

Pine Grove Area School District



2026-2027 Middle School Student Handbook (Code of Student Conduct)

**Pine Grove Area Middle School
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<http://www.pgasd.com>

Mission Statement

**Promoting, Growth, Achievement, Success, and
Direction for ALL Children!**

P.G.A.S.D. for ALL Children!

****This handbook serves to supplement the School Board's discretionary authority to maintain safety, order and discipline in the school zone. The rules in the handbook support, but do not limit, the school's authority. In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. This Handbook may be amended at any time at the discretion of the School District**



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FORWARD

All students enrolled in the Pine Grove Area School District are expected to conduct themselves in accordance with the rules of the system and the school. Administration and faculty are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in the Pennsylvania Public School Code. The Board of School Directors has granted authority to administration and faculty to maintain appropriate decorum within the building and classrooms and to make and enforce reasonable rules and regulations to govern the students' behaviors.

ASSURANCE OF NON-DISCRIMINATION SPECIAL EDUCATION SERVICES

Students and parents are assured that the Pine Grove Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The Pine Grove Area School District also provides a variety of Special Education Services. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, please call the building level your student attends.

WHO OWNS THIS SCHOOL

Surprisingly, you do! Your parents and all taxpayers are legally required to pay taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the schools by discouraging or reporting such activity. REMEMBER, most trouble starts as fun!

SCHOOL DAY

Front Doors open for students at **7:30 am**. Students are to report directly to their homeroom for attendance and then to breakfast if they choose. Students coming to school after **7:45 am** are considered late/tardy. Students coming into school after 7:45 am are required to sign in at the office. The student will be issued an office pass before reporting to class. Students should be unloaded by passenger car at the front of the building on School Street when arriving at school in the morning. Cars should not be in the circle during the time buses are unloading. Middle school bus students must get off the bus in front of the middle school - not the high school or any other location. Student school day is from 7:40 a.m. to 2:40 p.m.

ACADEMICS

ALGEBRA I

Algebra 1 is a fast-paced course that includes the rules of Algebra, signed numbers, equations, inequalities, graphing, formulas, functions, and systems of equations. The course presents algebraic concepts and skills using a problem-solving approach. Students in the course will learn both the high school-level Algebra 1 content and 8th grade PSSA content. Content is presented at a rapid pace. Students are expected to do a significant amount of work outside of the regular class time. This course is offered to the top ranked 8th grade students. Rankings are determined by their 7th grade math final average and final exam score, teacher rating, PVAAS proficiency predictor score, IXL scaled score, IXL final benchmark score, and Orleans-Hanna Prognosis Test. Students must also score proficient or advanced on the Grade 7 PSSA.

CLUBS AND ACTIVITIES

Aevidum - Mrs. Bohn
Archery Club - Mr. Mease & Mr. Butler
Band Director - Miss Cheezum
Book Club - Mrs. Tucker
Chorus - Mrs. De La Ronde
Community Service Club - Mrs. Sabaday
Envirothon Club - Mr. Drey
National Junior Honor Society - Mr. Stump
Math Club - Mrs. Zimmerman & Mr. Renninger
Musical Theater Production - Ms. Shughart
Peer Buddies - Mrs. Hall
PTO Representative - Mrs. Bohn
Spelling Bee Advisor - Mr. Drey
Student Council Advisors - Mr. Griffiths & Mrs. Frantz
Yearbook - Mrs. Burns

CONFERENCES

Teachers welcome the opportunity to meet with pupils and/or parents/guardians to review progress.

- A. Pupils: Pupil/Teacher conferences are arranged during a pupil's study time, and/or before or after classes, and are conducted in a conference room in the school, guidance office or in a classroom.
- B. Parents: Parent/Teacher conferences are held in school and arranged at a time that is convenient for both the parent/guardian and the teacher. If a teacher wishes to request a parent/teacher conference, they should arrange the meeting in conjunction with the student's other teachers if necessary. Parental requests for parent/teacher conferences may be arranged by the guidance counselors, teachers, or the principal. Parents are encouraged to call their child's teacher to request a conference. The pupil's guidance counselor or principal could be available to attend parent/teacher conferences.

EXAMS

- A. The 5th and 6th grade students will not be required to take semester or final exams. Their final grades will be based on the grades given during the four (4) marking periods.
- B. The 7th and 8th grade students shall be given semester examinations in all subjects. The score obtained on the examination given at the end of the first semester shall be averaged in with the second marking period grade. The score obtained on the examination given at the end of the second semester shall be averaged in with the fourth marking period grade.

HONOR ROLL

Distinguished Honor GPA 95% No Grade Below 90%

Honor Roll GPA 90% No Grade Below 85%

MARKING SYSTEM

Report Cards: Report cards are issued electronically at the end of each quarter, or nine-week session. Percentages are used to designate a pupil's progress.

90 - 100 = A - Excellent

80 - 89 = B - Above Average

70 - 79 = C - Average

60 - 69 = D - Passing

0 - 59 = F – Failure

EX – Excused

I - Incomplete

W - Withdrew

N/A – Not Applicable

Incomplete work must be made up 10 school days after the end of the marking period. If this is not done, the incomplete will change to a failing grade. No extra credit will be applied to grades over 100%.

NATIONAL JUNIOR HONOR SOCIETY CRITERIA

The Pine Grove Area Middle School chapter of the National Junior Honor Society consists of members in grades 6-8. Members must maintain a cumulative GPA of 94.5% or higher. At the end of the second marking period, student GPAs will be examined to determine eligibility for the application process. The PGAMS National Junior Honor Society (NJHS) is an organization dedicated to recognizing and encouraging those students who demonstrate excellence not only in the classroom, but as leaders in their school and community as well. The core values of NJHS are Academics, Leadership, Service, and Character.

PLAGIARISM

The Modern Language Association (MLA) describes plagiarism as follows: using someone else's ideas or phrasing and representing those ideas as our own, either on purpose or through carelessness, is a serious offense known as plagiarism, "Ideas or phrasing" includes written or spoken material of course – from whole papers and paragraphs to sentences, and indeed, phrases – but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material discovered on the World Wide Web; another student at our school or anywhere else; a prewriting "service" online or otherwise) which offers to sell written papers for a fee.

Plagiarism is not only related to written works but also to material such as dates, images, music, formulas, websites and other computer or electronic programs.

Consequences may include:

1. Grade adjustment
2. Possible failure of course
3. Notification of National Junior Honor Society advisor for appropriate action in accordance with the organization's by-laws
4. Other appropriate consequences as determined by building administration

PROMOTION/RETENTION POLICY

Students who fail two major subjects or one major and a failing average of minor classes will be retained unless provisions are made to make up the class through options such as summer school. Students must receive a minimum grade in a subject to be eligible for summer school. Summer school classes are at the discretion of administration.

REPORTING PUPIL PROGRESS

The primary purpose of our school is to provide maximum opportunity through which pupils can achieve their greatest learning potential, each according to his/her own abilities. It is therefore necessary that teachers evaluate pupil achievement and report pupil progress to both the pupil and parent/guardian, and recognize proficiency levels through the following:

1. A program of pupil and parent/guardian conferences when needed
2. Interim progress reports
3. The issuing of report cards
4. The honor roll system
5. Phone calls
6. E-mail
7. ALMA
8. Letters

STANDARDIZED TESTS

PA State Assessment System

Testing is given as follows:

Grades 5, 6, 7 & 8 English/Language Arts & Math

Grades 5 and 8 Science

Keystone Exams

Testing is given as follows:

Grade 8 Algebra I

ATTENDANCE

ABSENCES

- A. **Illegal/Unlawful Absences:** Refer to School Board Policy #204 (Attendance) for further information. Feel free to stop in the building office to request a copy of the attendance policy.
- B. **Lawful (excused) Absences:** Excused absences include the following: sickness, quarantined, a short-term family emergency, death in the immediate family, pre-arranged medical or dental appointment, authorized school activities, approved educational field trips, emergency domestic permit or other urgent reasons.
- C. Students who arrive at school after 8:20 a.m. will be issued a ½ day absence. Students who leave prior to 1:45 will be issued a ½ day absence.

- D. A written excuse must be turned in within three school days of an absence or it will be changed to an unlawful absence.
- E. If a student is absent from school for 3 consecutive days a doctor's note should be provided upon return.
- F. If a student leaves early, arrives late or is absent from school for any kind of medical appointment a doctor's note should be provided upon return.
- G. Students sent home by the nurse may not participate in extra-curricular activities that day.

ATTENDANCE POLICY

The Pine Grove Area School District recognizes that attendance is a vital component to success in education and all students, regardless of age, will be subject to disciplinary actions for inappropriate attendance, lateness, or tardiness.

State law requires that a parent must send his/her child to school between the ages of 6 and 16, and the child must attend regularly. According to Pennsylvania law, all absences are unexcused with the exception of those caused by illness, quarantine, family emergency, recovery from an accident, required court appearance, death in the family, religious holidays, family educational travel with prior approval, or educational tour or trips with prior approval. A student absent from school must present a written excuse to the office stating the dates absent and the reason for his/her absence. This note must be signed by the parent/guardian. This excuse is due the day the student returns to school. If the student fails to turn in an excuse within three school days that he/she is present, the absence becomes an illegal/unlawful absence. A phone call by the parent/guardian is necessary before an emergency "Need at home." Whenever a student is ill and a doctor's services are obtained, the student is expected to provide a Doctor's excuse.

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If students must leave the building because of illness or any other emergency, a parent/guardian must sign them out in the office. Students leaving school for dental or doctor appointments must report to the office and a parent/guardian must sign them out.

DISMISSAL - EARLY

Any student who wishes to be excused early from school for whatever reason must present a note to the main office signed by a parent and containing the following information:

- ☐ Reason for request for early dismissal.
- ☐ Name of person who will be picking the student up.
- ☐ Place and time of appointment. Administration reserves the right to verify appointments.
- ☐ Home or business phone number where parent can be contacted for verification. Students desiring an early dismissal should present their note to the office before **8:00 A.M.**
- ☐ Government issued photo identification **must** be presented prior to the release of any student.
- ☐ If the person is authorized to pick up the student but is someone other than the parent or guardian, **then the staff will make a copy of the identification each early dismissal for their file.**

EDUCATIONAL TRIPS

A student going on an educational trip should complete and return an educational trip form to the office for the principal's approval at least 5 days prior to the trip. Upon approval the absence will then be considered an excused absence. Students are responsible for all missed work during an educational trip. Students are limited to a maximum of 5 educational trip days per school year. (PGASD Board Policy #204.1)

EMERGENCY CLOSING

Each year there are occasions when it becomes necessary to delay the opening of school and/or conduct early dismissal due to emergencies or weather. In the case of such closure or early dismissal, parents/families will be notified via a mass communication system. Other pertinent information affecting the school community will also be disseminated in this way. Parents will be contacted by phone if requested.

MCKINNEY-VENTO HOMELESS STUDENT RESOURCES

The Pine Grove Area School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.
12. Please visit our website at: <https://www.pgasd.com/domain/62>

Should you have any questions, please contact the PGASD Homeless Liaison, Mr. Sean Lyons at slyons@pgasd.com 570-345-2731 Ext. 445.

MISSED ASSIGNMENTS AND MAKE-UP WORK

If a student is absent due to illness, the student is responsible for finding out what tests and assignments were given. Students will be given one day for every excused day absent to make up assignments and tests.

Any previously assigned tests, class work or homework will be due on the date the student returns to school. For example: If a student is present the day a test or homework is assigned but absent the day it is due, it will be due the day the student returns to school. Any rescheduling will be up to the teacher's discretion.

If more than one day of absence occurs between the time the test or work is assigned and the day it is due, the teacher will make arrangements with the student to make up the test or work on an alternate day.

Students with planned absences should make every effort to keep up with class work during the absence. It is the student's responsibility to notify the attendance office and his/her teachers of the planned absence, to take all

necessary steps to complete missed course work during the absence and turn in completed work upon returning to school.

When a course grade is Incomplete (I) all work must be made up within 10 school days of the end of the semester or the grade for the course may be deemed failing.

All work assigned to a student during suspension is due on the first day the student returns to school. Any work that is not completed during suspension may be entered as a 0 in the gradebook.

SCHOOL TRIPS

Students who are scheduled to participate in school-sponsored field trips need administrative approval and parental permission. Academic/attendance/discipline eligibility is also required. The classroom teacher or administrators will issue field trip permission slips. School policy is in effect during all field trips. It is the student's responsibility to inform their teachers in a timely fashion of their upcoming attendance on a field trip. Students are responsible for acquiring and completing missed work according to each teacher's classroom policy.

If the field trips are supported by a school-wide fund-raiser, students who do not participate in this activity will pay the cost of the trip which will be due one month prior to the trip.

School-wide fundraiser money must be turned in prior to going on the field trip. Money will not be refunded if the students does not participate due to disciplinary/behavioral issues.

Students not participating in the trip are expected to be in school prepared for the school day.

Special rules apply to medications and field trips. This policy is explained on the Field Trip Permission Form.

The Administration may exclude students from any or all extra-curricular activities due to serious academic problems, attendance or disciplinary infractions.

STUDENTS TARDY FOR CLASS

All students must be in class on time. The office will not issue late passes. If you are late you will need to respond to the teacher's consequences. If a teacher must detain a student, they should give the student a written pass to their next class.

TARDINESS TO CLASS AND/OR SCHOOL

Any student who is tardy (7:46 to 8:20) will have a record kept which will accumulate the number of times that each student is late. Students who are late to class will also have the occurrences accumulated if they are sent to the office by their teacher for being late.

1st- 3rd time- Written Warning

4th-6th time- 1 hour After School Detention (2:45 p.m. to 3:45p.m.)

7th-9th time- 2 After School Detentions

TRUANCY LAW

Refer to either the Schuylkill County Truancy Handbook for Parents and Youth or School Board Policy #204 (Attendance). Feel free to stop in the building office to request a copy.

BUILDING PROCEDURES

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. These programs provide one of the few opportunities held in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous and will not be tolerated.

ATHLETICS

Many opportunities are present for students to participate in athletics. The Pine Grove Area Middle School has interscholastic teams in the following sports: football, cross-country, cheerleading, basketball, wrestling, softball, and soccer.

Sportsmanship and character development are highly stressed and students are responsible for conducting themselves accordingly to the strictest rules of training and sportsmanship. All athletics are governed by the PGA Code of Conduct.

Pine Grove Area is a member of the Pennsylvania Interscholastic Athletic Association and all regulations are strictly followed. Students are reminded that, to be scholastically eligible to participate in a sport, they must meet the requirement set forth in the participant's handbook for athletics. A weekly report of subject failures is submitted to the principal for students in question. Athletic awards are presented during the year.

STUDENT DRUG TESTING

The purpose of this policy is to create an alcohol and drug-free setting for the Pine Grove Area School District Campus. It is the belief of the PGASD that participation in any extracurricular activity or parking a personal vehicle on school grounds is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students and their parents/legal guardians must also realize that these students have a lesser expectation of privacy than do other students.

As this testing is a non-curricular issue, no recorded participation of any test results, either positive or negative, will appear on the student's permanent transcript or any other permanent record.

This policy encompasses all students wishing to participate in any extracurricular activity. The policy includes those students being educated by the district under special circumstances including homebound students. The district welcomes all students, with the permission of their custodial parents/guardians, to participate in the program.

The district will require any student who is submitting to testing and the student's custodial parents/guardians to consent in writing to drug testing pursuant to the district's drug testing program. No student will be able to participate in any interscholastic sport, extracurricular activity or to obtain a parking permit without such consent.

Random Testing

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time during the athletic season and throughout the year for drivers and other activities.

Consequences for violating drug/alcohol policy or testing positive during a screening

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal

compulsion by valid and binding subpoena or other legal process, which the district shall not solicit in the event of service of any such subpoena or legal process. The student and the custodian parent or legal guardian will be notified of such action.

If a student participates in extracurricular activities as well as parking privileges, both privileges will be revoked in accordance with the progressive consequences process if a positive test is returned.

For complete Drug Testing Policy please refer to the district website. (PGASD Board Policy #227.1)

CAFETERIA RULES

Students should report to the cafeteria during their assigned lunch period. Good manners and proper conduct are expected of all students while eating lunch. Everyone is expected to “clean up” their own area including such items as trays, utensils, milk containers, lunch bags, etc. Students are not permitted to leave the cafeteria without a pass during their lunch period. Any student displaying unacceptable behavior during lunch will be handled accordingly.

No student should be in the cafeteria during a period in which he or she is not assigned.

All students are REQUIRED to remain in the designated areas during lunch periods. The teacher on duty reserves the right to assign seats due to unacceptable behavior.

Morning Procedure: Students are not allowed in the building until 7:30 at which time they may report to Homeroom/1st period or the cafeteria for breakfast. Students must be in homeroom by 7:40. Students MAY report to homeroom and then go to the cafeteria for breakfast. Students who are not in homeroom by the 7:45 bell will be marked tardy for the day.

FOOD AND DRINKS

Food and drinks are permitted only in the cafeteria or designated areas. Open containers are prohibited and should not be kept in lockers. Teachers may have food and drinks in their rooms for special occasions. Students are permitted to carry **water**, no other food or drinks are allowed in the halls, gymnasium or library without prior authorization.

No students are allowed to have food or drink delivered to school without prior permission

Students are not permitted to use the vending machines during school hours.

CHANGE OF ADDRESS

Any student who moves during the school year or has a change in phone number should report the new information to the office immediately. Changes to parent/guardian work numbers or emergency contacts should also be reported.

DANCE RULES

1. Only Pine Grove Area Middle School students may attend the dances.
2. All students attending the dance MUST have a written permission slip.
3. No one may leave a dance early unless the student has written permission from a parent/guardian, and the note must be given to the advisors at the beginning of the dance.
4. When a student leaves a dance, he/she may NOT re-enter unless special arrangements have been made with the person in charge of the dance.
5. Students who are setting up for the dance may enter the dance early.
6. Students should have a parent/guardian pick them up when the dance is over. The time will be listed on the

permission slip.

7. All school rules are in effect during the dance (this includes BOTH behavior and proper dress). Attending a dance is a privilege, NOT a right. Undesirable contact will NOT be tolerated. Parents/guardians may be called to pick up their child if he/she violates school rules and may lose his/her privilege to attend any future dances.
8. Students who were absent or suspended the day of the dance are not permitted to attend.

DRESS GUIDELINES FOR SCHOOL POLICY STATEMENT

We believe all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be

more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income or body type/size. Students and staff are responsible for managing their own personal distractions and reactions.

We recognize that each student's mode of dress and appearance is a manifestation of personal style and individual preference but such attire must comply with reasonable guidelines.

The following general standards will be in effect at all Pine Grove Area schools:

1. Mandatory and Allowable Dress:

- (a) Students must wear an appropriate top, bottom and footwear while on school premises
- (b) Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, physical education, technical education, electives, etc.)
- (c) Some courses (i.e. science labs, physical education, technical education, electives, etc.) and school-sponsored extracurricular/cocurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

2. Non-Allowable Dress:

- (a) Items that expose private parts of the body (genitalia, nipples or buttocks)
- (b) Items with sexually suggestive language or messages
- (c) Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
- (d) Items that depict hate speech, intimidation or intolerance
- (e) Items that are profane or legally libelous
- (f) Items that make the students face unidentifiable; please note, however, protective masks, clothing/headgear worn for religious and medical purposes are excepted

School Administrators have the final responsibility for interpretation and enforcement. Violation of these may result in a discipline violation. (PGASD Board Policy #221)

SCHOOL COUNSELING SERVICES

All Guidance Services are aligned with the National Standards for School Counseling Programs. Our school counselors are prepared to assist students and parents/guardians on all matters concerning report card grades, scholastic programs, vocational guidance, and personal problems. Students and parents are encouraged to consult with the counselor whenever the need arises. An appointment can be scheduled by calling the Middle School Main Office. Students in all grades participate in Guidance Classes and maintain a Career Planning Portfolio. School Counseling services include:

- **XELLO- ZELLO** is a program designed to help students with college and career preparation. Students will be assisted with using ZELLO by School Counselors via class meetings, classroom presentations and individual sessions. Every student will have the opportunity to use ZELLO to help plan for their future successes and endeavors.
- **PERSONAL AND SOCIAL ADJUSTMENTS-** The School Counselors are there to support you when you have a question or concern that needs special attention. The School Counselors will not provide a “right” answer; however, they will listen to your problems and talk over different solutions to your problem. It is the School Counselors hope to give new insights into your problems so that you will be able to make wise decisions in solving them on your own. All School Counseling sessions are strictly confidential. This means that what is discussed will not be told to anyone without your permission. Exceptions to confidentiality include when keeping the information confidential leads to foreseeable harm.
- **EDUCATIONAL AND VOCATIONAL PLANNING-** The School Counselors are interested in your educational and vocational choice. School counselors are willing to talk to you about any questions you might have concerning your education or vocational plans. The counselors do not claim to have all the answers, but he/she does promise to work with you to find the answers to your questions.

HALL TRAFFIC

Students must proceed through the halls in an orderly manner and noise should be at a minimum. Classes in other grade levels are being held during passing times and should not be disturbed.

STUDENT PASSES

Students are not permitted in the halls during school hours unless they are accompanied by a teacher or have a pass. Hall passes are a privilege extended to students, if abused, the office may revoke the student’s pass privilege. The office will only issue passes to students late to class if they were with office personnel. If a teacher detains a student they should give the student a written pass to their next class.

HEALTH SERVICES

Any student who becomes ill while in school must receive permission via a pass from the classroom teacher to report to the nurse, except in emergencies. Under no circumstances will a teacher give any medication to a student.

All students receive a vision screening and height and weight measurement every year. 7th and 11th grade students receive hearing screening. 6th and 11th grade students need a physical examination, which includes scoliosis screening, and 7th grade students receive a scoliosis screening. Parents will be notified if a student does not pass these screening examinations.

Medication Policy - It is this school district’s policy to request that medications be given before or after school hours. When this is not possible, prior to receiving the medication (prescription or non-prescription) at school, each student must provide the school nurse with a Medication Order signed by the licensed prescriber and the student’s parent/guardian. This form is available on the PGASD website at: [Medication Form](#). All medications must be in

the original container and should be given to the nurse immediately upon arrival at school.

(PGASD Board Policy #210)

The nurse will see any student who becomes ill or is injured during school hours. She will also assist in seeing that accommodations are made for any student returning to school after a serious injury or illness. Detailed records are kept for each student.

Contact the nurse by calling 570-345-2731, extension 335

ASTHMA POLICY

In May, 2005, and revised in 2018 (PGASD Board Policy #210.1) the Pine Grove Area School District Board of Directors adopted a policy entitled "Possession/Use of Asthma Inhalers." This policy requires that all students with asthma have an Asthma Action Plan signed by the parent/guardian and physician. Students who will be carrying an inhaler in school must have an Asthma Inhaler Contract signed by the parent/guardian, student, and school nurse, in which all parties agree to certain terms regarding the use of the inhaler in school. The school nurse will mail these forms to the homes of all students who have asthma listed as a health problem on their Student Update form. These forms are also available on the PGASD website at

<https://drive.google.com/file/d/1AfF2u6bOdf1fcyL5k9a2Z5VcUKD39uz7/view> (See Board Policy #210.1)

MEDICAL MARIJUANA

A parent, legal guardian or caregiver may administer medical marijuana to their child/student on school premises provided that the parent, legal guardian or caregiver: (1) provides the school principal with a copy of the Patient Authorization Letter; and

(2) notifies the school principal, in advance, of each instance in which the parent or caregiver will administer the medical marijuana to the child/student. The school principal shall provide notification to the school nurse in each instance a parent or caregiver will be administering medical marijuana to the child/student as well. The parent/caregiver shall follow all school protocols applicable to visitors to the school during the school day. A parent, legal guardian or caregiver shall bring to the school and administer the medical marijuana to their child/student without creating a distraction, and shall promptly remove any excess medical marijuana and related materials from the school premises after the administration of medical marijuana is complete. The school shall provide a secure and private location for the parent/legal guardian/caregiver to administer the medical marijuana to the student. Students themselves shall not be permitted to possess any form of medical marijuana at any time on school property or during any school sponsored activity.

POSTERS

Posters and notices of any kind must receive the approval of the principal before being posted. Please do not ask for permission to advertise activities that do not pertain to the education program of the school community.

SCHOOL INSURANCE

Each year the opportunity is given to students to purchase low-cost group insurance which provides protection in the event of an accident in school, going to and from school, or to any scheduled school activity. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student. All students are encouraged to buy this insurance.

Since the school is not liable for injuries incurred during the normal school day the need for the parent/guardian to assume costs in the event of an accident should be considered in the decision concerning the purchase of the insurance. Students who participate in district sponsored athletics; band, clubs, field trips, and physical education K-

12 are covered by a policy purchased by the district. This policy, however, has specific coverage and limitations.

It is the responsibility of the insured party to file all claims with the insurance company. All notice of claims should be given to the company promptly after the accident.

The procedures to be followed in filing a claim are:

1. Obtain a claim form from the office secretary.
2. Take the claim form to the doctor or hospital treating the child's injury for completion of their section of the form.
3. Send the claim directly to the insurance company.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is an intervention program staffed by teachers, the guidance counselor/s, the nurse, administration, and appropriate counselors from county agencies. The Student Assistance Team is trained to identify and help "high risk" students seek the help that they need. High risk concerns may include emotional or social problems, substance abuse problems, physical and sexual abuse, eating disorders, depression, school phobia, suicide prevention, and truancy. Team members have been trained to identify "high risk" students. Referrals can Come from students, parents, teachers, counselors, administrators, and be made anonymously in the guidance office or online on the PGASD website.

STUDENT VALUABLES

The school is not responsible for lost, stolen, and/or damaged personal items. Students are responsible for their personal property. If it is necessary to bring money or valuables to school, students may bring it to the office for safe keeping. DO NOT leave valuable items in unlocked lockers.

BACKPACKS/ BOOK BAGS

Backpacks and bookbags will be permitted to carry books into and out of school and then should be stored in the locker. Students are not permitted to carry their bags throughout the day. Students are permitted to go to their locker throughout the day with teacher permission.

LOST AND FOUND

All items found are sent to the office. If a student loses something, he/she should get a pass from his/her teacher and go to the office to look for the missing item in the lost and found box. All found items are kept in the office and may be claimed by the owner. We welcome the parents/guardians of students to also look through the lost and found for items that could belong to their child. The office is not responsible for items placed in the lost and found. During the school year, lost items will be kept for several weeks before being donated to a charitable organization. Any items, not claimed by the end of the school year, will be donated to a charitable organization.

SUBSTITUTE TEACHERS

Substitute teachers are a vital part of the educational process and must be extended all rights as a professional member of the teaching staff. Substitutes should be treated with the highest level of respect by all students and failure to follow a substitute's directives will be considered a serious violation and will result in disciplinary action.

TRANSPORTATION

No student will be permitted to board or ride any school bus unless assigned to that bus.

At School Bus Stop

- ☐ Be at authorized school bus stop five minutes before designated time and wait one half-hour after designated time.
- ☐ Wait until the school bus comes to a complete stop before attempting to enter the school bus.
- ☐ The bus driver will not pick up students at places other than the authorized bus stop.
- ☐ Exchanging buses is prohibited, except in emergency situations upon approval of the principal.
- ☐ Students are not permitted to exchange bus stops without the written permission of parents and the principal.

While on the Bus

- ☐ Bus driver is in charge at all times.
- ☐ Observe the same conduct as in the classroom.
- ☐ Be courteous, do not use profane language.
- ☐ Do not eat or drink on the bus.
- ☐ Keep the bus clean.
- ☐ Cooperate with the driver.
- ☐ Do not smoke.
- ☐ Do not be destructive.
- ☐ Stay in your seat.
- ☐ Keep head, hands, and feet inside the bus.
- ☐ Bus driver is authorized to assign seats.
- ☐ Keep aisles clear.
- ☐ All large musical instruments shall be placed in the area designated by the bus driver. Small musical instruments shall be held by the student.

Unloading and Loading at School Building

- ☐ Upon arriving at school, students must report immediately to the school building or assigned areas and remain there.
- ☐ Students are not permitted to approach the school bus at the school loading zone until the school buses have been brought to a complete stop.
- ☐ Walkers are not permitted to walk through the bus area during dismissal.
- ☐ Students should follow all instructions during evacuation drills or actual emergencies.
- ☐ Personal vehicles are not permitted in the bus loading and unloading zone.

WORKING PAPERS

Working papers are issued in the high school guidance office, and it is important that all students are familiar with occupational restrictions as contained in the Child Labor Law. A copy is available upon request. Students who wish to obtain working paper must be 14 years of age and stop by the middle office for further instruction.

DISCIPLINE

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles to school which are hazardous to the safety of others, or interfere in some way with school procedures. Such items include: alcohol-based materials, laser pointers, electronic games, trading cards, water pistols, gum and candy (unless it is a teacher supervised activity). If students are caught with any of these items, the item will be confiscated and held in the office until the end of the day. If a student is caught the second time, the item will be confiscated and kept until a parent/guardian comes to school to get the article. Parents /guardians are requested to help students to understand the necessity for such regulations.

Students who have been bullied should promptly report such incidents to the building principal or designee. All 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.

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Referral to law enforcement officials.

For the complete Bullying/Cyber-Bullying Policy please refer to the district website. (PGASD Board Policy #249)

DETENTION REGULATIONS

After school detention begins promptly at 2:45 PM. Lateness will not be tolerated and additional time will be added or consequences will be assigned at the discretion of the person supervising detention. The person supervising detention will have complete authority to assign seating and is granted the power to recommend extra days of detention if he/she sees fit. Saturday Detention may be assigned for serious or on-going infractions. Failure to make up detentions may result in the loss of privileges including dances, special events, and working permits, and extracurricular activities. Detention will be assigned Monday through Thursday, and Saturdays. After school detention will be from 2:45 PM to 3:45 PM and student must be picked up outside of the Middle School.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies self-control, character, conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, students may form a correct attitude towards it, and not only do their part in making their school an effective place of learning, but also develop the habit of self-restraint which will make students better people. Students are expected to respect one another, the PGA faculty & staff and themselves.

A student who is referred to the office by a teacher will be dealt with in the following manner. When a teacher sends a student to the office, it is an indication that prior corrective measures that were taken by the teacher have gone unheeded by the student or the infraction committed by the student was serious enough to warrant his/her being removed from the classroom immediately. Teachers have the right to impose initial disciplinary consequences for inappropriate behavior in consultation with school administration. Students must complete teacher-imposed penalties. Failure to do so shall result in referral to the office and administrative action.

DISCIPLINE CODE DEVELOPMENT

This Discipline Policy was formulated by a committee composed of students, parents, teachers and administrators. It was formally approved by the Board of Education in August 1998 and revised in February 2007. This policy manual is to provide an environment that is conducive to learning. The objective of our discipline code is to help our students to develop a sense of citizenship and social responsibility.

PINE GROVE AREA SCHOOL DISTRICT DISCIPLINE POLICY

Administration has the ability to enforce, as needed, the guidelines set forth in the Pine Grove Area School District Health and Safety Plan

1. When a student has committed Level II, III and/or IV violations, a parent conference may be held.
2. The Discipline Policy applies to all school activities.
3. At the time of each suspension, the parent will be notified of the suspension by letter.
4. The administration shall develop procedures for gathering documentation on all violations.
5. A student on Out of School suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension.
6. A student on out-of-school suspension will not be permitted on school grounds until after the suspension has been served.

In addition to disciplinary actions, any student who violates the Pennsylvania Crimes Code may be issued a citation or arrested by law enforcement and be liable for fines determined by the court system.

DISCIPLINE CODE OF CONDUCT

LEVEL I

INFRACTIONS - EXAMPLES

1. Lying
2. Cutting class
3. Eating or drinking in unauthorized areas
4. Gambling
5. Horseplay or scuffling
6. Inappropriate wearing apparel (hats, thongs, shorts, tank tops, sunglasses, etc.)
7. Loud boisterous noises
8. Possession/use of non-instructional items
9. Public displays of emotion and affection
10. Running in the classrooms, class, cafeteria, locker rooms, etc.
11. Tardiness to school or class
12. Throwing objects (pencils, erasers, snowballs, etc.)
13. Sleeping in class
14. Violation of classroom procedures established by teacher
15. Violation of safety procedures
16. Inappropriate behavior
17. Other

DISCIPLINARY OPTIONS/ RESPONSES

- A. Warning
- B. Change of clothes
- C. Assigned seating
- D. Withdrawal of privileges
- E. Detention (lunch/after school/Saturday)
- F. Special assignments/ work duty
- G. Telephone call or written communication to parents/guardians
- H. Parental conference
- I. Guidance referral
- J. Attendance policy
- K. Confiscation of material
- L. Other consequences as deemed appropriate by the administration.

DISCIPLINE CODE OF CONDUCT

LEVEL II

INFRACTIONS - EXAMPLES

- 1. Continuation of Unmodified Level I misbehaviors
- 2. Acting in an insubordinate manner
- 3. Bus Disturbance
- 4. Cafeteria disturbance
- 5. Cutting class
- 6. Disruption in the educational process
- 7. Failure to complete assigned detention
- 8. Academic misconduct/dishonesty, cheating
- 9. Minor defacing of school property (writing on desks, walls, books, etc.)
- 10. Violation of safety procedures
- 11. Inappropriate behavior
- 12. Falsification of records, excuses, passes, schedules, etc.
- 13. Minor physical or verbal altercation
- 14. Leaving school grounds without permission
- 15. Loitering in unauthorized areas of the school building/grounds
- 16. Misbehavior at a school sponsored activity
- 17. Possession of obscene material
- 18. Showing flagrant disrespect to school, in word and/or gesture
- 19. Violation of computer policy
- 20. Truancy
- 21. Use of obscene language or gestures
- 22. Out of assigned area
- 23. Harassment/Intimidation/Bullying
- 24. Violation of Electronic Device Policy
- 25. Minor physical or verbal altercation
- 26. Causing disruption in detention or in-school suspension
- 27. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Warning
- B. Detention (lunch/after school/Saturday)
- C. Withdrawal of privileges
- D. Special assignments/ work duty
- E. In-school suspension
- F. Out-of-school suspension
- G. Parental communication/conference
- H. School transportation privileges denied
- I. Confiscation of material
- J. Guidance referral
- K. Referral to outside agency
- L. Attendance policy
- M. Other consequences as deemed appropriate by the administration

DISCIPLINE CODE OF CONDUCT

LEVEL III

INFRACTIONS - EXAMPLES

- 1. Continuation of Unmodified Level I and /or Level II misbehaviors
- 2. Blatant defiance of a school employee, directive
- 3. Assault and/or battery on another student
- 4. Dissemination of unauthorized materials
- 5. Extortion
- 6. Fighting
- 7. Indecent exposure
- 8. Intimidation: threat to student(s) and/or school personnel
- 9. Leading or participating in a walkout
- 10. Theft/possession/sale of another's property
- 11. Vandalism
- 12. Flagrant disrespect to school/other's property
- 13. Sexual Harassment
- 14. Violation of computer policy
- 15. Use and or possession of tobacco products
- 16. Possession or use of any inhalant device (i.e. Vaporizers, Vape Pens, E-cigarettes) or any component, part or accessory of device
- 17. Tampering with vape detection devices
- 18. Terroristic Threats
- 19. Truancy
- 20. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Temporary removal from class
- B. In-school suspension
- C. Out-of-school suspension
- D. School transportation privileges denied
- E. Parental communication/conference
- F. Withdrawal of privileges
- G. Restitution of property and damages
- H. Referral to outside agency

- I. Referral to appropriate law enforcement agencies
- J. Confiscation of material
- K. Charges under the crimes code
- L. Other consequences as deemed appropriate by the administration

DISCIPLINE CODE OF CONDUCT **LEVEL IV**

INFRACTIONS - EXAMPLES

- 1. Continuation of Unmodified Level I, II and/or III misbehavior
- 2. Assault and/or battery on school personnel
- 3. Arson
- 4. Bomb Threat
- 5. Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities
- 6. Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community
- 7. Harassment/Intimidation of school personnel
- 8. Leading or participating in a riot
- 9. Possession/use/furnishing/selling of controlled substances (Alcohol or Drugs)
- 10. Possession /use/transfer of dangerous weapons or explosives
- 11. Setting off incendiary devices (firecrackers, smoke bombs, etc.)
- 12. Unwarranted pulling of fire alarm
- 13. Vandalism of school property or personal property of school personnel
- 14. Sexual Harassment
- 15. Harassment/ hate crime
- 16. Violation of computer policy
- 17. Possession/use/furnishing/selling Drug Paraphernalia
- 18. Terroristic Threats
- 19. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Up to ten days of out-of-school suspension with an informal hearing
- B. Referral to appropriate law enforcement agencies
- C. Referral to Student Assistance Program
- D. Restitution
- E. Confiscation of materials
- F. Discipline contract
- G. Formal hearing with the Board School Directors
- H. Expulsion
- I. Alternative education programs
- J. Charges under the Pennsylvania Crimes Code
- K. Other consequences as deemed necessary by the administration

GENERAL CONDUCT

We have always been proud of the conduct of the students of Pine Grove Area Middle School. The goal of the district is that our students continue to act in such a manner that honors our school. Be respectful, avoid being rude, arrogant, or insolent. Such behavior will not be tolerated. Profanity, crude or disrespectful language is not acceptable. Be cooperative, become familiar with regulations and obey them. **Always respect authority.**

IN-SCHOOL SUSPENSION REGULATIONS

Students assigned to a full or partial in-school suspension will report to Mr. Milbrandt in the high school library. Students will have access to all assignments and materials from their classes. Students are expected to complete all assigned work from each class, and their productivity will be monitored. There is a strict no cell phone policy during ISS. Students will be asked to turn in their phone at the beginning of the day. Phones will be securely stored and returned at dismissal. Failure to turn in a phone will result in the student being sent to the office, where further disciplinary action will be addressed. All ISS students will have lunch in the library during the same period. Any middle school student assigned to ISS will be escorted to the high school in the morning. Middle school students will be dismissed with the high school. Any middle school student who is a walker, or picked up at dismissal will be escorted to the district office by Mr. Milbrandt at the end of the day. The goal of ISS is to establish an environment of de-escalation, positive communication, supports and productivity.

LOCKERS AND DESKS - SCHOOL PROPERTY

Student lockers are assigned by request by the middle school office. No student may change lockers except by permission of the principal. Students are responsible for the contents of their lockers. All textbooks, coats, supplies, etc., should be kept orderly inside the locker. School locks will be issued to all students for use with the lockers.

Students are required to keep the lockers locked at all times. Personal locks are permitted provided that a spare key or combination is given to the office. All school-issued locks are to be turned in at the end of each school year. If a student loses their lock, a new lock will need to be purchased from the office at a cost of \$10.00.

Students need to understand – all lockers belong to the school and therefore, students have a limited expectation of privacy in regards to their locker.

Students should go to their lockers after the opening bell, during the change of classes and at the end of the school day. Every effort should be made to avoid going to lockers while classes are in session. No student should use a locker not specifically assigned by the office. Students who disregard this regulation jeopardize the security of the locker. Students should take care of their assigned lock and locker and protect its security. Do not bring valuable items to school.

NONDISCRIMINATION

The Pine Grove Area School District is committed to providing a safe, supportive and inclusive learning environment for all students and employees. The district is also dedicated to ensuring that every student has access to the district's educational programs and activities.

Additionally, the district's policies require that all personnel promote acceptance and respect among students and staff. This policy reflects the Board's support in ensuring that all students are provided opportunities and access to programs, services, facilities, and activities.

To ensure that all individuals are provided with such opportunity and access, the Board authorizes the Superintendent or their designee to develop and promulgate regulations designed to ensure safety, comfort, and healthy development of all students while maximizing social integration with other students and minimizing stigmatization and isolation. The purpose of such regulation is to provide district staff guidance in order to create and maintain a safe and supportive environment for all. (PGASD Board Policy #259)

POSSESSION OR USE OF TOBACCO PRODUCTS/ELECTRONIC DELIVERY SYSTEM

No smoking and/or possession of tobacco or tobacco look alike products, Electronic Delivery Nicotine System (Inhalant Device), or any component, part or accessory of the device will be permitted in the school building or on school grounds. Anyone found in violation will be placed on suspension and a citation may be issued, in accordance

with state law. (PGASD Board Policy #222)

If a person or more than one person is in a restroom stall and smoke/smell or suspicion to indicate smoking/vaping is or has taken place, all individuals in the restroom stall may be considered in violation of PGASD Board Policy #222.

CBD PRODUCTS

CBD products, reputed to make people feel better, have become readily available. Currently the production of, and the labeling of CBD products are loosely regulated, making it difficult to verify that the products are safe and legal in the school setting. For the protection of the health, safety and welfare of students and staff, the Pine Grove Area School District prohibits the use of, or possession of CBD products on school property. CBD products found on school property will be confiscated and may constitute Pine Grove Area disciplinary action.

SCHOOL BUILDING AND BUS SURVEILLANCE CAMERA NOTICE

Staff, students, and parents/guardians should be aware that the School District has surveillance cameras monitoring various public areas on school property, currently including: entrance ways, hallways and cafeteria. The cameras record video images on property and video and audio on the buses. Camera recordings are reviewed by school officials for disciplinary and security purposes, and may be provided to the police or used in disciplinary proceedings. Individuals should understand that their actions while in these areas will be recorded and they should have no expectation of privacy in public areas. The use of video cameras in schools and on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video monitoring will not replace the responsibility of staff to monitor students. Video cameras will add a level of verification of student behavior that will not interfere within the educational environment.

SCHOOL-WIDE EFFECTIVE BEHAVIOR PLANS

The Pine Grove Area Middle School believes that all students should have the opportunity to learn in a safe and caring environment. We also believe that students need to earn certain privileges, and, therefore, developed a school-wide management program to promote these beliefs.

Each student who attends the Middle School will have a monthly management calendar designed to promote achievement, responsibility, and success. Teachers, parents, and students will work together to monitor monthly progress. Each student will have the opportunity to start with a new calendar on a monthly basis.

P – Promote Safety

G – Give Respect

A – Accept Responsibility

SEARCH AND SEIZURES

The School District recognizes that the Fourth Amendment provides that students have a right “to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures.” However, with the passage of the Gun Free Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare and safety of all students. Consequently, the school district contends that lockers and desks belong to the school and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the building. Any illegal materials may be

seized. Students may also be asked to empty their pockets, book bags, purses and other personal articles to search for illegal, controlled or criminal material. Metal detecting equipment may be utilized in searches.

VANDALISM

The school building and grounds are for your use and not your abuse. You are asked to keep school property as clean as possible so that we can all be proud of the appearance of our building. Fines will be assessed in cases of damage or loss of school books and other school property. Lockers should be kept in clean, tidy condition.

Willful destruction of school property will not be tolerated. Institutional vandalism is classified as a felony. Students who destroy or deface school property will be liable for out-of-school suspension. Referral to law enforcement agencies will occur, if deemed necessary, followed by a parent conference as well as full restitution being made for any damage done.

Students are responsible for books assigned to them. Reimbursement fees for lost or damaged books will be based on the cost to replace or repair the book.

WEAPONS AND DANGEROUS INSTRUMENTS

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Weapon: the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession: a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school campus; or while the student is on his/her way to or from school.

The possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity is prohibited.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all steps to comply with the Individuals with Disabilities Education Act and Board Policy #218.1

TECHNOLOGY

For complete Electronic Device Policy please refer to the district website. (PGASD Board Policy #237)

CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Cell Phone/Technology Policy

Definition of Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit, or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkman, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerry, and laptop computers, as well as any new technology developed with similar capabilities (PGASD Board Policy #237).

Upon entering the school building cell phones/technology (Air Pods, Headphones)/electronic devices shall be turned off and placed in the student's backpack or locker. Cell phones/technology/electronic devices is not allowed in the hallway, cafeteria, locker room, or bathroom during the instructional day. Cell phones should not be visible at any time.

Students are prohibited from using cell phones/electronic devices with or without Internet access and/or recording, and/or camera/video, and other capabilities and configurations to take videos and images of others, transfer them, and/or place them on websites or social media without the consent of the person(s) in the image and/or building administrators (or designee).

If a student needs to use their phone for emergency and/or personal purposes, they can call from the main office with permission from an administrator. If a student needs to use their cell phone in class due to a medical issue, they can follow their 504 plan or IEP as stated. Please see the nurse or Counseling Office for further assistance.

In addition, unless they must be used for emergency situations, cell phones must remain away during a school evacuation due to the safety and security of all individuals.

Use of cell phones/electronic devices during school hours will result in the device being confiscated. When a cell phone/electronic device is confiscated, an administrative referral is issued, and discipline will be levied. Students will be held responsible for their conduct in the misuse of cell phones and are subject to the consequences provided by the building administrative team.

Disciplinary consequences shall be in accordance with the School District's policies and administrative regulations, rules, guidelines, and procedures, including but not limited to Student Code of Conduct, Acceptable Use Policy, Bullying/Cyberbullying Policy, Harassment Policy, and Social Media Policy

FIRST OFFENSE- If a student has their cellphone/electronic devices out in any area of the school the phone/electronic device will be confiscated by teacher and/or administrator and will be held in the main office. The cell phone will be able to be picked up at the end of the school day and a formal warning will be given.

SECOND OFFENSE- Student's cell phone/electronic devices will be confiscated and will be held in the main office. Parents will be notified, student will receive 1day detention. Cell phone will be able to be picked up and the end of the school day.

THIRD OFFENSE AND EVERY OFFENSE AFTER- Cell Phone/electronic devices will be confiscated and be held in the main office. Parents will be notified and students will receive 1 day in-school suspension. Students will also sign a Student Phone Contract which requires the students do a daily device check in before period 1 and device check out and the end of the day for 10 days (Students are subject to be searched). Violation of the Student Phone Contract may result in further discipline such as suspension or other disciplinary action.

Failure to turn in cell phone/electronic device will result in an automatic 3rd offense and can be subject to further disciplinary action for insubordination.

PGASD COMPUTER/INTERNET ACCEPTABLE USE POLICY

Pine Grove Area School District (PGASD) provides students ("users") with access to PGASD electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Students may use the CIS in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of PGASD.

Students' personal technology devices brought onto PGASD property or suspected to contain PGASD information may be legally accessed by PGASD to ensure compliance with this Policy and other PGASD policies to protect the PGASD resources, and to comply with the law. Students are required to fully comply with this policy, and immediately report any violations or suspicious activities to the Building Administrator.

Use of the CIS systems by any student requires that PGASD review the policy with the student and the CIS

Acknowledgement and Consent Form be received, read, understood and signed by the student and parent.
(PGASD Board Policy #815)

SCHOOL ISSUED CHROMEBOOK

1. Students are reminded that the Chromebook is owned by the Pine Grove Area School District. A school-issued Chromebook is not a personal electronic device and as such there is no reasonable expectation of privacy regarding the contents stored on the device and/or the use of the device.
2. Students will be expected to use the school-issued Chromebook for classroom use.
3. Students shall be responsible for the care of the school-issued Chromebook just as they would be when issued a textbook or any other educational materials.
4. Students will be responsible for the replacement costs for the Chromebook or accessories that are lost.
5. Students will be solely responsible for any intentional damage to the Chromebook.
6. Chromebook or accessories that are stolen will require a police incident report.
7. Social media apps that are not used for educational projects or apps that can be used to bypass the district's network will be prohibited and the student will be required to delete such apps from the Chromebook

STATEMENT OF NON-DISCRIMINATION

The Pine Grove Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, gender, age, ancestry, physical handicap or union membership. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to the Superintendent, District Office, 103 School Street, Pine Grove, PA 17963 570-345-2731.

SCHOOL CODE & SCHOOL POLICY

ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE BY THE MIDDLE SCHOOL ADMINISTRATION. SOME ITEMS ARE STATED IN GREATER DETAIL IN SCHOOL BOARD POLICY OR OTHER DISTRICT GUIDELINES. IN ALL INSTANCES BOARD POLICY AND SCHOOL CODE SUPERSEDES RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK.