

PENNRIDGE MIDDLE SCHOOL

Pennridge School District

Mission Statement

It is paramount that our students graduate with knowledge of their talents, passions and what is necessary for them to remain life-long learners and productive citizens. These objectives need to be accomplished in a community-oriented environment that is safe, welcoming, nurturing, student-centered, and respectful of all. As such, the mission of the Pennridge School District is as follows: Pennridge School District strives to provide all students with a well-rounded educational experience where they acquire the 21st century skills necessary for a successful future.

Principals' Message

Welcome to Middle School! The information contained in this handbook is provided so that parents or guardians and students alike will be better acquainted with our programs, expectations, and procedures. Although many policies and activities are fully described, you may have questions or concerns. Please feel free to call the school office.

Since some of you will be new to Middle School, this will be an exciting and fulfilling adventure. Certainly, it will provide an opportunity to reflect on our past performance with fresh resolve to perform our very best. It is also a time to set new, specific, and attainable goals.

Beyond diligent effort in the classroom, each of you will have the advantage of unlimited opportunities for personal growth in Middle School. Whether in the classroom, performing on stage, serving our community, playing an instrument, participating in a sport, or becoming involved in other activities, our outstanding staff is ready to both challenge and support you. Your attitude, achievement, and conduct will determine not only the quality of our school community, but also your prospects in school and all of your life. The Pennridge Middle Schools will continue their glorious tradition of excellence that we are counting on you to embrace.

Good luck and best wishes for a successful school term!

Dr. Tara Collice, Principal, North Middle School
Mr. Timothy Keddie, Principal, Central Middle School
Mr. Glenn Donaldson, Interim Principal, South Middle School

Introduction

The purpose of the Student Handbook is to give Pennridge School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted will prevail. Students and parents/guardians should be aware that this document is reviewed annually because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians. Please check the website at <http://www.pennridge.org>, or feel free to request to personally review our new policies in the school office. Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.

Academic Integrity

Students are expected to do their own work when assigned individual papers and projects. Using the words or the ideas of another, be it a friend, relative, published writer, AI, or technology site without giving credit to that person or source, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, lab reports, and homework assignments. Any student who gives information or work to another student is also guilty of cheating/plagiarism. This includes lab reports, homework assignments, and other class assignments. If a student is unsure of what plagiarism is, it is their responsibility to clarify this with the teacher who gave them the assignment. To this end, students will not:

- Copy another person's work, in whole, or in part, and turn it in as their own.
- Receive unfair assistance from another student, parents/guardians, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
- Talk to any other student, look at anyone else's paper, or allow anyone else to see their paper.
- Consult other unauthorized material or information (notes, calculator, smart device, etc.) during assessments unless their teacher gives permission.
- Take material from the internet or another student and use it as their own.
- Copy text, graphics, musical scores, mathematical solutions, artistic layouts, or presentations, or any ideas in any form from another source without proper citation.
- Share or retrieve exam information regarding an assessment.
- Falsify or fabricate data or observations in a laboratory situation.
- Claim credit for work is not the product of their own honest effort.
- Turn in an original paper or project more than once for different classes or assignments.

A teacher who has determined that plagiarism has been committed will contact parents by phone and have a conversation with them about the incident. For a first offense, the student will be required to meet with the teacher and re-do the assignment in its entirety to demonstrate original work. The revised assignment will be graded according to normal standards, with the understanding that the purpose is to correct the misconduct and reinforce academic integrity.

A second offense will require the student to re-do the assignment; however, no credit will be given. During the phone conversations for both the first and second offenses, the teacher and the parent should schedule a time for the students to re-do the assignment.

All incidents of plagiarism will be documented by a discipline referral, and repeated violations may result in disciplinary action in accordance with the school's code of conduct.

A student who shares their work will lose points determined by the classroom teacher and administration.

Activity Period

Eleventh period each day has been designated as the time for a working study hall, tutorial, and student activities. All students are encouraged to take full advantage of opportunities for involvement in student organizations, club activities, band, chorus, and assemblies.

Assemblies

Assemblies are a regularly scheduled part of the middle school program. They are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students are asked to do the following:

1. Proceed to the assembly area quietly and promptly. You will be directed to your seat; please find it quickly.
2. When the person in charge of the assembly asks for your attention, give it to him/her immediately.
3. Be courteous to the performers and to your neighbors. Students who cannot cooperate at assemblies will lose this privilege.
4. Stay in your assigned seat until dismissed.
5. Students who have suggestions for assembly programs should see the principal.
6. When in the gym, students are required to *walk up and down the bleacher aisles* and not on the bleacher seats for safety reasons.

Attendance Guidelines (PSD Board Policy #204)

Parental Notice of Absence Absences shall be treated as unlawful until the district receives a written excuse note sent to the office explaining the absence. Any child who is absent from school must present a written and signed parental excuse within three days of a student's absence. Unless a written excuse is presented within three (3) school days after the student returns to school, the absences will be counted as unlawful. Any note should be brought to school and given to the attendance secretary, or the attendance officer following any absence. We will also accept excuse notes via three other means. These include a faxed document, an e-mail, or a telephone call. This communication must include the date of the absence, the reason for the absence, and the parent's signature.

SafeArrival is part of the SchoolMessenger platform and is designed to **simplify absence reporting** and help ensure student safety. You can report your child's absence **24/7** using any of the three easy options below. When you report an absence through SafeArrival, it **automatically updates** our attendance system—no need to call the school directly!

The message must contain the student's name, the reason for absence, the date of the absence, and the name of the person calling/emailing and their relationship to the student. A telephone call or email is considered the same as a written absence note.

If an absence isn't reported by the start of the school day, SchoolMessenger will automatically call and message parents to confirm the reason. That's our way of making sure every student is safe and accounted for.

Regular and punctual attendance is critical to success in school. **A doctor's note will be required for students with absences over 10 days. Once this notice is issued, failure to provide a doctor's note will result in absences being declared "unlawful."** Repeated offenses will result in referral to the magisterial district justice having authority in the region.

If a student is absent from school on a particular day and/or arrives at school later than 12:00 PM, then he/she is **not permitted to attend/participate in any after-school activity**. After school activities include (but are not limited to): sports, dances, school play practice, concerts, ski/snowboard club, etc. This practice encourages our students to be present for their academic day so they can enjoy the fun of our after-school activities. We appreciate parent/guardian support with this policy.

Cumulative Absences: A maximum of ten days of cumulative lawful absence verified by parental or guardian notification may be permitted during a school year. All absences beyond ten cumulative days, verified by parental or guardian notification, require an excuse from a physician. The following reasons for absence qualify as cumulative: illness covered by parental or guardian contact, family vacations while school is in session, and other absences not classified as non-cumulative. A signed parental/guardian note explaining the reason for absence must be submitted to the attendance office upon return to school or a phone call/email on the day of the absence.

Non-Cumulative Absences: The following reasons for absence qualify as non-cumulative: illness verified by a doctor's note, death in the family, religious holidays as designated by the Department of Education, student court appearance documentation, and out-of-school suspensions. A signed parental/guardian note explaining the reason for absence (or an official note from a medical professional's office) must be submitted to the attendance office upon return to school.

Extended Absence (Excused): Instructional continuity is critical to academic success; therefore, the school strongly discourages family vacations while school is in session. If a student needs to be absent from school for a long time (three days or more), a special form is required. **This form is available in the main office or on the school's website.** It must be signed by all teachers the student has and submitted to the main office five (5) school days before the absence begins. This procedure must be completed to have

these days classified as "excused," yet cumulative, absences.

Unlawful Absence: An unlawful absence is defined by Pennsylvania law as truancy or a cumulative absence beyond 10 total days. After three unlawful absences, a letter will be sent home informing the parent/guardian of the importance of school attendance and the ramifications of failing to attend school. If a fourth unlawful absence or 15 cumulative absences occurs, a Student Attendance Improvement Plan (SAIP) meeting will be called to develop a truancy plan. If this plan is not followed and three additional unlawful absences occur, the parent(s) will be referred to the magisterial district judge having jurisdiction in the region.

The following penalties will be enforced among students who neglect to return a signed parent/guardian excuse within three days of any absence:

ABSENCE #	School Action Taken
1 – 6 Cumulative Absence	Ensure all absence notes are returned within three (3) days of student absences.
7 th -9 th Cumulative Absence	Parents are notified by mail.
10 th Cumulative Absence	All absences beyond ten (10) cumulative days require an excuse from a physician indicating illness, or legitimate medical reason for absence. Parents will be notified by mail.
3 rd Unexcused	Parent/Guardian notified by mail. Phone call from school personnel.
4 th Unexcused	Phone call from school personnel & notification by mail. Student Attendance Improvement Plan (SAIP) meeting.
6 th Unexcused	Referral may occur to community attendance improvement program, Bucks County Children & Youth Services and/or citation issued at District Magistrate.
15 Days Total Absence	Student Attendance Improvement Plan meeting letter sent. If warranted, SAIP meeting held.

Tardiness to School: Students must be in first period by 7:55AM unless school transportation is late. Students who arrive late at school should report immediately to the main office to sign in. Students will record their name, arrival time, and the reason for the tardiness. Students should always bring a note from a parent/guardian stating the date and reason for the tardiness. Any time a student visits a doctor, dentist, etc., ask the medical office for "a note for school" and be sure to submit it to the school main office upon your arrival. The attendance officer or secretary will give the student a yellow pass to class. A student will be considered tardy until 9:55AM. Arriving at school between 9:56AM-11:55AM will be recorded as a half-day absence and after 11:56AM will be considered a full day absence. For both a half-day and full-day absence a signed parent/guardian excuse is required.

The only legal tardy is an appointment with a dentist or doctor. School personnel will try to work cooperatively with parents or guardians to rectify causes for tardiness.

Excessive unexcused tardiness to school, on a quarterly basis, will result in following actions:

3 Unexcused late to school	- no consequence
4 th to 8 th Unexcused late	- Lunch Detention
9 th to 11 th Unexcused late	- Club Detention
12 th to 15 th Unexcused late	- After-School Detention
Excessive late to school (16+)	- Suspension (parent/guardian contact) SAIP meeting occurs

Tuancy: Tuancy is the absence of a student from school without parental or guardian knowledge. This absence will result in three after-school detentions and is considered an unlawful absence.

Obtaining Assignments during Absences: Students are encouraged to designate a "homework buddy" to communicate assignments and to share notes in the event of absence from school. Additionally, our teachers use Canvas to post all in-class and homework assignments. Please check Canvas for work. If a student is absent 3 or more days and needs materials from school, please contact the child's content teacher directly through e-mail or phone. Please allow teachers at least 24 hours to have assignments and materials ready.

Make Up Work: When a student is absent from school due to illness, that student has one day for every day absent to make up missed work. For example, if a student is absent 3 days, they have 3 days to turn in all missed work to receive credit. In the case of suspension, family trips, etc., all work will be expected to be turned in on the day the student returns to regular classes. Failure to do so will result in the student losing credit for the missed assignments pending completion of this work.

Bad Weather

If the school is closed due to inclement weather or other emergencies, students and their parent/guardians will be notified via a telephone call, text message, and e-mail (provided the correct/current contact telephone numbers have been updated on PowerSchool). You may also log on to the district web site at: <http://www.pennridge.org>. Do not call the school.

Bus Regulations

Good manners, thoughtfulness of others, including the bus driver, and plain good sense will help students who arrive to school via district school bus. Specific instructions for boarding buses, waiting for buses, and what to do after arrival on buses will be given to students on the first day of school. Students are reminded of safety first. Students are not permitted to eat or drink while on the bus, and they must use earbuds when listening to personal devices.

Bus transportation is a privilege. School rules and policies pertain to and include conduct at the assigned bus stop and on the bus ride to school. If a student cannot assume responsibility for his/her behavior or ride the bus safely and orderly, his/her privileges will be suspended.

The Pennridge School District reserves the right to determine appropriate discipline based on the facts of the individual case. **Please be informed that your child's bus may use**

video and/or audio surveillance. The following represents the general procedure with respect to bus misconduct cases:

1. **First Offense** – Disciplinary action will be determined by the Assistant Principal that may include a parent/guardian conference and suspension from the school bus up to seven (7) days.
2. **Second Offense** – Disciplinary action will be determined by the Assistant Principal that may include a parent/guardian conference and a suspension from the school bus for up to seven (7) days.
3. **Third Offense** – Disciplinary action will be determined by the Assistant Principal that may include a parent/guardian conference and suspension from the school bus for up to thirty (30) days.
4. **Fourth Offense or First Severe Offense** – Severe offenses include, but are not limited to, bodily assault; possession, sale or use of illegal drugs or alcohol; possession, sale, use or threatened use of harmful explosives (including fireworks), weapons or destructive devices; or any action which imperils the occupants of the school bus. This includes using electronic devices to take pictures and/or video, including posting them on social media/internet. The fourth offense or first severe offense will result in significant disciplinary action as determined by the Assistant Principal. A parent/guardian conference will occur, and the student may be suspended from the school bus for the rest of the school year.

Students are required to arrive at their designated bus stops 10 minutes before scheduled pick up time and wait at least one-half-hour for the bus. After that time, he/she may return home, and the absence will be excused. Please contact the school and transportation (215-453-2369) to notify them that the bus did not arrive.

NOTE: No students other than those assigned to a bus route may ride on a bus. Walkers or bus students assigned to a different bus may not ride a bus to which they are not assigned. Students wishing to visit friends after school must make private transportation arrangements or walk if it is a reasonable distance. In emergency situations, an administrator and/or the Director of Transportation may grant an exception to this policy. In these cases, a permission slip must be completed by both sets of parents/guardians. The request must be made at least one day in advance and if approved by administration, a bus pass will be issued.

Closed School Campus (also see 'Visitors')

For student welfare, the school day is "closed." This means students may not leave the school building at lunchtime or any other time during the school day without written permission from the office. Students are expected to ride the bus home or to walk home after school is dismissed. Students are not allowed to remain at school or to watch athletic practices without administrative or teacher permission. Parents/guardians may be called to pick up their student if they do not have permission to stay.

Computer Use: Internet Activity (PSD Board Policy #255)

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a *privilege* to students who agree to act in a considerate and responsible manner. Violating the school's Internet policies and procedures is taken seriously and may result in loss of access, other disciplinary consequences, and/or legal action.

Students and parents/guardians must read, understand, and adhere to the following rules for acceptable Internet use in school and for school-related activities.

Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas may be treated the same as school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. *Users should not expect that files will be private.*

The following are not permitted:

- sending or displaying offensive messages or pictures.
- using obscene language.
- harassing, insulting, or attacking others.
- damaging computers, computer systems or computer networks.
- violating copyright laws. Any data uploaded or downloaded from the network shall be subject to "fair use" guidelines.
- trespassing in another's folders, work, or files.
- intentionally wasting limited resources, including using chain letters and messages broadcast to mailing lists or individuals.
- employing the network for commercial purposes.
- revealing the personal address or phone numbers of any other person without the written permission of the individual and the supervising teacher.

Students are expected to adhere to the district Information System User Guidelines and to uphold the user agreement signed by both parents/guardians and students.

1. Use of the district's computers is limited to educational use. **Personal use is prohibited.** This includes the writing, sending, and/or printing of personal "notes," and accessing non-educational websites.
2. Sharing passwords is prohibited. Both the owner and the recipient of the owner's password may face disciplinary action.
3. Copying clip art, sounds, and/or video files to personal folders without permission from your teacher is prohibited.
4. Copying software to or from district computers is prohibited.
5. Attempting to access someone else's personal folders is prohibited.
6. Attempting to circumvent the district's internet filter is prohibited.

The following behavior-consequence plan will be enforced for these rules:

1. **First Offense** – The first offense will be referred to the Assistant Principal's office. The consequences may include loss of computer privileges for class use for up to 5 school days. In addition, the student may lose his/her privileges to use computers for clubs and/or after school activities for a period of 30 school days. The student's parents will also be notified of the first offense. Severe offenses may also result in suspension from school.
2. **Second and Further Offenses** – Second and further offenses will be referred to the Assistant Principal's office. Students may lose all computer privileges for the

remainder of the school year. Severe offenses may also result in suspension from school.

Dances

Pennridge Middle School students may only go to dances sponsored by the school they attend by advance ticket purchase. The dances are for Pennridge Middle School students only. Parent/guardian pick up is requested promptly at the conclusion of the dance. No student is permitted to leave the building once inside unless a parent/guardian gives permission. For safety reasons, students are not permitted to walk home without adult permission.

Expected pupil behavior follows the same guidelines required during the school day (see Dress Code section of these guidelines). Casual clothing appropriate in school will be acceptable. The administration has the right not to allow students to attend the dance if they are a chronic behavior concern.

Detention

There are four types of detention in Middle School: lunch, club, assembly, and after school. Detention can be assigned for misbehavior in the classroom and for a variety of offenses. Included among these are chronic tardiness to school/classes; hallway, cafeteria, and assembly misconduct; cutting classes, cheating, forgery, defiance, disrespect, vulgarity, throwing objects, etc. Repeated offenses will result in progressive consequences (i.e., multiple detentions, in school or out-of-school suspension).

After-school detention will be scheduled from 3:00 - 4:10 PM. Detention is well supervised, and it is a time for the student to engage in worthwhile schoolwork. Monitors can also assign work. Students who are tardy to detention or refuse to do worthwhile work for the entire time can be assigned another detention. Students will be given a day's notice when detention is to be served. No exceptions are made for extracurricular activities or work obligations. Students who fail to serve detention obligations will be given additional hours to serve. Repeated failure to meet detention obligations will result in suspension. Students who miss detention because of school closing(s) or absence are expected to report to the next scheduled detention. Students serving detention may take the 4:15 pm (late) bus home.

Dress Code (PSD Board Policy #221)

All students in the Pennridge schools are expected to be neat, clean, fully clothed, and well-groomed always. Students should have footwear on with a hard sole. The following guidelines have been established by the Pennridge School Board and will be enforced by faculty and principals so that our students will always present an attractive and wholesome appearance, as well as promote student welfare and safety, a wholesome learning environment, and sensitivity to our diverse public.

Specifically, during the school day, students are NOT permitted to wear:

- Hoods, hats, headbands, and/or bandannas ("School Spirit Days" will be periodic exceptions. Girls may wear headbands for hair control.)
- Sunglasses or goggles.
- Destructive or unsafe clothing, jewelry, or footwear (i.e., spikes, chains, rivets, cleats, foam flip-flops, etc.).

- Cut-off, boxer, and spandex shorts of any style. Tights/stockings that are sheer and/or are not covered by a top that fully covers their bottoms.
- Shorts or skirts which are shorter than mid-thigh (fingertip length).
- Any ripped or torn clothing with holes that are excessively large or reveal the anatomy or undergarments.
- Any clothing which is suggestive and/or exposes undergarments (including bra straps, camisoles, or boxer shorts) or inappropriate areas of the anatomy.
- Muscle shirts cannot be worn. Girls are permitted to wear sleeveless shirts that reflect modesty; however, no spaghetti straps/camisoles (technically underwear), racer backs, or tube tops are permitted. Boys are not permitted to wear muscle shirts.
- Clothing and/or jewelry with slogans, expressions, pictures, words, and symbols that either state or imply racial and ethnic epithets, topics related to drugs, alcohol, tobacco, sex, violence, death, or messages that a "reasonable person" would find offensive.

Students wearing any of the above attire will not be permitted to attend class until they have changed into acceptable clothing. Students will be permitted to telephone parents to bring in a change of clothing, be offered the opportunity to put on their gym uniform, borrow a sweatshirt from a friend, etc.

Drugs and Alcohol (PSD Board Policy #227)

The use, possession, distribution, and/or sale of drugs/paraphernalia in a Pennridge school are forbidden by school board policy except for medication prescribed by a physician. Approved medication **MUST** be taken by a parent/guardian immediately to the nurse in the health suite, so there will be no question regarding its proper use.

The penalties for unauthorized use, possession, etc., of drugs, controlled substances, narcotics, aerosol sprays, and look-alikes (i.e., chalk dust, caffeine pills) include out of school suspension, compliance with the recommendations of the Student Assistance Team, Policy Violation Committee, and police notification. Violations may result in permanent expulsion. Similar penalties apply for the use or possession of alcoholic beverages. ***Student lockers and personal items may be searched routinely and whenever reasonable suspicion exists.***

Please see the Pennridge Student Assistance Program and Administrative Guidelines located at the end of this handbook for more detail.

Pennridge District Policy No. 227. CONTROLLED SUBSTANCES-PARAPHERNALIA

1. Purpose: The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

2. Definitions: 35-P.S. Sec. 780-102 21 U.S.C. Sec. 812 For the purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Synthetic drugs.

4. Alcoholic beverages.
5. Anabolic steroids.
6. Drug paraphernalia.
7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
8. Substances that when ingested cause a physiological effect that is like the effect of a controlled substance as defined by state or federal law.
9. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in a manner likely to induce others to believe the material is a controlled substance.

3. Authority: SC 510, 511 Title 22 Sec. 12.3

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the extent as provided in Board policy 218 on student discipline.

Please see Pennridge School Board Policy Book for a complete description.

Early Dismissal

Students are not allowed to leave the school grounds during the school day without permission from the principal or school nurse. If a student requires early dismissal during the school day for a scheduled appointment (doctor, dentist, etc.) he/she **must present a parent/guardian early dismissal note to the main office before 8:00AM on the morning of the early dismissal.** Following this procedure will ensure that the student's name is placed on the daily attendance/early dismissal sheet for teacher notification. At the beginning of the class period of the early dismissal, inform the teacher of the dismissal time. Students are to quietly leave the classroom at dismissal time. **DO NOT wait for the office to call you down for your early dismissal.** Parents/Guardians must come into the main office to sign out the student at the time of the early dismissal. Prior notification by a parent or guardian is required for the school to release a student to another adult. Students are encouraged to attend school prior to and after all doctor, dental, and special appointments. If the student is returning to school after the appointment, they must stop in the main office and sign at the time of their return. The office secretary will issue a pass to go to class.

Education for Children and Youth Experiencing Homelessness (ECYEH) (PSD Board Policy #255)

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students have the right to school placement in the best interest of the child. Students have the right to immediate enrollment even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. Students have the right to transportation to and from their school of origin. Students have the right to access the National School Lunch and Breakfast Program. Students have the right to dispute decisions regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths.

For more information regarding supports for homeless children and youth, please visit

<https://www.pennridge.org/Page/2203>

Electronic Devices (PSD Board Policy #237)

Cell phones, along with various electronic devices, gaming devices, or any electronic equipment, etc., are not to be used during the school day, unless instructed by a teacher.

Realizing the practical use of cell phones in personal lives and in certain academic situations, cell phones are to remain turned off and away until the end of the school day. Electronic equipment and cell phones used without specific permission or inappropriately may result in:

- confiscation of the item,
- request for the parent/guardian to pick-up the device, or
- disciplinary consequences ranging from detention to suspension.

This includes using electronic devices to take pictures and/or video, including posting them on social media/internet.

The Pennridge Middle Schools **will not** assume any liability for the safety of any electronic equipment unless it is secured in the main office.

Field Trips (PSD Board Policy #231)

Sometimes, a class or team may be taken on a trip outside of the school. Such "field trips" are a privilege, not a right. The principal reserves the right to deny students who display chronic misconduct the privilege to go on such trips.

Fire Drills

When students hear the fire alarm, they are to leave the building according to directions on the fire exit sign in each classroom. Everyone must leave the building during a fire drill. Never run, however, keep moving until you reach the location designated on the fire evacuation sign in the area you are leaving. Silence is to be maintained during the entire drill. Follow directions that are given by the teachers in charge.

Forgotten Items

If you realize you forgot an item that you need for that particular day (i.e., gym suit, homework, eyeglasses, etc.) at home, your teacher will permit you to use the telephone (either in the classroom or by giving you a pass to use the office telephone) to call a parent/guardian to bring the item to the school office. **Students are not permitted to use a cell phone to contact their parents.** Plan to stop at the main office to retrieve your forgotten item between classes or at lunchtime. **Stopping at the office will not be an acceptable excuse for being late to class.** The main office

will not issue you a pass to class for this reason. Your cooperation with this procedure will prevent the office secretaries from calling and interrupting classroom instructional time.

Guidance

The school counselor can help parents/guardians and students with problems or concerns. To see the counselor, students may get a pass from their teacher or from the Counseling Office. The counselor supports students with academic, emotional, and behavioral problems and provides information on course selection. The counselor also runs groups in which students may choose to participate. Parents/guardians who request a conference with the counselor may schedule a meeting.

Hallway Conduct/Passes

Since many students pass through our hallways at the same time, student cooperation is needed to prevent injuries and to maintain a desirable school climate. When you pass from class to class, please walk on the right-hand side of the hall.

Do Not Run! Your team of teachers will direct you to the stairs you are to use. Please do not block traffic by standing in groups. You should talk in a conversational tone and exhibit courtesy towards others in the hallways and classrooms. Students have three minutes to move from class to class.

Students leaving a class are always required to obtain a pass from the teacher which includes the student's name, destination, and time. Students are also required to record their destination in the classroom sign-out book. Students are always expected to take the most direct route possible to any destination in the building.

Harassment – Unlawful (PSD Board Policy #248)

Each student is responsible for respecting the rights of his/her fellow students and or staff, outside contractors and vendors and for ensuring and maintaining an atmosphere free from all forms of unlawful harassment (School Board Policy 248). Likewise, you as students have the right to be free of discrimination and/or harassment in the school setting. If you believe you have been the victim of discrimination, you will report this to the school principal or assistant principal. You may also report discrimination to any teacher or school guidance counselor. Once a report of discrimination or harassment has been made, an investigation will be conducted. An effort will be made to keep the investigation confidential. The investigation will be conducted according to Board Policy 248. Violation of the Non-discrimination/Harassment policy may result in discipline up to and including expulsion from school. Administrative disciplinary action may be imposed, depending upon the severity of the incident and/or the student's disciplinary record. The Pennridge School Board strives to provide a safe, positive environment for all students and staff members. Therefore, it is the district's policy to maintain a learning and working environment in which discrimination and harassment are not tolerated. (See chart on page 14 of these guidelines.)

The term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap disability.

"Ethnic harassment" includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

"Sexual harassment" shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term or condition of an individual's education.
2. Submission to or rejection of such advances/conduct is the basis for academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Examples of sexual harassment include, but are not limited to: sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, sexual jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, sexual innuendoes, references to sexual activities, overt sexual conduct, or any such conduct that has the effect to unreasonably interfering with a student's ability to learn or which creates an intimidating, hostile, or offensive learning environment.

Harassment - Bullying (PSD Board Policy #249)

Bullying occurs when one child or a group of students repeatedly hurt another child through words and/or actions. Bullying may involve physical aggression such as fighting, shoving, or kicking; verbal aggression such as name calling and rumor spreading and/or non-verbal aggression such as intimidation, threatening gestures, and deliberate exclusion from a group or activity.

Bullying shall mean an intentional electronic, written, verbal or physical act or a series of acts that occurs in school setting (*"School setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school*) and is severe, persistent or pervasive and is directed at another student or students; and substantially interferes with a student's education, creates a threatening environment; or substantially disrupts the orderly operation of the school. A school entity is not prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting, if those acts are severe, persistent or pervasive; are directed at another student or students; and have the effect of doing any of the following: substantially interferes with a student's education; creates a threatening environment; or substantially disrupts the orderly operation of the school.

Harassment - Cyberbullying (Board Policy #249)

An individual's "lewd, indecent, or offensive speech" is not protected by the First Amendment. This applies equally to speech that is verbal, gestural, or communicated in writing through the written word whether on paper or through other mediums. The school district may take disciplinary action if the speech substantially disrupts or interferes with the work of the school or the rights of other students or staff members. Peer to Peer harassment that occurs over the internet by e-mail, or a website is called cyber-bullying and will not be tolerated. Students who engage in this conduct, whether the conduct occurs outside of the school day and whether the bullying occurs through the use of privately owned computer

equipment, will be disciplined in accordance with the Code of Conduct. Student to Teacher or Teacher to Student internet harassment is called cyber harassment and will not be tolerated. Students or staff members who engage in this conduct, whether or not if the conduct occurs outside of the school day and whether the bullying occurs through the use of privately owned computer equipment, will be disciplined in accordance with the Code of Conduct. A student or staff member who believes that he or she has been the victim of cyber bullying or harassment should follow the same procedures set forth in the district's policy prohibiting harassment.

Consequences

Students in violation of bullying or cyber bullying others will face administrative consequences that are age and developmentally appropriate. Progressive disciplinary consequences may be, but are not limited to, parental notification and meeting, possible policy violation, administrative detention, in school and/or out-of-school suspension, expulsion, and possible arrest for harassment.

Report Bullying

Hazing (PSD Board Policy #247)

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental health, physical health or safety of a person of which willfully destroys or removes public or private property for the purpose of initiation or membership into or affiliation with, as a condition of membership in, any organization. (PSD Board Policy 247) Endangering mental health shall include forced conduct which may result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Homework

Homework will be assigned to our students almost daily. There are several reasons for homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To promote good study habits, self-discipline, responsibility, and independence.
4. To promote home-school communication and increased parental/guardian understanding of the middle school curriculum.

The accomplishment of the objectives listed above requires the effort of many people. Teachers, students, and parents/guardians all play a vital role in doing homework, which is intended to be a meaningful extension of the classroom. Key responsibilities among students and parents/guardians include the following:

Students:

1. To complete all assigned homework to the best of the student's ability; failure to complete homework will adversely affect quarterly grades.
2. To make sure the student understands all assignments, their due dates, and how they should be completed.
3. To make sure adequate time is budgeted for concentrated study outside of school each day.

4. To use a personal system for remembering assignments. (i.e.: canvas calendar, personal agenda books, etc.....)
5. To arrange to make up all missed assignments as required by the teacher.
6. To utilize to the maximum extent possible all opportunities to complete homework during the day;
7. To take full advantage of available study help within the school program (i.e., Homework club)

***Students who persistently fail to complete homework assignments may be required to remain after school to complete academic work. They may also be denied participation in 11th period assemblies and club activities.**

Parents/Guardians:

Although the responsibility for completing homework rests primarily on the student, the home is a critical extension of school-based learning. Cooperation and encouragement from parents/guardians are essential factors in realizing the benefits of homework. All parents/guardians should do the following:

1. Convey a favorable attitude towards homework with their child.
2. Discuss homework with your child every night and require evidence that it has been carefully completed (check *Canvas* for homework assignments listed by each teacher);
3. Provide an environment which is conducive to study (a quiet, well-lighted place with ample workspace and basic resources/materials on hand);
4. Communicate serious problems with homework to the teacher involved;
5. Accept the child's own best work and avoid doing work for him/her;
6. Encourage and motivate the student to fulfill the student obligations noted above.

Resources:

- [PowerSchool](#)
- [Canvas Observer Account](#)
- Multiple missed assignments will be communicated in a timely manner (e-mail/phone call home, talk with case manager).
- PowerSchool will be updated using the ✓ or m indicator as soon as possible.

Honor Roll/Distinguished Honor Roll

The lists are computed and publicized at the end of each marking period. A student must earn a 3.2 grade point average for the Honor Roll and a 3.6 average for designation as Distinguished Honor Roll status. A student may not have an incomplete grade nor a grade below a C to be eligible for either Honor Roll or Distinguished Honor Roll.

Interscholastic Sports

Our interscholastic sports program offers students who have the ability and desire the opportunity to represent Pennridge in organized league competitions. Interscholastic sports for seventh and eighth grade boys include soccer, football, basketball, wrestling, and track. Girls may compete against area schools in field hockey, soccer, basketball, softball, lacrosse, and track. (Non-competitive cheerleading is also available.)

Students interested in participating in a sport should receive a physical examination or recertification AFTER June 1st

before the sports season starts. Proof of insurance must also be submitted prior to participation. No students will be permitted to participate unless all paperwork is accurate and complete. All necessary paperwork required for participation in sports is available in the main office. Please call the Assistant Principal if you need further information.

It is important that all student-athletes realize that academics are their number one priority. Those students who have a cumulative "E" in two subjects at any given time will be declared ineligible according to PIAA standards. Once declared ineligible, a student cannot participate in practice or games for one week.

To be eligible for participation in a practice or game on a given school day, the student-athlete must be in school by 12:00 PM and stay for the remainder of the day. Exceptions to this rule include funerals, family emergencies, and doctor appointments. Written proof of any of the above exceptions must be submitted to the Assistant Principal before the student-athlete may participate on that day.

Multi-Tiered System of Supports (MTSS)

The Multi-Tiered System of Supports (MTSS) is Pennridge Middle Schools' framework for ensuring that all students receive the academic, behavioral, and social-emotional support they need to be successful. Through universal screening, ongoing progress monitoring, and collaborative problem-solving, school teams use data to identify student needs and provide increasingly targeted levels of support when appropriate. The goal of MTSS is to ensure that every student has access to timely, evidence-based instruction and interventions that promote growth and achievement. Please contact your child's school counselor, teacher, or an administrator for additional information about the MTSS process.

Late Bus Transportation

We strongly encourage students to remain after school for our extracurricular activities.

In all cases, it is the student's responsibility to inform parents and make certain transportation home is arranged. Students remaining after school must always be under staff supervision.

A late bus will be available for detention and homework club students. A second late bus will be available every day at 5:00PM to serve students who participate in our interscholastic sports and musical programs. Students are permitted to ride the late bus if they are involved in school-sponsored activities. Students who leave school property are not permitted to return to school and ride a late bus.

Library/Media Center

Teachers may provide passes to do reference work during a class period. Your cooperation and compliance with library regulations will make it a pleasant place for all. Library materials are provided for both learning and enjoyment.

Lockers

Lockers will be issued on the first day of school. They are to be used for coats or other outer clothing not worn to class. Book bags, electronic devices, and coats must remain in the locker unless specific permission is given to a student by the Principal or Assistant Principal to do otherwise. Always keep the locker neat and clean. **Students are not permitted to share lockers.** Nothing should be secured to the locker by tape, glue, or any type of adhesive. If a student does not use

his/her locker appropriately, they may lose the privilege to use it and will need to carry their belongings throughout the day. **Lockers are school property and may be subject to inspection or searches at any time (see Search Procedures).**

All lockers are equipped with a lock. We strongly suggest that the student memorize his/her combination. Keep the combination private and refrain from bringing all unnecessary valuables to school. **Do not preset your lock.**

Lost/Damaged Books

Students are responsible for lost/damaged books or restitution for cost of the same. If the student cannot find a book or other piece of property, he/she must report it to the office immediately. Cost of lost/damaged books is determined by school district policy.

Lost and Found

If a student loses something while in school, check in the office or "Lost and Found" outside of the Guidance Office or the gym (South MS) or the cafeteria (Central & North MS) to see if it has been returned. If a student finds something, please take it to the main office. The student is responsible for all books, computers (and charger), and materials issued to him/her by the school. Students are strongly discouraged from bringing valuable items or extra money to school.

Lunch

Students may bring lunch to school or buy it in the cafeteria. Specific instructions for using the cafeteria will be given by your teachers or the Assistant Principal during the first few days of school. Good manners, courtesy, and respect are always expected. If parents/guardians need information regarding free or reduced lunch, please visit the Pennridge School District [website](#).

Medication (PSD Board Policy #210)

Whenever possible, medication should be taken before or after school. If prescription or over the counter medication is to be taken during the school day, it must be brought to the nurse by an adult, and it must be accompanied by a written note from a physician and parent/guardian listing the student's name, diagnosis, medication, and date(s) and time(s) of administration. Prescribed and non-prescription medicine must be brought by the parent or guardian to the school nurse or nurse assistant in the health suite. Medication forms may be obtained from the district website www.pennridge.org. This completed form must be on file for any student to receive medication during the school day. All medication is to be taken under the supervision of the nurse, nurse assistant, or designee. No student is permitted to carry or store in his/her locker prescription or over the counter medicines in school or to self-administer any of these drugs. The only exception to this policy (EpiPen's and inhalers with proper medical diagnosis, parent permission, and documentation) must comply with board policy ([PSD Board Policy #210.1](#)). This includes cough drops and throat lozenges. Failure to comply with these guidelines is considered a violation of our district's drug and alcohol policy.

Medication may only be picked up by a parent or legal guardian. **The nurse does not send medication for field trips.** Please follow the policy on the field trip form.

Nurse/Illness

Students who become ill or hurt during the school day should notify the nearest adult and if necessary, request escort to

the school nurse, or request that the nurse report to the injured student. Students who require a visit to the nurse must request a pass from the sending teacher. If the school nurse is not available, students should report to the main office. Reporting anywhere else will be considered a class cut. **Students are not permitted to call or text parents/guardians directly.**

Proper nurse referral indicates MD prescribed medication is required or first aid is needed for injury or illness occurring at school.

The nurse will determine student dismissal due to illness/injury and contact the parent for pick-up. **Again, students are not permitted to call/text their parent/guardian for pick up.**

Search Procedures (PSD Board Policy #226)

The Pennridge School District reserves the right to search student materials/book bags/lockers/computers in cases of violation of school rules/procedures (i.e., theft, unlawful harassment, suspected possession of substance, etc.). Failure to comply with a search will result in further discipline as identified by the administrative team.

Search Procedures (Canine)

The Pennridge School District is committed to providing a safe environment that is free of drugs, alcohol, and weapons, including explosives. Unannounced random inspections by search dogs are permitted according to School Board Policy No. 226. The canine search may be used to determine unlawful or illegal substances on school property. Periodically, or as the situation warrants, a trained dog may be used to sniff the air around lockers, desks, bags, purses, book bags, and other items that are on district property or at a district sponsored event. Vehicles parked on district property are also subject to random searches by trained dogs. Together, we strive to provide a safe and healthy learning environment for our students.

School Security

Security cameras will be present within the school campus and on school buses to enhance the safety of the school community. Any evidence of wrongdoing derived from security surveillance equipment can be used in disciplinary situations and criminal procedures.

Selling Items in School

Any items to be sold in school must first be approved by the principal.

Smoking/Vaping (PSD Board Policy #222)

In accordance with Act 145 which prohibits students from possessing any type or form of tobacco on school property or at any school sponsored activity, a student found in possession will be cited and required to pay a fine and court costs and may receive additional disciplinary consequences to include in school and/or out of school suspension. In addition, a student caught smoking/vaping on school property or at a school-sponsored event will be found in violation of the District's Drug and Alcohol policy that is contained in the handbook. All tobacco products and lighters will be confiscated, and parents/guardians will be notified. This policy includes vapor/e-cigarettes/juuls.

Offense #	School Action Taken
1	Parent communication, two days of In-School Suspension (ISS), citation, Everfi Smoking Cessation Course, subject to future searches
2	Parent communication, two days of In-School Suspension (ISS), citation, 30-day Pass Restriction, Subject to future searches
3+	Parent communication, two days of Out-of-School Suspension (OSS), citation, 60-day Pass Restriction,

Student Assistance Program (SAP) (PSD Board Policy #236)

The Pennridge School District has established a Student Assistance Program to provide intervention among students experiencing chemical abuse/dependency and other "at risk" symptoms, including pregnancy, eating disorders, depression, etc. A trained team of professional staff members will work with students based upon self-referrals, peer referrals, staff referrals, and parental/guardian requests. The school is linked with outside agencies to provide appropriate professional services to students. All information is strictly confidential.

Student Council (PSD Board Policy #228)

The Pennridge Middle Schools' Student Council will promote student leadership and give students a voice in the school community. Respect for school and community and service in those areas are key to the success of the Student Council. Other goals of this organization include development of attitudes and practice in good citizenship, improvement of student-adult relationships in school, enhancement of school pride and morale, providing a forum for student expression, providing orderly direction of school activities, and promoting the general welfare of the school. The Student Council organizes a variety of special school events including school dances, participation in community parades, holding student elections, fundraisers for local and national charities, and various other functions in cooperation with the school administration. The whole student body elects each spring, five officers, President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Student Promotion, Grading, and Remediation (PSD Board Policy #215)

Sixth Grade

To be promoted from grade six to seven, a student will demonstrate satisfactory achievement.

The grading system of A, B, C, D, E is used for both marking period and final grades in Core and Encore subjects throughout the year. Students whose data indicate a need for additional support may be referred to the MTSS process, where a collaborative team reviews student needs, develops appropriate interventions, and monitors progress.

Seventh and Eighth Grade

To be promoted from grade seven to eight or eight to nine, a student must pass 6.5 middle school level credits each year. The grading system of A, B, C, D, and E is used for both marking period and final grades.

If a student receives an E in a course, he/she will fail the course and will be eligible to attend summer school to earn the necessary credit(s) for promotion to the next grade. In

lieu of attending summer school, a student may be tutored for 40 hours per credit by a teacher holding a Pennsylvania teaching certificate in the areas in which he/she is being tutored. The building administrator must approve the tutor prior to the beginning of instruction; at the completion of tutoring, the tutor must provide written certification to the building administrator that the student has successfully met all course requirements. The district may also require the student to pass a district examination in the subject area. The cost for summer school and tutoring must be assumed by the parent/guardian. Upon successful completion of summer school or approved private tutoring, a student's grade shall be an "S" (Satisfactory) or "U" (Unsatisfactory) for their academic performance. Both the initial failure and the summer school/tutoring rating will appear on the student's record. Students may remediate no more than 3 credits through summer school/tutoring.

Tardy/Late to Class

If a student is tardy to class without a pass, he/she will automatically receive a "late to class" notice from the teacher. If repeated tardiness occurs, individual teachers will call parents/guardians, assign personal detention, or revoke 11th period privileges. In addition, a team of teachers may restrict a student's use of passes during the day. Continued disregard for the tardy policy will result in referral to administration, administrative detention, and/or revocation of extra-curricular activities including dances, etc.

Telephone

If it is necessary to use a telephone, a telephone is available with permission. Arrangements for a ride home after athletic events or other activities should be made BEFORE the student comes to school on the morning of the event. **Lack of telephone access can never be an excuse for a student to have their cell phone out during the school day.** Students are always welcome to use the office/classroom telephone for emergency contact with parents/guardians. Likewise, if a parent/guardian requires an emergency message be given to a student, the office staff will deliver the emergency message to the student.

Parents/guardians are asked to not call/text students during the school day since their cell phones are to be off and, in their lockers, or backpacks.

Visitors (Student)

Administrative approval is needed for any visitation.

Students are not permitted to bring friends or relatives to spend the day unless they have administrative approval.

They must follow the student visitation process

respectively to Pennridge Middle Schools, abide by the Pennridge School District School Visitor Board Policy # 907, and complete the necessary form(s).

If a student is considering enrollment at a Pennridge Middle School, the student will be assigned a student who is in the grade level in which they will be attending. Student visitors who have obtained permission to tour a Middle School are expected to do the following:

1. Check in at the Main Office upon arrival.
2. Always wear an assigned ID badge.
3. Always remain with assigned student
4. Follow the rules and procedures of the Middle School.
5. Return ID badge at the conclusion of the visit.

Students from local school districts are not permitted as visitors in Pennridge Middle Schools. Students from other schools or districts may contact the counseling office for a conference and personal tour. Pennridge School District

reserves the right to refuse guests during certain times throughout the school year. Alumni are encouraged to visit former teachers after school hours and with prior approval of the teacher(s).

Note: Parents are not permitted to tour classrooms while instruction is in session during school hours. Parents are encouraged to schedule a time to tour the building and discuss specific school questions with the principal or designee after school hours.

Water Bottles

Students are permitted to carry personal water bottles with them throughout the school day, however, abuse of this privilege (purposely squirting water on the floors posing slipping hazards, squirting staff or fellow students, etc.) could result in disciplinary action including loss of privilege.

Weapons on School Grounds (PSD Board Policy #218.1)

The district recognizes that possession of weapons on school property is a threat to the safety and welfare of its students and staff and may constitute a criminal offense. A student should not possess, handle, or transmit any object that can reasonably be considered a weapon (1) on the school grounds, (2) to and from school, or (3) off the school grounds at a school-sponsored activity, function, or event. As stated in Act 26 of the Public-School Code and the Pennridge School District Weapons Policy, a weapon is "an instrument or implement capable of inflicting serious bodily

injury" or "an instrument deemed dangerous." This would apply to guns, knives, etc., as well as any school material (compass, pencil), which may be used as a weapon with the intent to harm an individual. Students' lockers and personal belongings may be searched on a routine or random basis or whenever reasonable suspicion exists. Possession of a weapon will result in immediate suspension, notification of proper law enforcement authorities, and recommendation to the school superintendent for a mandatory one-year expulsion.

Asbestos Compliance

The Asbestos Hazard Emergency Response Act [AHERA] Requires Pennridge School District to engage EPA accredited individuals to conduct a three-year inspection plan and to develop an Asbestos Management Plan.

The Asbestos Management Plan describes the amount, type, location, and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review by interested parents, faculty, and staff in the school offices during business hours.

Discipline Guidelines – Middle Schools
[PSD Board Policy #218 – Student Discipline](#)
[PSD Board Policy #233 – Suspension and Expulsion](#)
[PSD Board Policy #113.1 - Discipline of Student With Disabilities](#)

LEVEL I

Level I	Examples	Procedures	Discipline
Minor misbehavior on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Classroom or in-school disturbance Cutting classes (first instances) Inappropriate attire Disrespectful language or gestures Cheating and lying Bus disturbance Failure to follow directions Tardiness Lack of respect Unreasonable noise Cafeteria misbehavior Misbehavior on school property Abusive language Abuse of school or personal property & equipment	Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by staff members.	Verbal reprimand Pass restriction Behavior contract Parent conference (person or phone) Withdrawal of privileges Lunch detention Behavior Adjustment Period

LEVEL II

Level II	Examples	Procedures	Discipline
Frequent or serious misbehavior that tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I behaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.	Continuation of unmodified Level I misbehavior Disruptive classroom behavior Insubordination Truancy Repeated tardiness Possession/use of Smoking/Vaping and/or use of tobacco/products Cutting classes (repeated instances) Failure to serve detention assignments Bullying (please see attached chart for bullying and cyberbullying)	The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's action A proper and accurate record of the offense, and the disciplinary action is maintained by the administrator. A parental conference is held due to suspension. A reinstatement hearing may occur based on the number of days suspended.	Pass restriction In-school suspension Referral to outside agency Parent-teacher/parent-administrator conference After-school detention Behavior adjustment period Referral to office Out-of-school suspension

LEVEL III

Level III	Examples	Procedures	Discipline
Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts which might be considered criminal (or illegal) but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those criminal (or illegal) acts will automatically be referred to the appropriate law enforcement office.	Continuation of unmodified Level I and II misbehavior Leaving school without authority Fighting (simple) Stealing Vandalism (minor) Throwing rocks or other harmful objects Threats to others Use of obscene language or gestures Conduct resulting in ejection from extracurricular event Violation of controlled substances policy Repeated bullying behavior Derogatory comments and/or symbols regarding others race, ethnicity, sexual identity Possession of alcohol	The administrator indicates disciplinary action by investigating the infraction and conferring with staff to the extent of the consequences. The administrator meets with the student and confers with the parents about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary action is maintained by the administrator. A reinstatement hearing may occur based on the number of days suspended.	Temporary or full removal from class Out-of-school suspension Parent conference and/or hearing Charges under Pennsylvania Criminal Code Restitution of property and damages Up to 45-day extracurricular activity restriction SAP referral Alternative program In school suspension

LEVEL IV

Level IV	Examples	Procedures	Discipline
Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.	Continuation of unmodified Level I, II, and III misbehavior Vandalism (major) Arson Refusal of Search Theft, possession, or sale of stolen property Deliberately striking a staff member Furnishing or selling of drugs and alcohol Fighting (assault/battery) Extortion Bomb threat, false alarm or report Possession, use or transfer of a weapon	The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agencies and assist in prosecuting offenders. A complete report is submitted to the superintendent.	All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an informal hearing. Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies Expulsion or other Board action which results in appropriate placement Alternative school Parent Conference Restitution of property and damages

Behavioral Adjustment Period (BAP)

A student who is disruptive/disrespectful to either teachers or students in class may be placed in a separate room for a period of time. While placed in this room, the student must be respectful of adult supervision and is required to do school-related work. Discipline problems while placed in BAP will result in continued assignment to the ISS room or other disciplinary measures up to and including suspension, expulsion, and/or referral to law enforcement.

After School Detention (ASD)

Detention may be assigned in accordance with the Pennridge School District Policies. Detention will be held Tuesday and/or Thursday from 3:00pm to 4:00pm. Students should come to detention prepared to complete schoolwork. There is no talking, eating, drinking, or sleeping. Cell phone and earbud use is prohibited. Staff in charge will note the time of arrival on the sign-in sheet. Students who are tardy for detention will remain in detention until dismissal and will be assigned a consequence. Students who fail to report to detention will be required to serve additional detentions or may be suspended at the discretion of the administrator.

In-School Suspension (ISS)

Students should arrive at ISS prepared to complete schoolwork. **Cell phones and earbuds are not permitted in ISS.** Students should leave cell phones at home, in their lockers, or surrender them to the ISS proctor. Failure to comply with ISS rules will result in an out-of-school suspension. Students have the responsibility to communicate with their teachers and make up all work missed while suspended. The following guidelines extend beyond the school day on the day of ISS:

- Students may not attend school-related activities as a participant or spectator (e.g. dances, concerts, games, trips, etc.).
- Students may not participate in extra-curricular activities (athletic practices or games, club meetings, etc.).
- If school is canceled for any reason or if the student is absent from school, the suspension dates will be extended accordingly.

Out-of-School Suspension (OSS)

The following rules apply to students who are placed on Out-of-School Suspension:

- Students may not attend school-related activities as a participant or spectator (e.g. prom, dances, concerts, games, trips, graduation, etc.).
- Students may not participate in extra-curricular activities (athletic practices or games, club meetings, etc.).
- A suspended student cannot participate in any athletic or school activity until they have completed a regular school day.
- Students should stay home during suspension and complete schoolwork. Students have the responsibility to communicate with their teachers and make up all work missed while suspended.
- If school is canceled for any reason, the suspension dates will be extended accordingly (e.g. school closing due to inclement weather).

Pennridge Middle School

Bullying/Cyberbullying Behavior Chart - Description and Consequences

	<u>Physical</u> Harm to another's body or property		<u>Emotional</u> Harm to another's self-esteem		<u>Social</u> Harm to another's group acceptance		Appropriate Consequence
LEVEL	Verbal	Non-Verbal	Verbal	Non-Verbal	Verbal	Non-Verbal	Response
I	Taunting Expressing physical superiority	Making threatening gestures Defacing personal property Pushing/shoving Taking small items from others Graffiti Slamming locker/knocking books	Insulting remarks Calling names Teasing about possessions, clothing	Giving dirty looks Holding nose or other insulting gestures Saying someone has germs or is unclean	Gossiping/mockng Starting/spreading rumors Teasing publicly about clothes, looks, etc.... Excluding from group, i.e. seat in lunch, place in line, etc....	Passively not including in group Playing mean tricks i.e. hiding food in cafeteria, hiding books, etc....	Adult reprimand Team conference with parent contact Counselor referral Peer mediation Parent contact Repeat level I misconduct can receive level II and III consequences
II	Threatening physical harm Blaming victim	Damaging property Stealing Initiating fights Tripping or causing a fall Assaulting	Insulting family Harassing with phone calls Persistent insulting	Defacing school work Defacing personal property, clothing, etc....	Increasing gossip/rumors Undermine other relationships	Making someone look foolish	Any level I consequence After school detention ISS/OSS Parent conference/problem solving Participation in group Police contact
III	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence, i.e. "if you tell, I will..."	Destroying property Physical cruelty Physical assault Assaulting with a weapon	Frightening with phone calls Challenging in public	Destroying personal property or clothing	Insulting race, gender	Arranging public humiliation, i.e. distributing hurtful surveys	Any Level II consequence Parent contact ISS/OSS Possible Policy Violation

Pennridge Student Assistance Program and Administrative Guidelines for Drug and Alcohol Violations

Preface

The Pennridge School District values each member of the school community and believed that all individuals have the right to develop to their fullest potential. We recognize that chemical abuse and dependency seriously impair the ability of students to reach their full potential. We also recognize that other self-destructive behaviors of certain "at-risk" students have an adverse effect on the ability of all members of the school community to achieve personal and Pennridge educational goals. This policy is based also on our conviction that early intervention with "at-risk" students will enhance the effectiveness of our schools.

Regulation Statements

The Board, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.

It is therefore this district's policy to prevent and prohibit the possession and/or use, distribution, and/or intent of distribution of an illegal, illicit or controlled substance, drug, device, mood altering chemical, medication, or abused chemical not approved by the health office on school property, at school sponsored events, on school busses and enroute to and from school by any mode of travel.

Such prevention and/or prohibition shall occur through a three-faceted program including (1) education, (2) prevention and (3) intervention.

Prescribed and "over-the-counter" medications and drugs brought to school must be registered with and taken in the presence of the school nurse, medical/nursing assistant or designee or returned to the student for self-administration if, in the judgment of the nurse or medical/nursing assistant this action is warranted. Medication, not to exceed one day's use where practical, shall be brought to school. District medication forms AM-16, AM-16-A1, and AM-16-B1 must be completed by the parent/guardian and the attending physician, dependent upon the medication. These forms must accompany all medications. All prescribed medications must be delivered to school by the parent or adult designee.

Violations of this policy include possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy. The consequences of such violations may result in permanent expulsion from school by the Board.

This policy will be implemented through the cooperative efforts of the faculty, administration, school support staff, students, parents/guardians, and community agencies of the district.

Definition of Terms

At-Risk Students are those students who display deviant behavioral patterns which may be symptoms of deeper problems caused by physical illness, social and emotional maladjustment or a troubled environment. These deeper problems may hinder students' education and social growth. Such maladaptive behaviors may include but are not limited to vandalism, school failure, drug/alcohol abuse, pregnancy, runaways.

Chemical Awareness Group involves voluntary enrollment by student or family, with the school administration reserving the right to require participation for any student who violates the **DRUG AND ALCOHOL POLICY**.

Confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitor, and

staff shall be respected and no confidential communication made relative thereto without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to the school community.

Confiscation occurs when there is reasonable suspicion to believe that the student is in the possession of drugs or mood-altering chemicals or substances by the building administrator(s) or designee. This search will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

Controlled substance, drug, drug paraphernalia, alcohol or counterfeit drug shall have the meanings given to them as defined in the act of September 27, 1961 (P.L. 18=700, No. 69), known as the Pharmacy Act, or the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance, Drug, Device and Cosmetic Act and the act of April 12, 1951 (P.L. 90, No. 21), known as the Liquor Code.

Drugs or mood altering chemicals shall include any alcohol or malt beverage, controlled substance, under state or federal law, look-alikes, or illegal or abused substance or medication not approved and registered by the health office, and any substance which is intended to alter mood.

Illegal and illicit drugs shall include any chemicals or substances prohibited by state or federal law to be in the possession of citizens or students, and/or permitted under such laws only upon medical prescription.

School Property shall include not only the actual buildings, facilities and grounds on the school campus, but also school busses, school parking areas, and any facility being used for a school function.

Staff shall be defined as any administrator, school nurse, teacher, guidance counselor, support staff (secretaries, custodians, cafeteria staff, and the bus drivers), employees of any contracted group who work with students, athletic coach or other educational or medical employee employed by the district.

Student Contract Procedure is a written agreement between a student and a teacher which is intended to help the student improve some aspect of classroom performance.

Extra-Curricular: Any student found in violation of this policy will lose all privileges including proms, dances, extra-curricular activities, commencement, etc. on Pennridge School District property. Length of time will be determined by school administration.

Core Team is a multi-disciplinary team composed of school personnel (teachers, administrators, school nurses and guidance counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency, as well as mental health issues. The Core Team will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

It shall be the responsibility of the Pennridge School District to:

1. Develop a program which facilitates the identification of "chemically involved" students in the school.
2. Provide a means of intervening in a student's chemically dependent lifestyle within the school community.
3. Develop a mechanism to refer "at-risk" students into a valid drug and alcohol treatment system and/or mental health program.
4. Focus on the behavior of "at-risk" students related to school performance and in-service the school's faculty and support staff on methods of identifying such behaviors and initiating a means of intervening in this self-destructive lifestyle.
5. Develop a relationship with the parents of students in the school community which offers an opportunity for support and alternatives in dealing with an "at-risk" student.
6. Develop a mechanism of peer and self-referral for the "at-risk" student within the school community which provides for positive response and referral to an effective intervention/treatment system.

Procedures for Drug and Alcohol Violations

ARTICLE I

A student volunteers information about personal drug or alcohol use to a staff member and asks for help.

Immediate Action – The student is informed of the services available and that a referral will be made to the Core Team. The student is also informed that no punitive action will be taken as a result of this referral.

Investigation – the staff member must contact a member of the Core Team as soon as possible. Appropriate intervention procedures will be followed by the Core Team.

Notification of Parents – Parents will be notified if there is a clear and imminent danger to the student.

Confidentiality – Information shall be restricted to those with a need to know as mandated by school policy.

Discipline – Not applicable.

Notification of Police – Not applicable.

ARTICLE II

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc., which may or may not be related to drug and/or alcohol abuse.

Immediate Action – The staff member determines whether s/he can handle the situation or should refer it to a grade level counselor and/or administrator. Prior to referral, the teacher will:

1. Observe and record inappropriate behaviors.
2. Discuss concerns (inappropriate behavior) with student.
3. Ask for a change in the student's behavior(s), possibly through contract procedure.
4. Evaluate behavior again in two to four weeks.
5. Confer with student's grade level guidance counselor and/or administrator regarding behavioral problem, if no satisfactory change occurs.
6. Refer to Core Team if behavioral problems remain unresolved and drug or alcohol use is suspected.

Investigation – Core Team may investigate.

Notification of Parents – Parents will be notified immediately.

Confidentiality – Information will be restricted to those with a need to know as mandated by school policy.

Disposition of Substance – Not applicable.

Disposition of Student – Student may be referred to the Core Team.

Discipline – Unless behavior is in violation of school discipline policy, disciplinary action is not required.

Notification of Police – Police will be informed in circumstances required by the discipline code.

ARTICLE III

The student demonstrates symptoms of possible drug or alcohol abuse (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.); this situation will be handled as a medical emergency.

Immediate Action – All standard health and first aid procedures will be followed. The student shall not be left alone.

Investigation – If drug or alcohol use is confirmed, the principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug/alcohol use or possession.

Notification of Parents – The parents/guardians will be contacted immediately and the situation described.

Confidentiality – Information will be restricted to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student – If involvement is not confirmed, standard school health procedures will be followed.

Discipline – If drug and/or alcohol use is confirmed, student will be placed on a 7-10 day (OSS) out of school suspension. An informal hearing will be held and possible placement in an alternative program or referral to Superintendent for an expulsion hearing. Middle school/elementary school principals may recommend to the Superintendent a lesser consequence due to the age and school level of the student. The Superintendent shall make exceptions on a case by case basis.

Notification of Police – In cases of drug and/or alcohol abuse, police must be notified.

Re-entry Conference – The grade-level administrator or designee and if possible a member of the Core Team will confer with the parents/guardians before the student re-enters school.

ARTICLE IV

The student is in possession of drug (s) and/or alcohol for the first time.

Immediate Action – School personnel will confiscate the drug(s) and/or alcohol, escort the student to the principal's office or summon the principal or his/her designee.

Investigation – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents – the principal or designee will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.

Confidentiality – Information will be restricted to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the incident, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student – Student will be referred to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principals.

Discipline – If a student is in possession of a drug and/or alcohol, the student will be placed on a 7-10 day (OSS) out of school suspension.

An informal hearing will be held to determine possible placement in an alternative program or referral to Superintendent for an expulsion hearing. Middle school/elementary school principals may recommend to the Superintendent a lesser consequence due to the age and school level of the student. The Superintendent shall make exceptions on a case by case basis.

Notification of Police – In cases of drug and/or alcohol abuse, police must be notified.

Re-entry Conference – The grade-level administrator or designee and if possible a member of the Core Team will confer with the parents/guardians before the student re-enters school.

ARTICLE V

The student is found using, in possession of, or suspected to be under the influence of a drug and/or alcohol when attending, as a participant or spectator, any school sponsored function on or off school property, including any extra-curricular event at another school district, school, or public/private location.

Immediate Action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.

Investigation – Police or security will be notified and assistance requested. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student shall not be left alone.

Notification of Parents – The parents/guardians will be contacted immediately and the situation described. The parent/guardian will be requested to transport the student home. If parents/guardians are unable or unwilling to transport student, police will be contacted and the student will be placed in their custody.

Confidentiality – Information will be restricted to those who need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the incident, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student – The student will be referred to the Core Team which will investigate his/her background and make findings known to parents/guardians, counselors, assessment counselors, and principals.

Discipline – If drug and/or alcohol is in use/possession, student will be placed on a 7-10 day (OSS) out of school suspension. An informal hearing will be held and possible placement in an alternative program or referral to Superintendent for an expulsion hearing. Middle school/elementary school principals may recommend to the Superintendent a lesser consequence due to the age and school level of the student. The Superintendent shall make exceptions on a case by case basis.

Notification of Police – In cases of drug and/or alcohol abuse, police must be notified.

Re-entry Conference – The grade-level administrator or designee and if possible a member of the Core Team will confer with the parents/guardians before the student re-enters school.

ARTICLE VI

The student is caught with drugs and/or alcohol for the second time either in school or at a school sponsored activity.

Immediate Action – School personnel will confiscate the drugs and/or alcohol, escort student to the principal's office or summon the principal or his/her designee.

Investigation – Police or security will be notified and assistance requested. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student shall not be left alone.

Notification of Parents – The principal or designee will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.

Confidentiality – Information will be restricted to those who need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the incident, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student – The student will be referred to the Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principals.

Discipline – Minimum – ten (10) days out-of-school suspension and referral to Board for expulsion hearing. Middle school/elementary school principals may recommend to the Superintendent a lesser consequence due to the age and school level of the student. The Superintendent shall make exceptions on a case by case basis.

Notification of Police – In cases of drug and/or alcohol abuse, police must be notified.

Re-entry Conference – The grade-level administrator or designee and possibly a member of the Core Team will confer with the parents/guardians before the student re-enters school.

ARTICLE VII

The Drug and Alcohol Awareness Board of Education policy (227) that these guidelines were developed for was adopted on December 31, 2001 and revised on February 12, 2007.

The student is caught in the process of distributing drug(s) and/or alcohol to anyone.

Immediate Action – School personnel will confiscate the drug and/or alcohol, escort the student to the principal's office or summon the principal or his/her designee.

Investigation – Police will handle from legal point of view. **Core Team will gather data, assess and plan for intervention process with all involved.**

Notification of Parents – The principal or designee will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.

Confidentiality – Information will be restricted to those who need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the incident, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student – The student will be referred to the Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principals.

Discipline – **Ten (10) days out-of-school suspension and referral to Board for expulsion hearing. Middle school/elementary school principals may recommend to the Superintendent a lesser consequence due to the age and school level of the student. The Superintendent shall make exceptions on a case by case basis.**

Notification of Police – In cases of drug and/or alcohol abuse, police must be notified.

Re-entry Conference – **The grade-level administrator or designee and if possible a member of the Core Team will confer with the parents/guardians before the student re-enters school.**

PROHIBITION OF ANABOLIC STEROIDS

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

The use of steroids involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.

The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

For a first 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.

For a third violation, permanent suspension from school athletics.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/criminal prosecution.