter or materials harmful to minors. Adult employees shall be afforded a means to access appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department. Instructional employees and District administrators are authorized to permit student users to view appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department, so long as the employee or administrator personally and directly monitors the student's use of otherwise blocked or filtered sites to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and so long as the employee or administrator insures that the blocking/filtering technology protection measure is reactivated before the end of the direct monitoring.

f. Authentication Security

To ensure security of sensitive network based data (on internal data / messaging servers as well as the Student Information System), user login credentials for all employees and external authorized users will be subject to enforced requirements on passwords and related syntax. Passwords will have a life limited to 30 days, minimum expected complexity, and restrictions on reusing from recent history. The systems will also lockout users after 3 unsuccessful login attempts. Students may be subject to a lower level of authentication security at the discretion of the District. It is expected that all network users will comply with and not seek to circumvent these security provisions.

g. Definitions

When used in this policy—

1. the term "user" includes both students and employees who are provided access to the district network and Internet through school resources;

2. the term "obscene" shall have the same meaning as defined for that term in 18 U.S.C. § 1460;

3. the term "child pornography" shall have the same meaning as defined for that term in 18 U.S.C. § 2256;

4. the terms "sexual act" and "sexual contact" shall have the same meanings as defined for such terms in 18 U.S.C. § 2246;
5. the term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—

    (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

    (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

    (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Section II. Authority
The Catasauqua Area School District reserves the right to determine which computer and network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network, to log Internet use by users, review e-mail, and to monitor file server space utilization by users, and the information contained therein shall remain the property of the

District and may be used as the District sees fit, including serving as the basis for disciplinary action and referral to outside authorities. Users acknowledge NO expectation of privacy in their use of the district network and computers. The school district reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when violations of this and any other applicable district policies, including those governing network use, e-mail, copyright, security, and vandalism of district resources and equipment occurs. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages a user suffers. This includes, without limitation, loss of, damage to, or unavailability of data or other information, whether caused by the District's own negligence, a user's errors or omissions, or otherwise. Use of any information obtained via the Internet or the District network is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet's services. E-mail may only be made available to students or other minors if the District provides for the safety and security of minors when using e-mail, such as by the use of the Gaggle system to filter potentially inappropriate emails to or from student accounts and to notify District administrators of such filtered emails. The District will not be held liable for the receipt and/or transmission of inappropriate content.

Section III. Procedures

Network accounts may be used only by the authorized user of the account for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Accounts will be given out to only those individuals who meet the following requirements, and individuals without a network account (*e.g.*, certain elementary school students) may be given access to school computers, the district network, or the Internet only if such persons meet the following requirements:

1. Have read the District Acceptable Computer Use/Internet Safety Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Student users must also have their parent or guardian sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network.

2. Have participated in a district orientation which will include but not be limited to network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

Section IV. Prohibitions

The use of the District Network, Internet, or any school computers for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. The activities listed below are strictly prohibited by all users of the district network and school computers. The Catasauqua Area School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school district resources are accessed in any way, whether in school or at another location, and whether connected directly to the school district network or computers or indirectly through another Internet service provider.

- Allowing another person to use an assigned account or password.

- Use of the network to transmit material likely to be offensive or objectionable to recipients.

- Use of the network to participate in inappropriate and/or objectionable news groups.

- Use of the network to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.

- Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service, unless expressly authorized to do so as part of the user's

employment duties. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.

- Use of the network to subscribe to any fee-based on-line/Internet service, unless expressly authorized to do so as part of the user's employment duties. All costs to the district or any individual incurred because of this type of violation or any other unauthorized charges or fees resulting from access to the network or the Internet will be the responsibility of the user.

- Use of the network or school computers which results in any copyright violation.

- The unauthorized installation, distribution, reproduction or use of software on district computers or servers. Software may only be installed on district servers by the Technology Department. Software may only be installed on district computers when expressly authorized by the Technology Department.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users, or to misrepresent other users on the network.

- Use of school technology or the network for fraudulent copying, communications, or modification of materials in violation of local, state, or federal laws.

- Destruction, modification, abuse, or unauthorized access to district computer hardware, software, or files including: loading, downloading, or use of unauthorized games, programs, files or other electronic media.

- Destruction of district computer hardware or software.

- Use of the network to participate in unauthorized Internet Relay chats or web based chat rooms (on-line real-time conversations).

- Use of the network to facilitate unauthorized access, including all forms of "hacking", or any other illegal or unlawful activity.

- Use of the network for the unauthorized disclosure, use, or dissemination of personal identification information or other personal or confidential information of others.

- Use of the network by any employee for instant messaging unless expressly authorized as part of the user's employment duties.

- Use of the network by any student for instant messaging unless such use is either (1) expressly authorized by an administrator and directly monitored by an administrator or instructional employee, or (2) provided for under a student's Individualized Education Program or Rehabilitation Act Section 504 Plan and directly or indirectly monitored by an instructional employee. The term "indirect monitoring" includes intermittent direct monitoring coupled with periodic review of usage logs to ensure appropriate usage.

- Use of the network by a student for accessing non-school e-mail accounts.

- Use of the network for commercial or for-profit purposes.

- Use of equipment in any manner that would disrupt network use by others.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

- Use of the network to access or process pornographic or similar material.

- Use of the network by a minor to access visual depictions that are obscene, child pornography, or harmful to minors.

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- Use of the network by an adult to access visual depictions that are obscene, child pornography, or harmful to minors unless necessary as part of the user's employment duties and no minors have access to the room in which the visual depictions are viewed.

- Use of a computer that has been logged in under another user's name, except where expressly authorized by the Technology Department for young students without network accounts, or other use of the network account or password of another user.

Section V. Consequences of Abuse of Responsibilities and Privileges

Any user of the network, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any other district policy governing use of school resources or copyright law, will have his or her user privileges revoked and may face other disciplinary procedures, up to and including suspension and expulsion of students and termination of employees. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

APPENDIX B

G Suite for Education Notice to Parents and Guardians:

- The Google Workspace for Education Privacy Notice describes how Google products and services collect and use information when used with Google Workspace for Education accounts.
- Information about the legal commitments Google makes for Google Workspace for Education Core and Additional Services is available in our Help Center.
- Information about how Google's products work to protect privacy is available in our Product Privacy Guide and at privacy.google.com. Note that Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads for Google Workspace for Education users in primary and secondary (K–12) schools, and any statements about ads on those pages are overridden by this restriction from our Privacy Notice.
- Information about Google's compliance with international legal obligations on data protection can be seen in the Data Processing Amendment to Google Workspace and/or Complementary Product Agreement, which describes extensive measures for data security that Google and its customers have agreed.
- Answers to many top questions about privacy and security appear on our Google for Education Privacy and Security Center.
- Parents can visit myaccount.google.com while signed in to their child's Google Workspace for Education account to view and manage the personal information and settings of the account.

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APPENDIX C

Catasauqua Area School District
LRE Mission Statement
March 2, 2010

The Catasauqua Area School District is dedicated to the creation of an inclusive, dynamic learning community and environment that works collaboratively to develop partnerships with parents and community members to meet the diverse learning and social needs of the children we seek to educate. The district will be diligent in promoting the integration of children with disabilities with their non-disabled peers and maintain high expectations for all children based on an understanding that students with disabilities can achieve these expectations in different ways, with supplementary aids and services.

Catasauqua Area School District
Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students
(Revised July, 2018)
Annual Notice to Parents
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.
This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Signs of developmental delays or risk factors that might indicate a disability could include, but are not limited to, poor prenatal care, birth trauma, febrile or other seizure activity, severe reaction to early medication or inoculation requiring extended medical care, or severe trauma to the head, followed by failure to attain developmental milestones for communication, motor development, socialization, emotional development, self-help skills, or cognition; unexplained failure to attain developmental milestones in these areas; failure to use toys and other objects in a developmentally appropriate manner; persistent inability to sustain attention at levels sufficient to complete age-appropriate tasks; easy frustration with developmentally-appropriate tasks or activities; difficulty with coloring, letter formation, or drawing lines and shapes within age-appropriate parameters; difficulty building or sustaining

age-appropriate relationships or conversations; persistent difficulty tolerating the presence of or interactions with peers or adults; persistent and severe disciplinary actions in preschool or school settings; failure to develop age or grade-level appropriate reading, writing, mathematical, listening, or speaking skills after exposure to sound instruction in these areas by qualified teachers; and failure to pass routine vision or hearing screenings. Other information regarding potential signs of developmental delays and other risk factors that could indicate disabilities can be found on the Catasauqua Area School District and the Carbon-Lehigh Intermediate Unit websites: http://www.cattysd.org and http://www.cliu21.org.

Evaluation Process
Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent
School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net or at www.cattysd.org. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Supports and services will be provided by certified special education personnel.Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information
The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must notify the parents in writing and *may* destroy the records

or, at the request of the parents, *must* destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit at www.cliu.org.

The addresses of these schools are as follows:

Catasauqua High School
2500 W. Bullshead Rd.
Northampton, PA 18067
(610) 697-0111

Catasauqua Middle School
850 Pine Street
Catasauqua, PA 18032
(610) 264-4341

Sheckler Elementary School
201 N. 14th Street
Catasauqua, PA 18032
(610) 264- 5601

Carbon-Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078

GIFTED SERVICES
Catasauqua Area School District Gifted Support serves identified gifted students in grades kindergarten through twelve and facilitates screening of potential gifted students as well as those students being considered for acceleration. The district offers various gifted support options, including enrichment, acceleration, independent study, and special interest groups based on student need and as prescribed by the GIEP.

If you believe your child may be mentally gifted and requires support services, please speak to your child's teacher, guidance counselor or principal and/or submit a parent referral for a gifted evaluation. Please contact Mrs. Hillary Hahn at **hahnh@cattysd.org** to receive a parent referral letter for gifted evaluation.

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APPENDIX D - Transportation/Bus Assignment

There will be no daily transportation changes

Catasauqua Area School District buses are equipped with a Video/Audio Monitoring System.

If you have any questions regarding Transportation please contact the Transportation Department: 610-264-3192, option 2.

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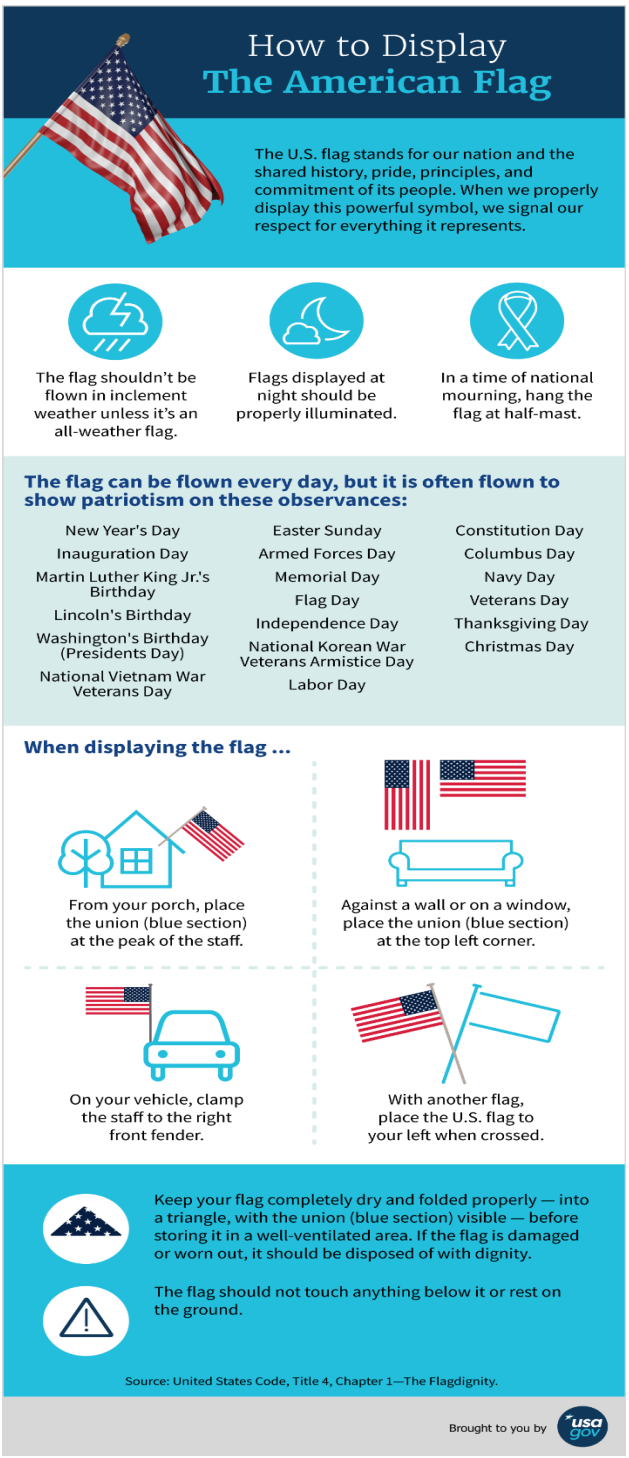
APPENDIX E - Flag Code:

Please view [The United States Flag Code]() for questions regarding the displaying of the US Flag.



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APPENDIX F:

VOLUNTARY STUDENT ACCIDENT INSURANCE COVERAGE

For

Catasauqua Area School District

We are once again offering Voluntary Student Accident Insurance to our students for the current school year through A-G Administrators, Inc.

For the sake of our environment the brochure and enrollment form will be available on our School District Website: **Voluntary Accident Insurance**

If you would like to enroll your child in this program, please download and complete the application and return it with the required premium in the form of a check of money order to:

A-G Administrators, Inc
PO Box 979
Valley Forge, PA 19482

Please contact *the building principal or Thomas Moll (Director of Student Activities)* should you require a paper copy of the enrollment form.

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