# Southmoreland Middle School

## Student Guide and Code of Conduct
## 2026-2027

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# District and School Information

**Southmoreland Middle School**
200 Scottie Way
Scottdale, PA 15683
Phone # (724) 887-2030
Fax # (724) 887-2032

## Southmoreland School District Administration

| | |
|---|---|
| Superintendent of Schools | Dr. Jason Boone |
| Assistant to the Superintendent | Dr. Daniel Clara |
| Business Manager<br>Director of Transportation | Mrs. Pam Mondock |
| Director of Special Education | Mrs. Jen Lucia |
| Technology Director | Mr. Steve Smithula |
| Director of Food Services | Mr. Zachary Malavite |

## Southmoreland Middle School Administration and Staff

| | |
|---|---|
| Principal | Mr. James Klugh |
| Dean of Students | Ms. Sara Yantko-Allison |
| School Counselor | Mrs. Brianna Ruhl |
| School Nurse | Mrs. Stephanie Muir |
| Administrative Assistant to the Principal | Mrs. Kris Leonard |

# Compliance Policy Statement

**Title VI, Title IX, Section 504, A.D.A., and Age Discrimination**

In compliance with the following statutes and regulations implementing Title VI of the Civil Rights Act of 1964 (Title YI), Title IX of the Educational Amendments of 1972 (Title IX), Section *S04* of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (A.D.A.) and the Age Discrimination Act of 1975 (A.C.T.), the Southmoreland School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its admission, educational programs, activities, or employment practices.

The district commits itself to take whatever remedial action is necessary to rectify proven instances of discrimination where Title VI, Title IX, Section S04, A.DA, and A.C.T. arc applicable.

Inquiries concerning Title IX and Section 504 may be referred to Dr. Daniel Clara, Title IX and Section *504* Coordinator for the Southmoreland School District, whose office is located at the Southmoreland High School, 2351 Route 981, Alverton, PA 15612. Phone: (724) 887-2010

**Complaint or Sex Discrimination or Harassment and All Other Forms or Unlawful Harassment and Discrimination**

The district has a Title CX Grievance Procedure applicable to complaints of Sex Discrimination or Harassment and all other forms of unlawful harassment or unlawful discrimination in its educational programs. activities, or employment practices prohibiting discrimination or harassment including those based on race, color, national origin, sex. age, disability, religion, ancestry and familial status.

A complaint by or on behalf of a student should initially be filed with the building principal for the school which the student attends. Middle School Students: Principal, Mr. James Klugh, Middle School Office, 200 Scottie Way, Scottdale, PA, 15683 (724) 887-2029 but, if it is against the principal, then with Dr. Jason Boone. Superintendent, Southmoreland High School, 2351 Route 981, Alverton, PA 15612. Phone: (724) 887-2010

The grievance (complaint) procedure is included in the Southmoreland Policy No. 848 Unlawful Harassment and Unlawful Discrimination and a copy of the policy, a Complaint Form, and a list of persons with whom to initiate a complaint or appeal may be obtained from the office of any school district principal including the one listed above or the offices of the Title IX Coordinator Dr. Daniel Clara, whose office is located at the Southmoreland High School, 2351 Route 981, Alverton, PA 15612. Phone: (724) 887-2010

# Food Service

You will notice more choices daily for lunch if you are just coming from Southmoreland Elementary. Each day, in addition to the main item listed on the school menu, there is another menu and line where you can choose from several entrees to create your own meal. The main line is to the right, the a la carte line is to the left. Students may purchase the a la carte items separately, or combine food items to make a whole meal. Any student may choose to get a meal with items from either side, check the menu to see a la carte features as well as daily options available.

## Breakfast/Lunch Service

Students are to report to the cafeteria during their breakfast and lunch period ONLY. They are to remain until the (lunch) period ends. Students are responsible for returning their trays and disposing of all related trash. The Southmoreland School District and participating schools operate the meal programs under the Community Eligibility Provision (CEP) and as such all students are able to receive one(1) breakfast and one(1) lunch daily at ***NO CHARGE***.

## Cafeteria Procedures

Breakfast is served for students daily in the cafeteria beginning at 7:45am and is available until the morning late bell rings.

*What is a School Breakfast?*

All breakfasts served in Southmoreland include food items from the following components: whole or enriched grains, fruit and fluid milk; additional choices of combination entrees that include a meat/meat alternative component may also be offered. A minimum of

3 food items may be selected comprising ½ cup serving of fruit/vegetable or 100% juice, plus two different food items in order for a reimbursable breakfast to be claimed.

*What is a School Lunch?*
The school lunch program offers five(5) basic components which are categorized as one of the following: Grains, Meat/Meat Alternate, Fruits, Vegetables, and Milk. Cafeteria staff always encourage participants to take one selection from all 5 components for a full, balanced and reimbursable meal; however, under the guidelines for Offer Versus Serve the student does not need to take all items offered. The minimum requirements for a reimbursable lunch include taking one fruit or vegetable and two additional different components.
The student may select from the following options:

- Entrée -- student may take 1 (note: the entree usually contains Grain and Meat/Meat Alternate, but in the instance that it does not an additional Grain will be offered)
- Up to 2 different Vegetables
- Choice of 1 Fruit or 100% Fruit Juice
- Choice of 1 Assorted 1% Unflavored, 1%Fat Free Flavored, Skim or Lactaid Milk

The student may actually take the full meal offered or may take as little as 3 items as long as one of them is a Fruit or a Vegetable.
In addition to the full lunch, you may buy other items separately, such as snacks, beverages, extra entrees, fruits, vegetables or milk. If you do not have a full lunch, a la carte prices will apply for each item! You must have money in your account to purchase a la carte items.

Lunch consists of three (3) 30-minute periods. Each student is scheduled for one individual meal period. Students are not to enter and leave the cafeteria at will. After eating, students must remove all items that they brought to their table. All uneaten food and beverages are to be discarded in the waste container. Students will leave the cafeteria at the end of each period when excused by a supervisor. Engaging in disruptive activity will result in disciplinary action.

## Community Eligibility Provision & Medical Care Plans for Students

- Due to CEP all meals served at Breakfast and Lunch are FREE to all students.
    a. Families are no longer required to submit a free/reduced application to attain these CEP benefits. The program operates providing FREE meals and no child will be denied a meal when requesting a breakfast or lunch from the food service staff.
- If a student has a milk intolerance or non-life-threatening milk allergy, a Fluid Milk Substitution Form may be filled out by a parent or medical authority and returned if you wish to request one of the available milk substitutions with breakfast or lunch (soy milk or Lactaid). Per USDA regulation, water or juice are not permitted to be served in place of milk.
- For students who have a more serious disability (such as food allergy which may result in anaphylaxis), a separate Physician's Medical Plan signed by a physician identifying the disabling condition must be completed. Only in the case of a disability are alternative forms of milk substitutions, such as water or juice, allowable. Please discuss any life-threatening allergies with the school nurse.
- The Fluid Milk Substitution Form and the Physician's Medical Plan for Special Dietary Need form are available on the school website under Food Service. As a reminder, a physician's prescription slip cannot be accepted in lieu of either form.

## District Charging Policy/School Cafe Online Meal System

SOUTHMORELAND FOOD SERVICE NOW USES SCHOOLCAFE POINT OF SALE COMPUTERIZED LUNCH SYSTEM AND ONLINE PAYMENT SYSTEM.

Students are not permitted to charge on their accounts. A la carte purchases require funds to be loaded on their student meal accounts to purchase. The full charging policy can be found on the Food Service website at www.southmoreland.net and click on "Departments" then "Official Meal Charge Policy" information on the SchoolCafe online meal payment system is also accessible via the link "Online Meal Payments". In conjunction with the passing of Act 55 by the Pennsylvania legislature in 2017, school districts are now required to notify parents when negative school lunch balances reach 5 or more meals. The Southmoreland School District Food Service Department will send negative student account balances to parents/guardians via phone, text, letters, and/or email

messages. Messages to negative balance households will be sent a minimum of one time per week. We encourage all parents to also create an account for their child's cafeteria account where they can electronically pay for meals, sign up for low balance emails and monitor daily purchases.

# School Counseling

The Southmoreland Middle School Counseling Department is available to assist ALL students in the areas of academic, career and social/emotional well-being. The goal is to enhance learning and provide a safe and inviting environment for all to learn and grow. Students/ Parents may stop in or call at any time.

# Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a systematic intervention to assist school personnel to identify issues that pose a barrier to a student's academic and personal success. A Core Team of trained school and community personnel meet to identify students in need and offer assistance to both students and their families in seeking help.

The following is a list of some, but not all, signs and symptoms that may pose a barrier to a student's learning and success:

- Changes in behavior, mood
- Decline in grades and/or school performance
- Change in friendships
- Physical symptoms or health issues
- Sad, withdrawn behaviors
- Changes in family dynamics, situations
- Noticeable change in interests, appearance, etc.
- Increased defiance
- Expressing a desire to punish or harm self or others

If you or someone you know is experiencing an issue, please contact your school counselor or other SAP team member. Team members can be identified by the SAP sign outside their classroom doors.

***The SAP team does not diagnose, treat or refer students for treatment. Students may receive a recommendation of referral for a screening to further assist the student. Parental Permission must be obtained for this program.***

# Student Progress

Approximately in the middle of each nine-week period, a progress report will be available to the parents/guardians of those students who are not achieving at a satisfactory level or who are achieving above expectations in all academic areas. Student progress can be monitored at all times using the Parent Portal.

Parent Portal usage is strongly encouraged. Please contact the main office if you need assistance with accessing your child's portal.

## Report Cards

Report cards are issued four times a year or every nine weeks.
Also on the report cards are comments as to the student's attitude, effort. Citizenship, and academic grade strength:

- 01 Courteous and Cooperative
- 01 Demonstrates Good Study and Work Habits
- 03 Shows Improvement in Attitude and Work
- 04 Experiences Learning Difficulties
- 05 Does Not Prepare for Class
- 06 Maintains On-Task Behavior
- 07 Disruptive / Poor Conduct
- 08 Non-Contributing / Non-Participating
- 09 Poor Attendance in Class

## Grading

Although grading is a teacher's responsibility based on an individual evaluation of each student, Southmoreland Middle School will use the grade scale below. Final grades will be determined by averaging the percentage grades of each nine week period.

90-100% = A
80-89% = B
70-79% = C
60-69% = D
0-59% = E

## Artificial Intelligence (AI)

Artificial Intelligence (AI) tools, including language models, educational applications, and other generative technologies, may be used to support learning, research, creativity, skill development, and problem-solving. AI is a learning tool, not a replacement for original thinking, authentic effort, or student-created work.

Students are expected to use AI responsibly, ethically, and in accordance with school academic integrity expectations. Teachers will determine when and how AI may be used for specific courses and assignments, and students are responsible for following those guidelines.

Unless permitted by a teacher, AI-generated content may not be submitted as a student's own work. Using AI to complete or substantially create an assignment and submitting it as one's own is considered plagiarism and may be addressed under the school's academic integrity expectations.

Students are responsible for the accuracy, quality, and originality of all submitted work. Teachers may require students to explain their thinking, show their work, cite sources, or disclose AI use when appropriate.

Students should:

- Use AI to support learning, not replace their own work.
- Be honest and transparent about AI use.
- Review and verify information provided by AI.
- Follow teacher and assignment-specific guidelines.
- Protect personal and sensitive information when using AI tools.

## Schedule Changes

Schedule changes will be limited to administrative errors and changes due to summer school make-up classes. Please contact the school counselor if you have a schedule change request.

Can my child change their schedule at the beginning of the school year?
Yes. Students may request changes to elective classes only during the first and second weeks of school. This add/drop period allows time to correct schedules and ensure appropriate placement.

What happens after the add/drop period ends?
After the first two weeks of school, schedule changes are very limited and will only be considered for:

- Administrative or scheduling errors

- Required changes due to summer school course make-ups

Can schedules be changed for personal preference after the add/drop period?
No. Schedule changes based on preference cannot be accommodated once the add/drop period has ended.

Who should I contact if I have a schedule concern?
Families should contact their child’s school counselor with any schedule-related questions or concerns. The counselor will review the request and determine if a change is appropriate.

## Activity Permission Forms and Athletic Eligibility

Southmoreland Middle School provides a variety of extra-curricular activities for our students. These activities are intended to enhance the total school experience. Learning in our classrooms is the essential base for school activities. Each week that a student participates in any regular activity (i.e. athletic teams), his/her teachers will submit a form to the School Counselor by Friday at 10 am listing students who are ineligible for a given week. The list shows the student's standing, academically and behaviorally, in all classes

and must indicate satisfactory work. Any student failing two or more courses will be marked as ineligible for one week. Students who have been suspended during a particular nine week period will not be permitted to attend field trips that occur during that same nine week period.

## Retention and Promotion Philosophy

Philosophy: Students are to be placed where they will have maximum achievement academically, socially, and emotionally. To determine possible retentions based on staff recommendations, the School Counselor will notify parents concerning these possible retentions and the need for greater effort and/or tutorial help. This notification allows both parents and students the time to work together to bring academic work to acceptable levels. Grade level teams, the principal and the counselor will also meet at the end of the year to determine the promotion and retention of students.

### Promotion

Every student (grades 6, 7, and 8) will be required to complete the requirements of each core subject area. If those requirements are not met, (please see retention policy} the student will make up the course work during summer school or repeat the grade. Core subject areas are defined as Language Arts, Mathematics, Reading , Social Studies, and Science. Other important subject areas may be Library Science, Technology Education, Visual Art, Computer Science, Chorus, Band, and Music. Students are expected to fulfill the requirements in each of these subjects.

The grading system is one of grading on the basis of the student's own ability. The promotional policies are based upon whether the child has accomplished a significant part of what he/she is capable of accomplishing.

### Retention

A student will be retained by failing two or more major course subjects or by failing one major subject and a total of one credit or more "minor" subjects. In order for a student to avoid grade level retention, the possibility of making up course(s) failed could exist via successful completion of an **approved** summer school program. If such information is needed, and prior to student registration for the same. Please contact the SMS Principal or School Counselor for appropriate details. A student will not be retained for more than two years in the same grade.

### Student Awards

Principal’s Award: The purpose of the Principal's Award program is to recognize those students who have displayed exemplary accomplishments in both academics and attendance at school.
The criteria for the Principal’s Award are:

- All A's on the report card.
- No disciplinary referrals
- Maximum of three (3) excused tardies and/or excused absences per nine-week period.
- NO unexcused tardy or unexcused absence each nine-week period.

## Student of the Month Program

SMS recognizes and celebrates student achievements and positive contributions through our **Student of the Month** program. Each month, teachers nominate students who demonstrate a specific **character pillar or core value**. After nominations are submitted, teachers vote to select the student who best represents that month’s focus.

This recognition highlights students who consistently show strong character, effort, and leadership within our school community. Students selected as Student of the Month are celebrated for their accomplishments and serve as positive role models for their peers.

The monthly character pillars include: Responsibility, Kindness, Creativity, Integrity, Accountability, Leadership, School Spirit, Patience, and Resilience

## Attendance Awards

Regular school attendance is important for student learning and success. To recognize and encourage strong attendance, our school offers **quarterly attendance awards** throughout the school year.

- **Perfect Attendance Award:**
  Students who do **not miss any days of school** during the school year are eligible for the Perfect Attendance Award. This recognition is reviewed and awarded **each quarter**.

- **Outstanding Attendance Recognition:**
  Students who miss **fewer than four (4) days in a quarter** are also recognized and have the opportunity to earn **additional prizes** during that quarter.

These attendance awards are designed to celebrate students who demonstrate responsibility and commitment to being present and engaged in school.

## Special Education Services

The Southmoreland School District is committed to providing all students with a free and appropriate public education in the least restrictive environment This education is provided at the highest possible level within our school district's neighborhood school buildings to the greatest extent possible. To this end, Southmoreland School District offers a continuum of special education programs and services to address and meet the needs of students with disabilities. This is accomplished through the dedication of our teachers, staff, administrators, and school board members.

The Southmoreland School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 16. The type and amount of support is determined by each student's Individualized Education Program (IEP) Team. In the event that the student's needs exceed the resources available within the district, the team may determine that a placement in a program outside of the district is warranted.

On-going comprehensive screening is completed within all of Southmoreland's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

## Southmoreland School District
## Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

According to state and federal special education regulations, an annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/ Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, contact information is listed at the end of this public notice.

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

## Evaluation Process

Each school district and the intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool-age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Childhood Services Administrator, Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA 15601-7190.

## Consent

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

## Program Development

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

## Confidentiality of Information

The school districts and, to some extent, the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality or personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. In accordance with 34 CFR & 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact your local school district. For preschool-age children, information, screenings, and evaluations requested may be obtained by contacting the intermediate unit.

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

## Contacts

<u>Southmoreland School District</u>

Mrs. Jen Lucia, Director of Special Education, Southmoreland School District, 200 Scottie Way, Scottdale, PA, 15683

<u>Westmoreland Intermediate Unit</u>

For preschool age children, information may be obtained and screenings and evaluations may be requested by contacting:

Dr. Jason Stragand, Interim executive director, Westmoreland Intermediate Unit #7, 102 Equity Drive, Greensburg, PA 15601 (724) 836-2460

## Compliance Statement

In compliance with the following statutes and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans With Disabilities act of 1990 (ADA), and the Age Discrimination Act of 1975 (ACT), the Southmoreland School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its admissions, educational programs, activities, or employment practices. The district commits itself to take whatever remedial action is necessary to rectify proven instances of discrimination where Title VI, Title IX, Section 504, ADA, and ACT are applicable.

## District Contact

Inquiries concerning special education services and programs, due process rights, Section 504, Title VI, Title IX, ADA, and ACT may be referred to: Mrs. Jen Lucia, Director of Special Education, Southmoreland School District, 200 Scottie Way, Scottdale, PA 15683 (724) 887-2009.

## Support Services

The following support services are available for children in the Southmoreland School District:

Learning Support**:** The model of delivery of learning support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment Through the learning support program, students may have access *to* more individualized and small group instruction with individual special education teachers. Students also have the opportunity to receive instruction with non-disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model involving the grade level regular education teacher and a special education teacher; support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IEP team.

Autistic Support**:** The model of delivery of autistic support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the autistic support program, students have access to individualized and small group instruction in areas of academic, social and emotional, and sensory needs. Students also have the opportunity to receive instruction with non--disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model, involving the grade level regular education teacher and a special education teacher, support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IBP team.

Life Skills Support: The model of delivery of life skills support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the life skills support program, students have access to individualized and small group instruction in areas of academic and adaptive behavior/daily living skill(s) needs. Students also have the opportunity to receive instruction with non-disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model, involving the grade level regular education teacher and a special education teacher, support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IEP team.

Speech and Language Support: The model of delivery of speech and language support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the speech and language support program, students may have access to more individualized and small group instruction with individual speech and language pathologists (SLP). Students also have the opportunity to receive speech and language support through a SLP/regular education teacher consultative delivery mode thereby maximizing the students' participation in the general education setting with non-disabled peers without the need for pull out therapeutic sessions.

Vision Support; Hearing Support**:** The model or delivery of vision and hearing support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the vision and hearing support services program, students may have access to more individualized and small group instruction with individual special education teachers. Also, students have the opportunity to receive instruction with non-disabled peers in the general education classroom setting with the support of paraprofessional assignment as deemed necessary by the IEP team on an individual

case basis. Direct instruction in these areas is provided by PA State certified special education teachers employed by and contracted through the Westmoreland Intermediate Unit.

Related services of Orientation and Mobility Therapy; Physical Therapy; and Occupational Therapy: The model of delivery of related services varies given the respective student's degree of need for such services with the focus of educating students in the least restrictive environment. Special Education Related services of Occupational and Physical Therapy are available: to students found eligible for and in need of such services at all Southmoreland School District schools buildings and is provided through a contract with CAMCO and the Westmoreland Intermediate Unit.

## McKinney Vento and Homeless Student Support

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. If you are experiencing homelessness, please contact the *District Homeless Liaison, Dr. Daniel A. Clara, for assistance and resources available through ECYEH al (724) 887-2002.*

## Visitors

For safety purposes, at each entrance to the school there is a sign posted stating that all visitors are to report to the main office and produce an identification card to be scanned through the RAPTOR system, a visitor management system is used to verify the identity of a visitor, keep track of check-in and checkout times, and print custom visitor labels. RAPTOR is able to scan all U.S. government issued licenses, identification cards, concealed handgun licenses, consular ID cards, permanent resident card, active military cards, and passport ID cards (not the full passport). The system provides custom alerts and screens visitor information with a database of registered sex offenders. The system quickly prints visitor badges that include a photo, the name of the visitor, time, date, and purpose or visit destination. This will allow all district employees who see visitors to quickly know who they are and where they should be in our school. Any visitors in other locations will be directed to their proper destination and anyone not wearing a badge will be escorted to the office to acquire one.

Staff members will be expected to require that a visitor is registered at the school office and received authorization to be present for the purpose of conducting school business. Any person on school property who shall fail to register at the proper school office stating name, address, and purpose of visit on school property, or who has no legitimate purpose and violates or threatens to violate the rules relating to the maintenance of public order shall be directed to leave the premises. Should she/he fail or refuse to do so, local police or State Police shall be notified and requested to cause his/ her ejection.

Interruptions and Disruptive Actions: Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional or supervisory duties unless an appointment has been made in advance or other advance notice has been given according to the guidelines of this policy. The principal or his/her designee should be notified immediately of any visitor causing a disruption. Based upon the circumstances, the principal or his/her designee may refer a disruptive visitor to local police or State Police for appropriate action.

Loud, Abrasive and/or Profane Language or Behavior: It is the policy and practice of the District to prevent disruptions to District operations and the educational process. All persons, including but not limited to students, parents/guardians, employees, visitors, and members of the general public, are prohibited from the use of foul, profane, or abusive language, whether spoken or written, or for disruptive behavior in any manner in a school building or on school grounds. This provision will be particularly enforced if language and/or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. Police may be notified and proper legal action taken.

All persons are therefore warned that violations of this policy or any of its provisions may result in the removal from District property by appropriate District authorities. Students and employees may be subject to disciplinary procedures in accordance with District procedures and practices and the laws of the Commonwealth of Pennsylvania. Members of the public, including visitors, may be subject to removal from District property and may be charged with trespassing for failure to promptly vacate the property upon proper notice. In all cases, violators may be subject to action under the appropriate laws of the Commonwealth of Pennsylvania.

Visits by students not enrolled at Southmoreland Middle School or in the specific building to be visited: Students will not be permitted to bring guests to SMS during the school day.

# Lockers

Lockers and combination locks are assigned to each student at the beginning of the year.

1. Lockers MUST be kept locked at all times and *students are not to reveal their lock combinations to other students.*
2. Book bags/backpacks/cross-body bags/belt bags are permitted for transporting school and personal items to and from home/school. However, book bags/backpacks/cross-body bags/belt bags must be left in the student's locker during the day.
3. The locker is not a student's personal possession. It is school property. Students shall not expect privacy concerning items placed in the school locker because school property is subject to search *at* any time by school officials. School officials may conduct random, periodic or sweeping searches of all lockers at any time without prior notice. Canines trained to identify illegal substances may also be utilized in unannounced locker searches.
4. No writing, pictures or stickers may be attached inside or outside the lockers. Non-abrasive magnets may be used inside lockers.
5. Valuable and/or personal items are best left at home. The school is not responsible for any lost or stolen items.
6. No student will be allowed to keep books, coats or any other material in another student's locker.
7. Personal locks are not to be used.
8. In case of a locker/lock malfunction, please notify the office for assistance.
9. At the beginning of the school year, students will be issued a school combination lock. Lost or stolen locks will be replaced at the charge of $6.00 per occurrence.

# Searches

Students have the right to be secure in their persons, papers, and effects. Administrators are permitted to conduct a search of a student or his/her locker if there is a reasonable suspicion to believe that he/she has possession of an item that constitutes a criminal offense under the laws of the State. If law enforcement officials conduct the search, a third party must be present. Trained canines may be used to sniff inanimate objects on school property. These searches may take place without additional notice. (Policy 226)

# Lost and Found

The school is not responsible for any loss incurred by pupils. However, all losses should be reported promptly to the office and every effort will be made to find the article. At the end of a thirty-day period, articles not claimed are discarded. To reduce the number of losses, students should keep lockers locked and should not bring valuable items to school.

# School Cancellation or Delay

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk exists. Flexible Instruction Days may be used during these times.
School closings and delays are posted on the following television channels: Channel 2 (KDKA-TV), Channel 4 (WTAE-1V), Channel 11 (WPXI-TV}, Cable Channel 39 (Scottie Channel), Digital Cable Channel 202 (Scottdale School Channel).

The following radio stations announce closings and delays: WLSW (l04FM), WCVI (l340AM), WPQR (99.3FM), WHJB (620AM / 107.lFM), KDKA (1020AM), B94 - WBZZ (93.7FM), 3WS (94.SFM), WTAE (1250AM). Log onto the Southmoreland website (www.southmoreland.net) to check for any announcements. Scheduled early dismissals will be posted on the monthly calendar.

# Attendance

The Southmoreland School District requires that students who are enrolled in the school system attend school regularly and on time. The educational experiences provided by the district are based upon consistent student attendance and requires continuity of instruction and classroom participation. Parents are expected to assist with regular attendance.

Illegal and unexcused absences shall be handled within the framework of state attendance laws. Excused absences will be granted for personal illness, death in the immediate family, and absences pre-approved by the principal. All time absent from school will be counted towards a student's overall attendance. All other reasons for absence will be classified as unexcused / illegal.

A written excuse from the parent/guardian is required for a student's absence. The excuse shall include dates of the absence, reason for the absence and signature of the parent/guardian. If a written excuse is not received within three (3) days of return to school, the absence will be considered unexcused/unlawful.

Any student who is absent more than ten (10) days during the school year will be required to have a medical excuse for each additional day of absence. Failure to present a medical excuse will result in the days being considered unexcused/unlawful. Parents/Guardians will be notified when a student has exceeded ten (10) days of absence.

Upon review by the building principal, any student who has a serious or chronic medical condition will be exempt from the ten (10) day limit if a physician's statement of such serious or chronic condition is received and verified by the school nurse.

The following guidelines should be observed for Southmoreland Middle School:

1. A student who arrives late for school, leaves school early, or is sent home is credited with school time according to the following:
    a. A half day is defined as missing more than 1 hour and 45 minutes at any point within the day.
    b. A late arrival (tardy) or early dismissal are defined as missing less than 1 hour and 45 minutes during the school day.
    c. A student who is absent from school (or 1⁄2 day or more) may not participate in any after school activities that day.
2. It is the student's responsibility to get any make-up work from his/her classroom teacher upon return to school from an absence.
3. Students who are absent from school will have the number of school days they were absent, with a maximum of three (3) days, to complete make-up work, except by special arrangement with the teacher.
4. If a student is sent home, via the school nurse due to illness and is absent the following day(s), the parent must provide a written excuse, either medical or parental, or the child will be charged with an unexcused/unlawful absence.
5. Any student absent for more than ten (10) days during the school year will be required to have a medical excuse.
6. A Student Attendance Improvement Conference (SAIC) will be scheduled if a student has four (4) or more unexcused absences. At this time a School Attendance Improvement Plan (SAIP) will be completed.
7. In addition to a SAIP, a student may be referred to Truancy Diversion Programming, or, be referred to the District Magistrate in violation of Compulsory Attendance Requirements, or be referred to Children and Youth Services.

## Tardiness

1. If a student is tardy to school in the morning, a pass to enter class must be obtained in the office prior to going to the student's locker.
2. All students who are tardy to school must bring a written excuse explaining why he/she is tardy. Any tardy without a written excuse will be considered unexcused.
3. A note from a medical doctor is an excused tardy. The principal will determine the merit of all other excuses.
4. Excuses will only be accepted on the day of or one day after the student's tardiness.
5. Students should arrive at school and class on time. Tardiness will be recorded and detentions will be assigned for tardiness. Consequences may be assigned for chronic tardiness.

## Early Dismissal

Occasionally, students may find it necessary to be excused from school because of a medical appointment. Parent(s) should exercise great care in not allowing this to happen unless absolutely necessary. All time absent from school will be counted towards a student's overall attendance.

Early dismissals for doctor or dentist appointments will be granted when the student presents to the office, either a doctor's or dentist's appointment card or an excuse signed by the parent/guardian listing the legitimate reason for the early dismissal and the telephone number where the parent/guardian may be contacted for verification of the early dismissal.

1. The student must present a written request to the office before 9:00 a.m.
2. If any person other than the parent/guardian of the student will be picking him/her up, the office must be notified or the student will not be permitted to leave until a parent/guardian can be reached for permission.
3. If an appointment is scheduled while the child is in school and must be dismissed, the office should be notified prior to parent/guardian arrival. When a parent/guardian comes to pick up a student, they must bring a written excuse stating the reason for the early dismissal.
4. All parents/guardians should report directly to the office to sign the student out of school. Students will be called to the office upon parent/guardian arrival.
5. Upon returning to school after an appointment, students submit a medical excuse from the doctor or dentist confirming a medical appointment. If a student returns to school during the same school day, he/she must report to the office for a pass to re-enter class.

## Family Trips or Vacations

Vacations during the school year should be avoided as much as possible. However, if circumstances are such that make it necessary to remove a student for a vacation or family trip, prior approval from the principal is required. All requests must be in writing and submitted at least 2 weeks before the trip. The trip form can be found on the SMS website. The amount of time missed may not exceed five (5) school days. Vacations at the end of the school year are discouraged. Final exams will not be given early. All make-up work is the responsibility of the student. Failure to abide by this policy will result in the student's absence being considered unexcused/illegal. All time missed will count against the ten (10) day limit for a student's absences and the student's overall attendance.

## Habitual Truancy and Notification

In the Commonwealth of Pennsylvania, a child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year. By law, schools in Pennsylvania are responsible for enforcing compulsory attendance laws. The table below indicates the measures to be taken as required by law to enforce compulsory attendance laws.

| Number of Unlawful Days | Action Taken |
|---|---|
| 3 | ● Attendance letter sent<br>● SAIC offered |
| 4 | ● Attendance letter sent<br>● SAIC scheduled |
| 6 | ● Attendance letter sent home via certified mail including copy of SAIP<br>● Referral to either a school-based or community-based attendance improvement program or the county children and youth agency<br>● Citation filed with Local Magistrate<br>***Note: Additional citations will be filed for each additional 3 days of unlawful absence*** |
| SAIC = School Attendance Improvement Conference \| SAIP = School Attendance Improvement Plan | |

## Excuses for Physical Education

Every student is required by law to participate in physical education classes.

A student wishing to be excused from physical education because of some physical ailment must present the physical education instructor with a doctor's excuse.

If a student has a minor ailment and wants to be excused for a period of physical education, he/she must present an excuse from the parent/guardian to the principal, which will be signed before it is given to the physical education teacher. A maximum of two parental excuses per year will be accepted. A doctor's excuse is required if further exclusion is needed.

Students experiencing a chronic injury requiring to be excused from regular physical education activities for an extended period of time (in excess of six weeks) must participate in the Adaptive Physical Education Program. Forms are available via the nurse's office.

# Transportation

## School Bus

Bus transportation is provided by the school district, and is a privilege and not a student right.

- This privilege can be denied to anyone who, in the opinion of the bus driver, through the principal, causes unnecessary noise or disturbance.
- Only regularly scheduled bus students are to ride the school buses. Any student wishing to ride another student's bus home must have a written permission slip signed by a parent/guardian. The principal or secretary must sign the permission slip.
- Bus drivers will report on a special form any disruptive behavior to the principal for appropriate action.

School rules apply to all students while at the bus stop or on school transportation. Appropriate discipline/consequences will be assigned/issued to any student that violates school rules/district policy while on school transportation.

### Bicycles

The school assumes no responsibility for bicycles. However, bike racks are available at SMS for student convenience. It is suggested that students chain their bikes to the bike racks for safety purposes. Bicycles are not to be ridden on school grounds except as transportation to and from school.

## Dances

Southmoreland Middle School occasionally hosts student dances, sponsored by student organizations, as a fun and social activity. These dances are typically held in the cafeteria.

Unless otherwise specified, students should adhere to our school's regular dress code for dances.

Students who have served a suspension within 30 days of a dance date are ineligible to attend. Similarly, students failing more than two courses are unable to participate. These guidelines are in place to maintain a positive and academic focus for all students.

## Field Trips

To enhance student learning and development, Southmoreland Middle School organizes various field trips throughout the year.

To ensure student safety, a signed permission slip from a parent or guardian is required for all field trips. Please return the permission slip by the designated due date.

Students who have served a suspension within 30 days of a field trip or are failing more than two courses will not be permitted to attend. These measures help us prioritize student achievement and conduct.

## Health Services

*Please visit the district website for the updated Health and Safety Plan*. https://pa01000599.schoolwires.net/Page/1

The nurse's office is located near the main office. The school nurse is available there on a varying schedule. In case of an emergency, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only, and the parents/guardians will be contacted. If parents/guardians are not available, the child will be taken to the nearest hospital via ambulance.

The school is not obligated for medical expenses incurred because of accidents that happen in school. Parents/guardians are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children.

If health services are needed (except for emergencies) students are to:

1. Report first to class to obtain a pass. Students are not permitted to report to the health suite between classes.
2. Report to the main office if the nurse is not available.
3. Wait for a consultation with the nurse.
4. Students will be required to sign in and out of the health suite.
5. Necessity to send a student home will be determined by the nurse or an administrator.
6. A pass to return to class will be issued by the nurse or office staff member.

## Minimum Immunization Requirements for Adequate Status

Children IN ALL GRADES need the following:

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

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

Children ENTERING 7 grade need the following:

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

**On the first day of 7th grade**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 28 Pa.CODE Ch.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

## Help Your Child Develop Healthy Attendance Behaviors

When students miss too many days of school, they fall behind and struggle to keep up with their classmates. Whether the days are missed due to illness, truancy, or for any other reason, the end result for the student is the same- learning time is lost. Children and adolescents will get sick at times and many need to stay home, but we want to work with you to help minimize the number of days your child misses school.

**WORK WITH YOUR CHILD AND YOUR SCHOOL**

- If your child has a chronic disease, make sure that the school staff is aware of the disease so that staff can assist your child if he/she becomes ill. Information about your child's chronic disease should be on file in the nurse's office.
- Keep an open line of communication with the school staff and teacher. The more the school knows about your child's health, the better prepared everyone will be able to work together for your child.

**HELPFUL IDEAS**

- Make appointments with the doctor or dentist in the late afternoon, so your child misses as little school as possible.
- If your child must miss school, make sure you get his/her homework assignments and follow up to see if the work is completed and turned in.
- Call the school as soon as you know your child will be absent and tell the school staff why your child will be out and for how long.
- Be prepared to get a doctor's note when requested by school personnel.

## Guidelines For Keeping Students Home

- If your child has an emergency, call 911.
- For additional information, contact your child's school school nurse.
- Recommendations for keeping your child at home and/or sending your child to school (These suggestions were derived from the American Academy of Pediatrics in conjunction with the **CDC and Pa Dept. of Health**)

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|---|---|
| Child Doesn't Want to go to School<br>Frequent crying, fear, anger, not wanting to socialize, behavior change, stomach ache, nausea (These can be signs of depression, anxiety, post-traumatic stress, or fear) | You should keep your child in school, but try to determine what is causing the changes. Talk to school personnel and consult a health care provider. Your child may be experiencing bullying or trauma, may be behind in his or her school work or not getting along with others. These and other issues may require you or school personnel's attention. |
| Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy, etc.)<br>Chronic disease is a long-lasting condition that can be controlled but not cured. | Your child should attend school. School personnel are trained to assist your child with his or her chronic disease and associated needs. |
| Cold Symptoms<br>Stuffy nose/runny nose, sneezing, mild cough, no fever | If your child is able to participate in school activities send him or her to school. |
| Conjunctivitis (Pink Eye)<br>The white of the eye is pink and there is a thick yellow/green discharge. | Prescribed eye medication should be given as directed for 24 hours prior to returning to school. |
| Coughing<br>Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing | Keep your child home and contact a healthcare provider.<br>Asthma – if symptoms are due to asthma, provide treatment according to your child's Asthma Action Plan and when symptoms are controlled send your child to school. |
| COVID 19 | The district will follow the current Department of Health guidelines. |
| Diarrhea<br>Frequent, loose or watery stool may mean illness but can also be caused by food and medication. | If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If stool is bloody, if the child has abdominal pain, fever or vomiting, you should consult a healthcare provider. Keep the child at home until there is no diarrhea for 24 hours before returning the child to school. |
| Fever<br>Fever usually means illness, especially if your child has a fever of 101 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting, etc. | If your child has a fever of 101 or higher, keep them at home until his or her fever is below 101 for 24 hours without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102.0 or higher, you should consult a healthcare provider. |
| Fifth's Disease | May return after being diagnosed by a physician. No longer contagious after a rash appears. |
| Hand, Foot & Mouth | Keep home until diagnosed and released by a physician. |
| Head Lice | Children cannot come to school until there are no visible live lice after lice treatment. The school nurse needs to recheck the child for readmission. |
| Impetigo | May return after 24 hours of appropriate therapy and disease is not progressive. |
| Menstrual issues | Most of the time menstrual issues (periods) should not be a problem. If they are severe and interfering with your daughter attending school, consult with a health care provider. |
| Mono | Keep your child at home until a health care provider has determined that your child is not contagious. |
| MRSA | Keep home until treated and the Physician has released. Any areas infected must be covered. |
| Parent is Sick, Stressed, Hospitalized | If you are sick, your child still needs to attend school. Your illness does not excuse your child from attending. We all are sick at times so plan ahead for these days. Get a neighbor, relative or spouse to take your child to school. |
| Poison Ivy | Student may attend as long as any seeping areas are covered. |
| Rash with Fever | If a rash spread quickly, is not healing, or has open weeping wounds, you should keep your child at home and have him or her seen by a health care provider. Any undiagnosed rash needs to be seen by healthcare provider. |
| Ringworm | Student may return after the first dose of appropriate therapy and open lesions are covered. |

| | |
|---|---|
| Scabies (Itch) | Student may return after appropriate therapy. |
| Scarlet Fever (Scarlatina) | May return 7 days from onset, unless the physician is treating with antibiotics and gives written permission to return to school 24 hours after treatment. |
| Stains, Sprains and Pains | If there is no known injury and your child is able to function (walk, talk, eat) he or she should be in school. If pain is severe or doesn't stop, consult a healthcare provider. |
| Strep Throat<br>Sore throat, fever, stomach ache, and red, swollen tonsils | Keep your child at home for the first 24 hours after an antibiotic is begun. |
| Vaccine Preventable<br>Chicken Pox – fever, headache, stomach ache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face.<br>Measles & Rubella (German Measles) – swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes.<br>Mumps – fever headache, muscle aches, loss of appetite, swollen tender salivary glands<br>Pertussis (Whooping Cough) – many rapid coughs followed by a high-pitched<br>"whoop", vomiting, very tired | Keep your child at home until a healthcare provider has determined that your child is not contagious.<br><br>Unvaccinated students may be excluded per Department of Health guidelines. |
| Vomiting<br>Child has vomited 2 or more times in a 24-hour period | Keep your child home and contact a healthcare provider. Keep the child home until vomiting has stopped for 24 hours. |

## Guidelines For Sending Medications To School

Supervision of medication use is vitally important in order to avoid misuse of drugs. Therefore, ALL medications will be taken in the presence of the school nurse.

**LONG – TERM MEDICATION**: To be taken daily (i.e. Attention Deficit Disorder, seizure, diabetic, medication)
**SHORT – TERM MEDICATION**: To be taken as needed (i.e. headache, asthma, pain, and insulin coverage medication)

If your child has to receive medication at school, whether long term or short term, the following requirements are essential for the safety of your child:

- A "Physician's Authorization of Medication for a Student at School" form must be completed and signed by the parent/guardian and prescribing physician. This form must be submitted to the school nurse before the medication can be administered. This includes all over the counter medications.
- Must be in the original container
- The prescription must be current.
- The prescription must carry a prescription label with the child's name, drug identifier, dosage instructions, doctor's name, and prescription date.
- No more than one week of medication should be sent at one time, unless otherwise specified by school personnel.
- Refrigeration is available.
- Inhalers for asthma and epi-pens for anaphylaxis may be carried by students provided the required forms have been completed and the student has demonstrated correct use. Required forms include: "Physician's Authorization of Medication for a Student at School" and "Asthma Inhalers at School"or "Epi-pen Permission to Carry" forms.
- Forms must be renewed at the start of each school year and are available at the office and online.

***NOTE: In order to avoid misuse of drugs, prescription and over-the-counter medication CANNOT be brought to school by the student at any time. It must be delivered to the school nurse by a parent/guardian or responsible adult.***

**INSECT AND BEE STING ALLERGIES**

It is the responsibility of the parent/guardian to notify the school nurse, in writing, if a child is subject to an allergic reaction from a bee or other insect bite, and provide (Epi-Pen or Auvi-Q) and/or Benadryl to be given in the event of a reaction. Specific instructions for administration of medication must be provided in writing by the physician on the required form secured at the nurse's office.

**EPI-PEN ADMINISTRATION**

In the case of severe allergic reaction (anaphylaxis) with symptoms of flushing, apprehension, syncope, tachycardia, rash, itching, swelling, and respiratory difficulty including wheezing and/or shortness of breath, the School Nurse or her designee may administer Epi-Pen according to the school district's standing orders. Dosage is determined by student weight. An ambulance will be called immediately. Emergency care must be activated at the onset of a severe allergic reaction.

**STANDING ORDERS**
Benadryl and cough drops may be administered on an as needed basis with parent or guardian permission. The school nurse will determine necessity of administration and confirm with student's parent or guardian.

Cough Drops:
The Certified School Nurse or their designee may administer up to 4 cough drops per day with written parent/guardian permission. If student cough frequency is noted, parents will be advised to seek medical attention for their student and provide their own supply of cough drops. Written documentation includes an email, handwritten note or completed google form.

Benadryl:
In the event of a student or staff member having a sudden allergic reaction with hives and/or angioedema, the Certified School Nurse or their designee may administer Benadryl according to weight requirements per order.

Parents will be notified of dosing as soon as possible. If reaction progresses, then Epinephrine Standing order will be followed.

911 will be called in the event of an emergency.

# Student Obligations

Student obligations are fees owed to the school. Such obligations include but are not limited to replacement costs or fines for lost or damaged books, uniforms, Chromebooks and other school equipment or materials, and debts owed for school sales. Notification of the obligations will be made and a deadline for repayment will be established.

# Student Sales

- Students are not permitted to sell items during the regular school hours from outside organizations or for themselves. Any items sold within school must be school district sponsored.
- Edible items will not be sold until all lunch periods are concluded.

# Cell Phones, Telephones and Electronic Devices

Students will be permitted to use telephones in the office to contact parents/guardians. The use of cell phones during school hours and After School Detention / Saturday Detention / Saturday Session are strictly prohibited. Use may be indicated by visibility of a phone **(Visibility = Use)**. Any electronic device brought to school should be locked securely in the student's locker. If an electronic device is used (first offense), the student will be directed to secure it in their locker. If the device is not secured in the locker or it is observed a second time, the student must turn over the device to the teacher or administrator and pick it up at the close of the day from the office. A record of the infraction will be kept. For the third infraction, the teacher or administrator will hold the device for parent pickup. If there is a fourth time, the student will turn over the phone for parent pick up and will be assigned a two-hour after school detention. Any refusal to turn over devices is considered Defiance of Authority and subject to further disciplinary action.

# Southmoreland School Board Code of Conduct

The Code of Student Conduct is designed to ensure that all students have a safe school environment conducive to learning and growing as students and citizens.

Southmoreland School District's mission is to provide "High Quality Learning For All". One of the ways in which we will achieve this mission is to have a uniform code of conduct that sets high expectations for student behavior. This Code of Student Conduct outlines supports, as well as disciplinary actions, for those exhibiting behavioral challenges. While the code is intended to keep the school safe and orderly, it is also in place to help our students receive the support they need and to learn from their mistakes.

The Code of Student Conduct requires that students respect each other, themselves, staff, and all members of our school community. Students are encouraged to assume responsibility for their behavior and to develop a firm understanding of right and wrong and to act accordingly.

It is important for students and parents/guardians to review this Code of Student Conduct so we are all setting consistent expectations for good behavior and positive citizenship. We appreciate the support of our families in partnering with us to help our students become their very best.

**Student Responsibilities**
<u>Respect fellow students, themselves, staff, and all members of the school community</u>

It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Students are to follow all school rules while in class in addition to meeting teacher expectations for achievement and behavior. Similarly, it is important that students also develop and demonstrate a respect for themselves by virtue of the manner in which they conduct themselves.

Regular Attendance
Students are expected to attend school regularly and to arrive at each class on time and prepared to learn.

Conscientious effort in classroom work and homework
Students are expected to be attentive and active participants in the classroom. No student will be allowed to disrupt the learning of others. Students are expected to ask for help when needed. Assigned homework should be completed in a timely, appropriate manner.

Conformance to school rules and regulations
Students are to follow all school rules while attending school sponsored activities/events. Any student removed from a school sponsored activity/event will not be permitted to attend additional school sponsored activities, on or off campus, for the remainder of the semester/season and will be subject to discipline.

It is the responsibility of our students to comply with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Provide/disclose information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, as outlined in district policy and not to cause disruption to the educational processes.
- Assist the school staff in operating a safe school for the students enrolled therein.
- Comply with federal, state, and local laws.
- Exercise proper care when using district facilities, school supplies, and equipment.
- Attend school daily and be on time to all classes and other school functions.
- After absence from school, complete and turn in make-up work in a timely manner.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- Refrain from obscene language in student media or on school premises.

Types of Discipline

- Detention
- Academic/Behavior Intervention
- Suspension
- Expulsion
- Removal of School Privileges (Students have several privileges that could be removed based on an infraction of the rules outlined in the Code of Student Conduct. Examples of these include senior privileges, dances, parking permit, and participation in extracurricular activities)

# School Dress Code

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to the health and safety of the student him/herself or to others in the school; materially interfere with school work; create disorder, or disrupt the educational program; cause excessive wear or damage to school property; and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students should dress appropriately for the business of education. Student dress should be in good taste and reflect personal and school pride. Students who dress in a manner which may result in a health or safety hazard or in a disruption of the educational process, may be sent home or otherwise disciplined. If certain guidelines are not followed, student's items could be confiscated **(i.e.** hats, coats, spiked bracelets, chains, etc.) and returned at the discretion of the Principal. The following guidelines will be enforced for student *dress.*

The Southmoreland School District reserves the right to question any mode of dress/jewelry/make-up/hair style that is beyond community/school accepted standards. Certain types of clothing or hair styles may be required for Physical Education classes or for extracurricular activities such as band, sports, etc.

These rules and procedures have been developed according to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and Parents are expected to exercise careful judgment in the selection of appropriate attire for school.

Students who are found to be in violation of the policy will be referred to the Principal for appropriate action. Determination of any dress code violation will be at the discretion of the Principal or the Principal's designee.

GENERAL

- Excessive tears or rips in clothing that expose undergarments are not permitted.
- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
- Undergarments should not be exposed in any way.

HEAD WEAR

Hoods, hats, caps, bandanas, sunglasses, visors, head wraps, and sweatbands are not permitted during the school day.

TOPS

- Any top that is skin tight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
- Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
- The following are unacceptable school attire:
    - Spaghetti Strap/Halter/Mesh Tops
    - See-through blouses or shirts
    - Tube Tops/Crop Tops
- Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

PANTS/SKIRTS/SKORTS

- Pants and shorts must be secured and worn no lower than the hip.
- Low riding/sag style is not permitted.
- All skirts, shorts, and slits in skirts must touch the bottom of the fingertips with arms fully extended.

FOOTWEAR

- Some sort of shoe must be worn at all times.
- Any shoe that poses a safety hazard is not permitted.
- Shoes with laces must be tied.

FACE COVERINGS /MAKE-UP

Any face covering or exaggerated make-up that obscures a student's identity is not permitted.

JEWELRY

Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

HEALTH AND HYGIENE

Any apparel that is judged to be unhealthy or unsanitary (e.g. Clothing that is dirty and/or gives off a foul odor) is not permitted. Each student is expected to maintain good personal hygiene.

OFFENSIVE DRESS

- Clothing, patches, buttons, pins, jewelry, backpacks are not permitted if they:
    - Have sexually suggestive writing/pictures.
    - Advocate violence.
    - Advertise or promote the use of tobacco, alcohol or drugs.
    - Have double meaning wording or obscene language.
    - Are disrespectful.
- A tattoo must be covered if it:
    - Has sexually suggestive writing/pictures.
    - Advocates violence.
    - Advertises or promotes the use of tobacco, alcohol or drugs.

- Has double meaning wording or obscene language is disrespectful.

## Beverage Expectations and Restrictions

To promote a healthy, clean, and distraction-free learning environment, students are encouraged to bring only water for consumption during the school day. Filtered water stations with dispensers and cups are available throughout the building for student use.

Beverages designed or marketed to provide stimulant or energy enhancing effects, including those with high caffeine content such as energy drinks, soda, canned coffee, or similar products, are not permitted. These beverages pose developmental and school specific concerns. They are linked to disrupted sleep, anxiety, elevated heart rate, difficulty focusing in class, and lower academic engagement and performance (Higgins et al., 2023).

Staff may direct students to discard any beverages not in compliance with this expectation.

**Reference:**
Higgins, J., Yarlagadda, S., Yang, B., & et al. (2023). Academic and behavioral risks associated with energy drink consumption among adolescents. *Health Education & Behavior*. https://doi.org/10.1177/10901981211043118

Stimulant products such as caffeine pouches are also prohibited.

## Behavioral Expectations

At Southmoreland Middle School the primary purpose of the daily schedule is to conduct the business of education. The school provides many opportunities for students to achieve success and to advance their educational goals. It is imperative the climate of the school be conducive to such ends. Therefore, the development of self-discipline and responsibility is encouraged and nurtured. A discipline code has been developed to establish guidelines for student conduct while they are in school, out of school, on a school bus, and/or attending school functions.

**Philosophy**
The Southmoreland Middle School Community is committed to promoting a safe, healthy, and inviting environment: one that fosters respect, caring, and responsibility. Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline. In order to preserve a healthy, inviting school climate, which allows each student the opportunity to achieve his/her maximum potential, all individuals will be expected to adhere to this philosophy or lose the privilege to remain in the school setting.

**Disciplinary Policies**
- The school administrator has the responsibility for taking action based on knowledge of the facts of the incident and the needs of the involved parties. The following list of minimum and maximum disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.
- Students may also be disciplined for activities off of school property and not during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others *in* school may be in danger, or that school operations or activities may be disrupted.

**Discipline-Related Definitions**

**Probation** - trial period for a pupil to change undesirable behavior and still remain in the school. The assignment of after school detention and/or loss of privileges may be a condition of the probation.

**After School Detention (ASD)** -
- One hour detentions will be held from 3:15 - 4:15 p.m. under the supervision of a supervising teacher and/or the Principal.
- Two hour detentions will be held from 3:15 - 5:15 p.m. under the supervision of a supervising teacher and/or the Principal.
- Students will be given a minimum of one day's notice of the detention.
- The responsibility rests with the student to inform his/her parents that a detention obligation exists.
- Parents will be responsible for providing transportation.

**Suspension of Privileges**- Students and parents will be notified of the suspension of school privileges, the reason such action is necessary, and the conditions necessary to remove the suspension. During a period of suspended privileges, students will not be issued hall passes from class or homeroom. They may not participate in any school sponsored field trip, activity, sport or sport practice.

**Suspension of Bus Privileges** - Students are provided free bus transportation to and from school. If at any time during bus transport (this includes time at bus stop, boarding and exiting) a student acts in a manner so as to endanger, harm, harass or otherwise interfere with the safe transport of himself/herself and/or others, the student may have his/her privileges suspended. Parents will be notified of the reason for the length of the suspension. During that period of time the parents are responsible for the transportation of their child to and from school.

**Out of School Suspension** - Out of school suspension will be issued when a student has committed a serious infraction or accumulations of multiple less serious infractions have occurred. Suspension may be for a period of one to ten days. It is a serious penalty, during which a student is not permitted to attend classes, be in the building or on school grounds, and participate in any school-sponsored activity or sport. Parents will be notified and the suspension will start when designated by the administration. Students under suspension have the right to make-up all work missed and will have the time of suspension plus one day to do so. If school is canceled, the student will serve the suspension on the next day that school is in session.

**Referral to the Superintendent of Schools** - In the event of serious offenses or chronic repetition of multiple less serious offenses, a student may be referred to the Superintendent of Schools. This referral could result in the recommendation of expulsion from school.

**Expulsion** - Expulsion means the exclusion from school for an extended period of time beyond the limits of out-of-school suspension and may be a permanent expulsion from the school rolls. Expulsion may be recommended by middle school administration; however, it can only be authorized through school board action.

**Referral to Civil Authorities or Police** - In the event of serious offenses committed by students the administration may refer the incidents to civil authorities or police for appropriate action. The parent or guardian will be responsible for fines and court costs to the extent provided by the laws of the Commonwealth of Pennsylvania.

**Due Process** - School personnel have a responsibility to see that due process is practiced and that the rights of all members of the school community are preserved. A student has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to the charges.

**Informal Hearing** - When a suspension exceeds three days the student and parent shall be given the opportunity for an informal hearing to meet the proper school official(s) to explain the event for which the student is being suspended.

**Formal Hearing** - When a student is considered for expulsion a formal hearing before the School Board, a duly authorized committee or a hearing examiner must be conducted.

**Searches**- School lockers are the property of the school district not of the student and as such are subject to search at any time. Administrators are permitted to conduct a search of a student if there is reasonable cause to believe that he/she has possession of an item, which constitutes a violation of the law or a school rule. Students will be asked to relinquish cigarettes/lighters when there is a suspicion of smoking on school property. If law enforcement officials conduct the search, a third party must be present. Trained canines may be used to sniff inanimate objects on school property. These searches may take place without additional notice.

**APPLICATION OF DISCIPLINE & CONSEQUENCES**

*Inappropriate school behaviors will be categorized in four (4) levels according to the amount of disruption caused, potential threat to the safety of students and school personnel, and recidivism. (218REV.16JULY87)*

> ***Level I*** *infractions will represent the most minor offenses. Those that cause the least disruption, pose the least threat to safety, and are handled within the classroom by the teacher.*
>
> ***Level II*** *infractions will represent more disruptive behaviors and continued occurrence of Level I infractions. They may also require intervention by an administrator.*
>
> ***Level III*** *infractions will represent further disruptive and threatening behaviors. They will also include continued occurrence of Level II infractions.*
>
> ***Level IV*** *infractions will represent the most disruptive and threatening behaviors, acts which can result in injury and actions that are in violation of civil laws. They will also include continued occurrence of Level III infractions.*

## Bullying/Cyberbullying

According to the Southmoreland School District Policy 249: Bullying/Cyberbullying, bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Consequences for violating this policy may include, but are not limited to:

1. Counseling within the school
2. Mediation within the school
3. Parental conference
4. Loss of school privileges and exclusion from the school sponsored activities
5. Detention
6. Suspension
7. Citation to the District Magistrate
8. Alternative placement outside of school
9. Expulsion
10. Counseling/Therapy outside of school at parental expense
11. Referral to law enforcement officials

***GENERAL PROVISIONS***

*The following incidents, actions and activities on the part of a student shall be considered offenses and violations of the policies and regulation of the Southmoreland School District. Additional information on discipline is available in the school library.*

*In any case where an offense has occurred, the administration shall always have the right to refer the offense to the Board of School Directors for Board hearing and Board action. (It should be noted by the students, parents, and guardians, that when the offense is referred to by the Board of School Directors for Board hearing and Board action, the Board may suspend or exclude the student from school for a period exceeding ten (10) school days and may expel the student from the school rolls.) In any case where an offense has occurred, the student committing the offense shall be fully and completely responsible for any and all damages caused by the student's actions including property damages and personal injuries. The parents of the said student shall be responsible for all damages to the extent provided by the law of the Commonwealth of Pennsylvania.*

***RESPECT FOR THE PERSONAL RIGHTS OF OTHERS***:

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems. These resources include: mediation, teachers, guidance counselors, and administrators. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur.

**SIMPLE ASSAULT (ASLT):**

The attempt to cause or intentionally, knowingly or recklessly cause bodily injury to another; negligently causing bodily injury to another with a deadly weapon; or the attempt by physical menace to put another in fear or imminent serious bodily injury.

Consequence Range: 3 days OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(§2701)

**VERBAL ABUSE (VABU):**

Disrespectful and/or inappropriate language directed toward another person.

Consequence Range: Probation – 10 days OSS
Level(s): I, II, III, IV
Additional: #, W/SP
(§5503)

**HARASSMENT (HARS):**

Refers to striking, shoving, kicking, or otherwise subjecting the other person to physical contact, or attempts or threatens to do the same; following the other person in or about a public place or places; or engaging in a course of conduct or repeatedly commits acts

which serve no legitimate purpose; communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings, or caricatures.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV (§2709)

**SEXUAL HARASSMENT (SHARS):**
Discrimination against a student or staff member based on the student's submission or rejection of sexual advances and/or creating an atmosphere of harassment based on sexual issues/activity.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**HAZING (HAZE):**
Any activity that recklessly or intentionally endangers mental/physical health or safety of a student for the purpose of initiation, membership or affiliation with any organization recognized by the Board.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV (Board Policy 247)

**UNSAFE ACT/INAPPROPRIATE PHYSICAL CONTACT (UACT/IPC):**
Any behavior that could be viewed as potentially dangerous, or proves in action to be dangerous, in terms of harm to oneself or to others, will be considered an unsafe act.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**BULLYING/CYBERBULLYING (BULL):**
Any malicious behavior that intends to harm a student including but limited to intimidation, rejection, name-calling, spreading rumors, threats, verbal and physical torment, humiliation, degradation or debasement.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV (Board Policy 249)

***RESPONSIBILITY AND RESPECT FOR PROPERTY:***
All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and Southmoreland School District. Should a student choose not to respect others' rights or property, the following consequences will occur.

**EXTORTION (EXTO):**
The obtaining of property from another, with or without that person's consent, by a wrongful act of force, fear, or threat, the parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV

**THEFT (THEF):**
The unlawful taking of property or obtaining property by false pretense. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV

**WILLFUL DAMAGE OF SCHOOL PROPERTY (WDSP):**
Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV

**WILLFUL DAMAGE OF PROPERTY BELONGING TO OTHERS (WDOP):**
Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student.

Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST

Level(s): I, II, III, IV

***RESPONSIBILITY FOR MAINTAINING PUBLIC DECENCY AND ETHICAL BEHAVIOR:***

The effective operation of Southmoreland Middle School requires the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, and the school staff. The expression of positive values and attitudes is essential for success in school as well as in life. Students who choose not to behave in this manner face the following consequences:

**GAMBLING (GAMB):**

The playing of a game of chance for stakes.

Consequence Range: Probation – Expulsion Additional: W/SP

Level(s): I, II, III, IV

**PLAGIARISM-CHEATING (PLAG):**

The unauthorized use of another person's work or talents or the providing of one's own work for another unauthorized purpose. Any grades or credit earned by those involved will be disallowed.

Consequence Range: Probation – Expulsion Additional: W/SP

Level(s): I, II, III, IV

**VULGARITY/PROFANITY/OBSCENE LANGUAGE (PROF)**:

Language or gesture that is extremely or deeply offensive according to the contemporary community standards of morality and decency.

Consequence Range: Probation – Expulsion Additional: #, W/SP

Level(s): I, II, III, IV

**OFFENSIVE SOCIAL BEHAVIOR (OFSB):**

Activities that are an infraction of acceptable social actions according to the contemporary community standards of morality and decency.

Consequence Range: Probation – Expulsion Additional: #, W/SP

Level(s): I, II, III, IV

**DISCRIMINATORY PRACTICES (DISP):**

Activities that are intended to be offensive to one's race, religion, heritage, gender, or disability, including sexual harassment.

Consequence Range: Probation – Expulsion Additional: #, W/SP

Level(s): I, II, III, IV

***RESPONSIBILITY FOR MAINTAINING PUBLIC HEALTH AND SAFETY:***

The school community confers extreme importance to the health and safety of our students. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section. Any student who is involved with drugs or alcohol must complete a substance abuse assessment before returning to school.

**DRUGS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCES (DRUG/PICS):**

Possession, use, or being under the influence of any of the substances which are, or have the appearance of, narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside of their legal medical purposes; or possession of drug paraphernalia. Steroids are considered a drug.

Consequence Range: 3 Days OSS – Expulsion Additional: #, W/SP

Level(s): IV (Board Policy 227)

**SNIFFING OR INHALING HARMFUL SUBSTANCES (SIHS):**

The deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system.

Consequence Range: 3 Days OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(Board Policy 227)

**ALCOHOL (ALCO):**
Possession, use, or being under the influence of any alcoholic product while on school grounds or at school-sponsored activities.
Consequence Range: 3 Days OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(Board Policy 227)

**DISTRIBUTION (DRUG/PICS):**
Dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance.
Consequence Range: 3 Days OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(Board Policy 227)

**TOBACCO (PTOB):**
Possession or use of any type of tobacco product (including snuff).
Consequence Range: 1 Day OSS – 10 Days OSS
Level(s): II, III, IV
Additional: #, W/SP
(Board Policy 222)

**SMOKELESS ELECTRONIC DEVICES**
Possession or use of any type of smokeless electronic device containing nicotine flavorings or other chemicals to create a water vapor that you inhale. Electronic Smoking Devices will be confiscated and not returned.
Consequence Range: 1 Day OSS – Expulsion
Level(s): II, III, IV
Additional: #, W/SP

**WEAPONS & DANGEROUS INSTRUMENTS (W/DI):**
A student will not possess, handle, transmit, or conceal any object that can be considered a weapon at any time on school property, on a school bus, or while attending a school sponsored activity. (Weapons may be further identified as including but not limited to the following: guns, knives, cutting instruments or tools, lighters, mace, nun chaku, firearms, rifles, replica of a weapon, brass knuckles, clubs/heavy blunt instruments or any instruments capable of inflicting serious bodily harm.)
Consequence Range: 1 Day OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(Board Policy 218.1)

**FIREARM POSSESSION (FIRA):**
Possession of any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Southmoreland School District. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

Consequence: Students who are found in violation shall be subject to discipline according to the Federal Gun-Free Schools Act of 1994 and State Act 26 of 1995 requiring mandatory expulsion for one (1) calendar year.

**TERRORISTIC THREATS (TERR):**
A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

(1) commit any crime of violence with intent to terrorize another;
(2) cause evacuation of a building, place of assembly or facility of public transportation; or
(3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Consequence Range: 3 Days OSS – Expulsion
Level(s): IV
Additional: #, W/SP
(§2706)

**EXPLOSIVE DEVICES AND FIREWORKS (EXPD):**
The possession or detonation of any explosive device or fireworks.
Consequence Range: 3 Days OSS – Expulsion
Level(s): IV
Additional: #, W/SP

**BOMB THREAT (BOMB):**
False notification of impending explosion or presence of a bomb.

Consequence Range: 3 Days OSS – Expulsion Additional: #, W/SP
Level(s): IV

**ARSON (ARSO):**
Any person attempting to, aiding in, or setting fire to the property of another.
Consequence Range: 3 Days OSS – Expulsion Additional: #, W/SP
Level(s): IV

**FALSE FIRE ALARM (FIRE/DSFA):**
Illegally activating a fire alarm or issuing a false fire alarm.
Consequence Range: 3 Days OSS – Expulsion Additional: #, W/SP
Level(s): IV

**DISCHARGING FIRE EXTINGUISHERS (DSFE):**
Willfully and maliciously discharging a fire extinguisher.
Consequence Range: 3 Days OSS – Expulsion Additional: #, W/SP
Level(s): IV

**SERIOUS ACT BY A STUDENT LEADER (SASL):**
Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious offense which results in suspension from school.
Consequence: Students may be removed from the position. Arrest, conviction, or legal judgment is not required.

***RESPECT FOR SCHOOL AND ADMINISTRATIVE PROCEDURES:***
In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level or order that encourages academic and personal growth and success. The overwhelming majority of students in Southmoreland Middle School attends school daily, is respectful, and is attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again. Students who are disrespectful, truant, or insubordinate face the following consequences:

**DEFIANCE OF AUTHORITY (DEFA):**
The willful refusal or failure to follow a legal directive given by a staff member.
Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**CONTINUED WILLFUL DISOBEDIENCE (DISO):**
Repeated refusal or failure to follow school rules and regulations.
Consequence Range SATD– Expulsion Additional: #, W/SP
Level(s): II, III, IV

**DISRUPTIVE BEHAVIOR (DSRP):**
Actions which interfere with the effective operations of the school.
Consequence Range: Probation – Expulsion Additional: #, W/SP

**FALSE IDENTIFICATION (FAID):**
Refusal to give identification or giving a false identification when requested to do so by a staff member.
Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**FALSE INCIDENT REPORT (FALS):**
Knowingly providing false information to a staff member.
Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**FORGERY (FORG):**

Falsifying signatures or data on official records.
Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

**STUDENT ATTIRE (SATT):**
Students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive to the educational program of the school.
Consequence Range: Probation – Expulsion Additional: W/SP
Level(s): I, II, III, IV

**VIOLATION OF OUT-OF-SCHOOL SUSPENSION (VSUS):**
Being present on a school campus or at a school activity while on suspension.
Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, W/SP
Level(s): II, III, IV

**REFUSAL TO ALLOW SEARCH AND SEIZURE (RASS):**
Willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.
Consequence Range: 3 Day OSS – Expulsion Additional: #, W/SP
Level(s): III, IV

**TRUANCY (TRUA)**:
Absence from school without permission.
Consequence Range: Probation Additional: #, W/SP
Level(s): I, II, III, IV

**FAILURE TO SERVE DETENTION (SDET):**
Unexcused absence from detention obligation (LUD, ASD1, ASD2).
Consequence Range: ASD2 – 10 Days OSS Additional: W/SP
Level(s): II, III, IV

**FAILURE TO SERVE SATURDAY DETENTION (FSAT):**
Unexcused absence from Saturday detention obligation (SATD).
Consequence Range: OSS3 – 10 Days OSS Additional: W/SP
Level(s): II, III, IV

**CLASS CUTTING/OUT OF ASSIGNED AREA (CUTC/OASA):**
Absence from class without permission or outside your assigned area without permission.
Consequence Range: ASD2 – 10 Days OSS Additional: #, W/SP
Level(s): II, III, IV

**LEAVING CAMPUS (LEAV):**
Leaving campus during school hours without authorized permission.
Consequence Range: Saturday Detention – Expulsion Additional: #, W/SP
Level(s): II, III, IV

**EXCESSIVE TARDIES TO CLASS (TCLA):**
Arriving late to class without permission or without a valid excuse.
Consequence Range: ASD1 – 10 Days OSS Additional: W/SP
Level(s): I, II, III, IV

**EXCESSIVE TARDIES TO SCHOOL (TSCH):**
Arriving late to school without permission or without a valid excuse.
Consequence Range: ASD1 – 10 Days OSS Additional: #, W/SP,
Level(s): I, II, III, IV

**FAILURE TO REMAND ELECTRONIC DEVICES (FRED):**
The failure to remand an electronic device following a violation of the electronic devices policy.

Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, W/SP
Level(s): II, III, IV

**UNAUTHORIZED USE OF ELECTRONIC DEVICE- POSSESSION AND/OR DISTRIBUTION OF INAPPROPRIATE MATERIALS**
The district prohibits the capturing, taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, images or photographs, (hereinafter "sexually explicit" materials) to the same extent as prohibited by law whether by electronic data transfer or other means including, but not limited to, texting and emailing.
Consequence Range: 3 Day OSS – Expulsion Additional: #, W/SP
Level(s): II, III, IV Referral to law enforcement agency

**UNAUTHORIZED USE OF ELECTRONIC DEVICE- CONFIDENTIAL MATERIALS**
The district prohibits the capturing, taking, or storing for the purpose of illegally transferring or sharing and the disseminating, transferring or sharing of: tests or answers to tests, while that testing is still being administered, copyrighted materials for illegal use and the following: medical, psychiatric or psychological records of other persons without their permission, student discipline or juvenile records of other students or school originated documents of other students or school employees or officials marked "confidential."
Consequence Range: 1 Day OSS – Expulsion Additional: #, W/SP
Level(s): II, III, IV

**UNAUTHORIZED USE OF ELECTRONIC DEVICE- RECORDING AND/OR SAVING VIDEO OR AUDIO**
Students may not utilize electronic devices to record or save video or audio of the teacher, classroom or other students in the classroom, except as part of the specific educational program and under the supervision of the teacher, e.g. a student recording the student's own presentation.
Consequence Range: 1 Day OSS – Expulsion Additional: #, W/SP
Level(s): II, III, IV

**MISBEHAVIOR ON SCHOOL BUSES (MBUS):**
Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the administration to deny the student transportation on a school bus.
Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV

# Emergency Operations

**Types of Protective Response:**

**Immediate evacuation -** Students are evacuated to a safe area on the school grounds in the event of a fire, etc.

**Modified Operation -** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

**In-place sheltering -** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

**Evacuation** - Total evacuation of the campus may become necessary if the school is in an endangered area. In this case, students may be taken to another school outside of the endangered area. Additionally, if your residence is in a disaster area and the school is not, your children will be cared for in their regular school location until the danger has subsided, or until you or your authorized designee comes to the school to get them. Listen to your local radio/television station for announcements relating to any of the emergency actions listed above. Refrain from calling the school during the emergency. This will keep telephone lines open so that campus administrators will be able to make emergency calls and relay information to the media. The media will advise you when and where to report to regain custody of students. This will avoid traffic congestion that may impede the response of emergency vehicles and threaten the safety of students and staff.

Procedures for reporting to the designated student release area:

- Produce a photo identifying yourself as the authorized person designated at the beginning of the school year to pick up the student.
- Be prepared to sign a student release form.

- Be patient, as school staff works to ensure that each child is safe and released to the appropriate family member, or designee.

**Students will only be released to those that have been designated on the emergency card for the nurse's office. As a result, it is critical that this information is current and on file with the District.**

In the event your student has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

**Do not** telephone the school or attempt to make different arrangements during an event. This action will only create additional confusion and divert staff from their assigned emergency duties. All instructions will be provided to the media for dissemination. Should the media be unable to operate because of power loss, etc, a route alerting system will be activated in your area. Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location. Information will be provided via the news media or neighborhood alerting system of procedures to be followed. In order to assure the safety of our students and staff, your understanding and cooperation during these events is required. Should you have additional questions regarding our emergency operating procedures, contact the Administration Building.

## Parental Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

*School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.*

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Communication with Faculty and Staff

Email address for faculty and staff follow the following format: (last name)(first initial)@southmoreland.net

Example

- Name: John Doe

- Email: doej@southmoreland.net

When emailing faculty and/or staff, please place the student's name in the subject area to help the staff identify incoming email.

If a parent/guardian has questions or concerns with a teacher, contact the teacher prior to the principal. Administration insists that parents/guardians communicate concerns directly with teachers prior to communicating concerns with Administration.

**NOTICE: Failure to read and follow the Student Handbook will not excuse any student or parent/guardian from adherence to the standards and expectations set forth in the Student Code of Conduct, nor prevent imposition of student discipline according to the Student Code of Conduct and Southmoreland School District policies and procedures. If you would like a hardcopy of the Student Handbook, notify the office.**