

SAMS STUDENT/PARENT HANDBOOK

2022/2023



Pursuing Excellence
Building Character
Developing
Relationships

Board Approved: July 11, 2022

**SHIPPENSBURG AREA SCHOOL DISTRICT
STUDENT USER AGREEMENT**

Your rights to free speech apply to your communication on the Internet. The School District Internet System is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons.

Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the School District Internet System may lead to discovery that you have violated this policy and the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School District Internet System.
- If necessary, disciplinary action as outlined in the student handbook shall be initiated by the building principal.

In accordance to Shippensburg Area School District's Web Page Procedures, my child's photo and/or work may appear on a district website. For security reasons the district will only publish first names. The website will not include home address, telephone number, or personal email addresses. Your child's work or photo will be removed immediately upon request.

_____ Yes, you may use my child's photo and/or work on the district website.

_____ No, you may not use my child's photo and/or work on the district website.

I have read the Guidelines for the Use of the Internet in the Shippensburg Area School District and understand its contents. For more information, see School Board Policy #815.

My signature below and that of my parent or guardian, means that I agree to follow the guidelines and prohibition of GUIDELINES FOR THE USE OF INTERNET IN THE SHIPPENSBURG AREA SCHOOL DISTRICT.

Student's Full Name: _____ Grade _____ Student ID Number: _____

Student's Signature: _____ Date: __/__/__

Name of Parent(s) or Guardian(s): _____
(Please print)

Parent(s) or Guardian(s) Signature: _____ Date: __/__/__

Please fill out the reverse side of this form as soon as possible and return it to school with your student.

HANDBOOK CONFIRMATION PAGE

PARENT/GUARDIAN:

In order to be environmentally friendly, a full version of this handbook can be located at www.shipk12.org After you have read the handbook **ONLINE**, please complete the information below and **INITIAL** beside each statement that applies. Your signature on this form indicates:

_____ *I have read the student handbook and agree to abide by its provisions.

_____ *I authorize school personnel to provide and/or seek emergency care as necessary, including ambulance service for my child.

_____ I give permission to have my child's picture taken for specific curricular activities and to be published in the local newspapers.

_____ I understand that student directory information (name, address, email address, telephone number, date of birth, place of birth, major field of study, participation in recognized activities and sports, dates of attendance, awards received, previous school districts attended, photograph, and height and weight, if a member of an athletic team) may be released without parental consent.

_____ I understand that my child will be assigned a Chromebook (laptop), which he/she will be responsible for properly using and storing throughout the school day. I will be billed for the cost of replacing or fixing any damage to the Chromebook.

***Must be initialed for the form to be accepted.**

Signature of PARENT/GUARDIAN: _____ **Date:** ___/___/___

STUDENT'S NAME: _____

(Please print)

BUILDING: _____ GRADE: _____

If you would prefer a paper version of the full handbook, please check here and we will send a printed copy home.

HAVE STUDENT RETURN FORM TO THEIR HOMEROOM TEACHER

Please fill out the reverse side of this form as soon as possible and return it to school with your student.

TABLE OF CONTENTS

FORMS TO RETURN/COMPLETE

Student User Agreement.....	2
Handbook Confirmation Page.....	3

GENERAL INFORMATION

School Calendar.....	6
Welcome.....	8
District Administration.....	8
School Board of Directors.....	8
School Board Meetings.....	9
Mission and Vision Statements.....	9
Middle School Administration.....	9
Secretaries.....	9
Middle Level Philosophy.....	10
Principal's Prerogative.....	10
School Bus Information.....	10

ACADEMICS

Student Grading System.....	10
Homework.....	11
Make – Up Work.....	11
Electives.....	12
Honor Roll.....	12
Flexible Instruction Days.....	12

EXPECTATIONS AND DISCIPLINE

Expectations for a SMS Student.....	13
Detention.....	14
Lunch Detention.....	14
Social Probation.....	14
In School Suspension.....	14
Out of School Suspension.....	14
Dress Code.....	15
Hall Behavior.....	15
Cheating.....	15
Cafeteria Behavior.....	15
Cell Phones/Electronic Devices.....	15
Items/Actions that Interfere with Education.....	16
Public Display of Affection.....	17
Photography/Videography.....	17
Vandalism and Property Damage.....	17
Discipline Rubric.....	17

ATTENDANCE

Absences/Truancy.....	21
Emergency Closing of School.....	21
Early Dismissals.....	21
Dismissal Procedures.....	21
Educational Trips.....	22
Late to School.....	22
Late to Class.....	22

BEYOND THE CURRICULUM

Lockers.....	22
--------------	----

Athletics and Sporting Events.....	23
School Breakfast/Lunch Program.....	23
Agenda Books.....	24
Student Assistance Program.....	24
School Nurse and Medications.....	24
VISITORS AND VOLUNTEERS	
Visitors.....	25
School/Community Volunteer Program.....	25
Chromebooks.....	25
GENERAL PUBLIC NOTICES	
SASD Board Policy.....	26
Annual Notice to Parents.....	26
Asbestos Program.....	27
Attendance.....	27
Bullying/Cyberbullying.....	28
Bus Behavior.....	28
Child Find (IDEA and 504).....	28
Child/Student Abuse.....	29
Code of Rights, Responsibilities, Student Discipline.....	30
Curriculum Review by Parents/Guardians and Students.....	32
Custodial Restrictions.....	32
Distribution of Materials by Students.....	32
Emergency Preparedness.....	33
Enrollment/Placement of Students.....	33
Hazing.....	33
Health Services.....	33
Integrated Pest Management.....	35
Internet/Computer/Network Use.....	36
Nondiscrimination.....	36
Notice of Educational Services for Homeless Children and Youth.....	36
Notification of Rights under FERPA.....	37
Notification of Rights under PPRA.....	38
Objections to School Programs.....	39
Parental Conferences.....	40
Programma de Ingles Como Segundo Idioma.....	40
Security Cameras.....	40
Skylert.....	40
Student Organizations and Equal Access.....	40
Student Records.....	41
Student Surveys.....	41
Student Wellness.....	41
Substance (and Tobacco) Use and Abuse.....	41
Teacher Qualification.....	43
Telephone Use.....	43
Textbooks/School Supply Care.....	43
Transportation.....	43
Truancy.....	44
Unlawful/Sexual Harassment.....	44
Weapons Policy.....	44

GENERAL INFORMATION

MARKING PERIODS DATES (SUBJECT TO CHANGE)

Shippensburg Area School District Calendar 2022-2023

Teachers and Students

Board Approved: February 28, 2022

AUGUST 2022

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5/Student Days/5
7/Teacher Days/7

DECEMBER 2022

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16/Student Days/78
16/Teacher Days/83

APRIL 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18/Student Days/156
18/Teacher Days/162

SEPTEMBER 2022

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20/Student Days/25
21/Teacher Days/28

JANUARY 2023

M	T	W	T	F
3	4	5	6	
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

19/Student Days/97
20/Teacher Days/103

MAY 2023

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

22/Student Days/178
22/Teacher Days/184

OCTOBER 2022

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21/Student Days/46
21/Teacher Days/49

FEBRUARY 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

19/Student Days/116
19/Teacher Days/122

June 2023

M	T	W	T	F
			1	☺
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2/Student Days/180
2/Teacher Days/186

NOVEMBER 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16/Student Days/62
18/Teacher Days/67

MARCH 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22/Student Days/138
22/Teacher Days/144

Last Day of School!*

- Student Early Dismissal
- ~ Secondary at 10:20 a.m.
- ~ Elementary at 11:00 a.m.

*Tentative to change
Enjoy your summer!

Marking Period	End Date	Report Cards Sent
MP1	10/31/2022	11/8/22
MP2	1/20/2023	1/27/23
MP3	3/28/2023	4/4/23
MP4	6/2/2023	6/2/23

Based on current circumstances, dates will be dependent on approved modifications to the school calendar.

Shippensburg Area School District Calendar 2022-2023
Teachers and Students **Board Approved: February 28, 2022**

Important Dates

School year begins for students.....	August 25, 2022
Start of second marking period (4-12).....	November 1, 2022
Start of second trimester (K-3).....	November 30, 2022
Start of second semester (4-12).....	January 25, 2023
Start of third trimester (K-3).....	March 9, 2023
Start of fourth marking period (4-12).....	March 29, 2023
Tentative Last day of school for students – Early Dismissal.....	June 2, 2023

School Not in Session on the Following Days (Unless noted 2-hour early dismissal or delay)

New Teacher Orientation	August 15-16, 2022
District In-Service.....	August 22-23, 2022
District In-Service.....	September 2, 2022
Labor Day Holiday	September 5, 2022
Act 80-2 Hour Early Dismissal.....	September 21, 2022
Act 80 Full Day No School for Students.....	October 10, 2022
Veteran’s Day No School for Students or Teachers.....	November 11, 2022
District In-Service.....	November 16, 2022
2-hour Early Dismissal-Thanksgiving Break.....	November 23, 2022
Thanksgiving Break	November 24-28, 2022
Parent-Teacher Conference Swap Day No School for Students or Teachers.....	November 29, 2022
2 Hour Early Dismissal – Winter Break	December 21, 2022
Winter Break.....	December 22, 2022-December 30, 2022
No School for Students or Teachers.....	January 2, 2023
District In-Service.....	January 13, 2023
Martin Luther King, Jr. Holiday.....	January 16, 2023
Act 80 Full Day No School for Students.....	February 15, 2023
Presidents Day Holiday.....	February 20, 2023
Act 80 2-Hour Early Dismissal (K-12).....	March 16, 2023
No School for Students or Teachers.....	May 17, 2023
2 Hour Early Dismissal – Spring Break	April 6, 2023
Spring Break.....	April 7-10, 2023
Act 80 2-Hour Early Dismissal (K-12).	April 19, 2023
Memorial Day Holiday.....	May 29, 2023
Last day of School Early Dismissal for Students.....	June 2, 2023

Parent/Teacher Conferences

Grades K-3:
 Grades 4-5:
 Grades 6-8:
 Grades 9-12:

MP 1: 45
 MP 2: 45
 MP 3: 45
 MP 4: 45
 Semester 1:90
 Semester 2: 90
 Student Days -180
 Teacher Days – 186

Testing Schedules

PSSA
 Gr. 3-8 English Language Arts: April 24-28, 2023
 Gr. 3-8 Mathematics: May 1-12, 2023
 Gr. 4 & 8 Science: May 1-12, 2023
 Make-up Window: May 1-12, 2023

Keystone Exams

Algebra, Biology, Lit.: January 4-18, 2023
 Algebra, Biology, Lit.: May 15-26, 2023

The SASD School Board reserves the right to modify this calendar.

WELCOME

To the Parents/Guardians and Students:

The staff of Shippensburg Area Middle School welcomes you to a new school year. We believe a successful school year depends upon the team effort of students, teachers, parents, administrators, and support staff. Shippensburg Area Middle School is committed to collaboratively achieving academic excellence for every child building towards literacy, 21st century skills, and college/career readiness. We inspire passion for lifelong learning, achievement of personal goals, and global citizenship.

Shippensburg Area Middle School's emphasis on fundamentals, insistence on the highest levels of academic achievement, and focus on the growth of every child provides students with the strongest foundation, not only in academics, but also in character and values. We are providing this handbook to parents and their children to promote a common basis for understanding the organization and operation of Shippensburg Area Middle School. Parents are encouraged to read and discuss the topics in this handbook with their children. Knowledge of the contents should be most helpful to students, parents, and to all who are concerned with the education of our youth.

We, at the Shippensburg Area School District, are proud of our schools. Parental support of SASD is a tradition. We believe that school experiences should be rewarding for both the student and the parents. You are cordially invited to visit our school's web page at www.shipk12.org and/or call the school at 717-530-2750 for information at any time or to offer suggestions. Academic achievement and success (in a friendly, caring, and nurturing environment) is our goal for each student. Let us work together to be successful in our middle school experience!

The Administration of the Shippensburg Area School District

~~~~~

### **DISTRICT ADMINISTRATION**

T/B/A, Superintendent of Schools

Sheri Woodall, Director of Curriculum, Instruction, and Assessment

Lauren Zima, Supervisor of Special Education

Cristy Lentz, Business Administrator

Nicole Weber, Human Resources Director

Chad Kreitz, Director of Operations and Maintenance

Dr. Troy Stevens, Technology Coordinator

Sarah Fanus, Athletic Director

Randy Bibey, Transportation Coordinator

### **BOARD OF SCHOOL DIRECTORS**

Mark Buterbaugh, President

Charles Suders, Vice President

Steph Eberly

Jim Bard

Dr. Nathan Goates

Dwayne Burt

Levi Cressler

Fred Scott



### **SCHOOL BOARD MEETINGS**

The Board of Education meets in regular sessions on the fourth Monday of each month, except for December, beginning at 7:00 p.m. In addition, the Board will meet publicly the second Monday of each month, except December and July, for the primary purpose of planning. Other special sessions may be called when necessary and will be announced publicly.

### **DISTRICT MISSION STATEMENT**

Our Mission is to empower all learners to define their talents, exercise effective collaboration and communication, and refine their critical thinking skills to succeed. (Pending Board Approval)

### **SCHOOL MISSION STATEMENT**

Our mission is to prepare all students to be productive citizens who:

- Possess knowledge
- Accept responsibility
- Demonstrate problem solving skills
- Succeed within a dynamic global society.

### **DISTRICT VISION STATEMENT**

Together we develop well-rounded, collaborative, critical thinkers. (Pending Board Approval)

### **SCHOOL VISION STATEMENT**

Shippensburg Area Middle School is committed to being a support environment for students to reach their maximum potential educationally, socially, and emotionally.

### **DISTRICT SHARED VALUES**

Our learning community believes that education is a shared responsibility of students, families, schools, businesses, and community members. We will prepare our students to be future ready through the pursuit of academic and personal excellence while fostering:

- Respect
- Integrity
- Social and emotional development
- Communication

(Pending Board Approval)

### **MIDDLE SCHOOL ADMINISTRATION**

Greg Miller, Principal

Stephanie Barnhart, Assistant Principal (Last Names A - K)

April Fitz, Assistant Principal (Last Names L - Z)

Angie McKee, School Counselor (Last Names A - K)

Rosemary Junkin, School Counselor (Last Names L - Z)

### **SECRETARIES**

Christine Wyrick, Building Secretary

Tawni Myers, Building Secretary

Mari Aumick, Building Secretary

## **MIDDLE LEVEL PHILOSOPHY**

Educators have long described the middle grades as years of transition from the basic learning of the primary grades to the more content-oriented high school program. Old sayings such as, “In primary grades students learn to read; in the middle grades they learn to learn,” reflect this tradition.

Curriculum guidelines for the middle level student stress “processes” and “explorations” in learning, and emphasize the expansion of critical and creative thinking. The focus of attention in this process remains on the welfare and progress of the learner rather than program structure. With these thoughts in mind, we describe the middle level student.

The STUDENT is the most important person in our school.

The STUDENT is not an interruption of our work--he/she is the purpose of it.

The STUDENT is not just a statistic. He/she is a human being with feelings and emotions.

The STUDENT is one who comes to us with needs and/or wants. It is our job to fill them.

The STUDENT is deserving of the most courteous and attentive treatment that we can provide.

The STUDENT is the lifeblood of our school. Without him/her we would have to close our doors.

## **PRINCIPAL'S PREROGATIVE**

Exceptions to building procedures may only be made by building administration.

## **SCHOOL BUS INFORMATION**

Students should be at their bus stop ten minutes before the scheduled arrival time. Students must behave on the bus, and will be disciplined in school for bus infractions, up to and including removal from the bus. Parent notes for bus or stop changes must be presented to the office in the morning. Changes are granted in emergency cases, and notes should be specific as to the reason for the requested change. Full transportation information is available at the end of this handbook.

## **\*ACADEMICS\***

### **STUDENT GRADING SYSTEM**

Assessment at the secondary level will use the following scale:

|            |   |
|------------|---|
| 92% - 100% | A |
| 83% - 91%  | B |
| 74% - 82%  | C |
| 65% - 73%  | D |
| 55% - 64%  | F |

At the end of each marking period the student's earned percentage in each course will be transferred to the student's report card. The student's earned percentage at each marking period will be averaged to determine the final percentage for the course.

1. Students earning below 55 percent in marking period 1-3, will receive a 55\* percent on their report card. 55\* indicates academic performance falls below the “F” range and improvement is necessary. In marking period 4, students will receive their actual percentage earned.
2. Final averaged percentage grades that have a decimal equaling .5 and greater will be rounded to the next highest percentage.
3. Full year courses have four marking periods.
4. Exploratory courses will meet throughout the school year. Art, Music, Career Readiness, Steam and

Health will meet for five grading cycles (approximately 36 days). Grades will be reflected on the closest issued report card. Physical Education will meet every other day the entire school year. Students will receive letter grades equivalent to the actual percentages they earn for exploratory courses.

Academic progress is communicated to parents in the form of a midterm and report card. Midterm reports are run approximately four weeks into each marking period and report cards issued every nine weeks. Midterms and report cards will be made available online and will be printed and sent home with individual students by parent request only. Parents should contact the teachers and/or guidance office if they have a concern about their son/daughter's grades. Personal conferences are strongly recommended.

An incomplete grade (I) may be given at the discretion of the teacher when items of major importance have not been completed. Incomplete grades should be resolved as soon as possible and will become F's if not changed by the third week of the next marking period unless extenuating circumstances exist and the teacher requests an extension.

Pupils are permitted to make up exams and work (not including extra credit assignments) missed while on excused absences, providing that the work is made up within a succeeding number of days equal to the excused absence. For illegal/unlawful absences, make up work will be permitted for the first three days.

Resource periods are used at the middle school to reinforce concepts in content area subjects. Students use these periods to meet with teachers, to get help with assignments or obtain additional assistance with a variety of academic needs.

In order to achieve a final passing grade, a student must meet the final percentage passing grade indicated above.

In order to be promoted to the next grade level a student may fail one (1) core course (math, social studies, language arts, science). Exploratory courses meet less often throughout the school year thus a failing grade in three exploratory courses is the equivalent of one failing grade in a core course. Students failing four (4) core courses will not be eligible for summer school.

### **HOMEWORK**

Homework is an important part of the learning experience of the student. Students are responsible for completing all assignments. Parents are asked to monitor homework assignments by checking the assignment book or Skyward account of the student. Failure to complete assignments may result in lower grades, detention and/or loss of privileges.

### **MAKE UP WORK**

When a student is absent from school for any reason, he/she is responsible and expected to make up any missed work. This work should be made up within the same number of days that the student was absent. If a student knows an absence is going to occur, such as an educational trip, he/she should notify his/her teachers and get assignments before leaving. In the event of an illness that causes a student to be absent for three days or more, assignments may be picked up in the office by a parent if the school is notified by the parent and has one and one-half days to collect these assignments from the teachers. No more than five (5) days' work will be collected at once. All work must be returned to the school office before any additional assignments will be requested. (The above policies for make-up work **Do Not** apply to extra credit assignments.)

## ELECTIVES

There are three elective courses offered at the middle school. Band, Orchestra, and Chorus are held during the resource period and sectional times are assigned during class periods. Students are graded based on content and participation in these courses. Should a student choose to drop an elective course, it may be done within the first four (4) weeks of school with no penalty.

## HONOR ROLLS

Each marking period honors are announced. There are two lists, one for students with all A grades, and another for students with all A's and B's.

## FLEXIBLE INSTRUCTIONAL DAYS

Flexible Instructional Days are an alternative approach to delivering instruction during circumstances that prevent instruction in the traditional fashion. In the event a Flexible Instructional Day is called, students should follow the schedule posted below. Teachers will provide their students with appropriate online meeting information and assignments. If students fail to attend the assigned class period and/or fail to complete the assigned classwork the student will be marked absent. Students who miss a portion of the Flexible Instructional Day or the entire day will be required to follow traditional attendance procedures.

|                           | Smoky Mt.   | Redwood       | HVT           | Olympic       | Acadia        | Denali      | Gateway Arch  | Glacier       |
|---------------------------|-------------|---------------|---------------|---------------|---------------|-------------|---------------|---------------|
| Period 1<br>9:30-10:15    | Exploratory | Exploratory A | Exploratory B | Core 1        | Core 1        | Core 1      | Core 1        | Core 1        |
| Period 2<br>10:15-10:58   | Exploratory | Exploratory B | Exploratory A | Core 2        | Core 2        | Core 2      | Core 2        | Core 2        |
| Period 3<br>10:58-11:38   | Lunch       | Lunch         | Lunch         | Lunch         | Lunch         | Lunch       | Lunch         | Lunch         |
| Period 4<br>11:38 - 12:21 | Core 1      | Core 1        | Core 1        | Exploratory A | Exploratory B | Core 3      | Core 3        | Core 3        |
| Period 5<br>12:21 - 1:04  | Core 2      | Core 2        | Core 2        | Exploratory B | Exploratory A | Core 4      | Core 4        | Core 4        |
| Period 6<br>1:04-1:47     | Core 3      | Core 3        | Core 3        | Core 3        | Core 3        | Exploratory | Exploratory A | Exploratory B |
| Period 7<br>1:47-2:30     | Core 4      | Core 4        | Core 4        | Core 4        | Core 4        | Exploratory | Exploratory B | Exploratory A |




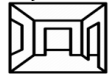
## \*EXPECTATIONS AND DISCIPLINE\*



### EXPECTATIONS FOR A SHIPPENSBURG AREA MIDDLE SCHOOL STUDENT

Students will follow the Greyhound Ground Expectations. Don't forget: "Students "R" Pretty Cool!"  
All students will know the expectations and rules of each of their classroom teachers.

|                                                                                                                                                                                                     |                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Be Safe</b></p> <ul style="list-style-type: none"> <li>● Never put yourself or others in danger</li> <li>● Think before you act</li> <li>● Follow all school and class rules</li> </ul>       | <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>● To others</li> <li>● To yourself</li> <li>● To your environment</li> </ul>                |
| <p><b>Be Prepared</b></p> <ul style="list-style-type: none"> <li>● Come to school ready to learn</li> <li>● Have your homework completed</li> <li>● Bring everything you need for school</li> </ul> | <p><b>Be Caring</b></p> <ul style="list-style-type: none"> <li>● Look out for others</li> <li>● Don't accept bullying</li> <li>● Be honest and kind</li> </ul> |

SAMS “*Students “R” Pretty Cool!*” Expectations

| Area/Setting                                                                                                      | Be <u>S</u> afe                                                                                                                                                                                                                                    | Be <u>R</u> espectful                                                                                                                                                                                                   | Be <u>P</u> repared                                                                                                                                                                                                                                            | Be <u>C</u> aring                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classroom</b><br>             | <ul style="list-style-type: none"> <li>Stay seated during class instruction.</li> <li>Keep hands and feet to yourself.</li> <li>Use school equipment and furniture properly.</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Listen when others are speaking.</li> <li>Accept all people and their differences.</li> <li>Respect others’ personal space.</li> <li>Use school appropriate language.</li> </ul> | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Have all necessary materials.</li> <li>Pay attention to the teacher and/or speaker.</li> <li>Focus on your work.</li> <li>Complete work on time.</li> <li>Ask for help.</li> </ul> | <ul style="list-style-type: none"> <li>Do your own work.</li> <li>Contribute to group projects.</li> <li>Encourage and support others.</li> <li>Offer help to classmates.</li> </ul>                                             |
| <b>Cafeteria</b><br>             | <ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> <li>Stay seated unless in line, disposing of trash or returning your tray.</li> <li>Take and eat only the food given to you by staff or brought from home.</li> </ul> | <ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Stay in your place in line.</li> <li>Keep food on your tray.</li> <li>Use school appropriate language.</li> <li>Clean area when finished.</li> </ul>  | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Keep lunch account up to date and paid.</li> <li>Return tray once you are finished eating.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>Say please and thank you.</li> <li>Be helpful to others.</li> <li>Be friendly and include others who sit alone.</li> </ul>                                                                |
| <b>Bathroom/Locker Room</b><br>  | <ul style="list-style-type: none"> <li>Wash hands after each use.</li> <li>Use bathroom appliances properly.</li> <li>Report problems to an adult.</li> <li>Place trash in the trash can.</li> <li>Keep hands and feet to yourself.</li> </ul>     | <ul style="list-style-type: none"> <li>Flush toilet after each use.</li> <li>Keep negative comments to yourself.</li> <li>Use school appropriate language.</li> </ul>                                                   | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Use bathroom quickly.</li> <li>Use bathroom only during assigned times.</li> </ul>                                                                                                 | <ul style="list-style-type: none"> <li>Give privacy to others.</li> </ul>                                                                                                                                                        |
| <b>Hallway and Lockers</b><br> | <ul style="list-style-type: none"> <li>Walk, not run, in the hallway.</li> <li>Keep hands and feet to yourself.</li> <li>Keep your locker locked at all times.</li> <li>Walk on the right side of the hallway.</li> </ul>                          | <ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Say, “Excuse me.”</li> <li>Wait your turn to use your locker.</li> <li>Use school appropriate language.</li> </ul>                                    | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Keep your locker neat.</li> <li>Use your locker during assigned times.</li> <li>Use your locker quickly.</li> </ul>                                                                | <ul style="list-style-type: none"> <li>Be helpful to others.</li> <li>Smile and say hello.</li> <li>Inform teachers of where you are headed if questioned.</li> <li>Continue moving until you reach your destination.</li> </ul> |

| Area/Setting                                                                                             | Be <u>S</u> afe                                                                                                                                                                                                           | Be <u>R</u> espectful                                                                                                                                                                                                   | Be <u>P</u> repared                                                                                                                                                                                                         | Be <u>C</u> aring                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditorium</b><br> | <ul style="list-style-type: none"> <li>Stay seated during the presentation.</li> <li>Keep hands and feet to yourself.</li> <li>Use school equipment and furniture properly.</li> <li>Report problems to staff.</li> </ul> | <ul style="list-style-type: none"> <li>Listen when others are speaking.</li> <li>Accept all people and their differences.</li> <li>Respect others’ personal space.</li> <li>Use school appropriate language.</li> </ul> | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Pay attention to the teacher and/or speaker.</li> <li>Focus on the presentation.</li> </ul>                                                     | <ul style="list-style-type: none"> <li>Participate in the presentation when asked.</li> <li>Sit with class as assigned.</li> <li>Keep aisle clear.</li> </ul>     |
| <b>Bus</b><br>        | <ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> <li>Follow bus driver’s directions.</li> <li>Keep the bus aisle clear.</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Use inside voices.</li> <li>Follow the bus driver’s directions.</li> <li>Use school appropriate language.</li> <li>Keep the bus clean.</li> </ul>                                | <ul style="list-style-type: none"> <li>Devices are “Off and Away”.</li> <li>Have all belongings in your control.</li> <li>Arrive at the bus stop early.</li> <li>Be ready to exit the bus at your assigned stop.</li> </ul> | <ul style="list-style-type: none"> <li>Say please and thank you.</li> <li>Be helpful to others.</li> <li>Be friendly and include others who sit alone.</li> </ul> |

## **DETENTION**

Detention is an extra period assigned outside of school hours that students will have two weeks to complete. Detention will take place on Tuesdays and Thursdays promptly at 6:15 a.m. and last until 7:15 a.m. Pupils are assigned to detention for violation of school rules including tardiness, truancy, misconduct in the classrooms or halls, or other reasons determined by the Building Administration. Students assigned to detention will be notified in writing, and will be expected to provide their own transportation on the day of detention. Students may not bring food or drink to detention (with the exception of lunch detention) and must have schoolwork to do during the entire time of detention. If a student is tardy, sleeps, or talks during detention, no credit will be given. Students who receive detention need to serve the detention within two (2) weeks; if not, the student will be placed on Social Probation. It is the student's responsibility to check with the office personnel for detention information. No student will be excused from detention except by the principal or the assistant principal. Students who are removed from detention will receive further discipline.

## **LUNCH DETENTION**

Lunch detention is served during the 30 minute lunch block for students. Pupils are assigned to lunch detention for violation of school rules including tardiness, truancy, misconduct in the classrooms or halls, or other reasons determined by the Building Administration. Students assigned to lunch detention will be notified prior to the lunch period, and will be expected to attend lunch detention on the day assigned. Students will be expected to complete the Greyhound Remedial Worksheet during lunch detention. If a student is tardy, sleeps, or talks during detention, no credit will be given. Students who receive detention need to serve the detention on the assigned day(s); if not, the student will be placed on Social Probation. It is the student's responsibility to check with the office personnel for detention information. No student will be excused from detention except by the principal or the assistant principal. Students who are removed from detention will receive further discipline.

## **SOCIAL PROBATION**

Any student who accumulates a total of four (4) hours of detention or does not serve detention within two (2) weeks of it being assigned will automatically be placed on social probation. A student may also be placed on social probation for repeated offenses.

While on Social Probation, a student will not be permitted to participate in or attend athletic events, or extra-curricular activities. Students on social probation may not go on field trips unless accompanied by a parent or guardian. No student will be removed from Social Probation until ALL detention hours have been completed. A letter will be sent home advising the parents of the action taken.

## **IN SCHOOL SUSPENSION**

In School Suspension is assigned to for violation of school rules including tardiness, truancy, misconduct in the classrooms or halls, or other reasons determined by the Building Administration. Students serving In School Suspension will be notified in writing prior to the day(s) assigned. Students will be expected to bring school materials to In School Suspension to complete their daily work. Additionally, students will complete the Greyhound Remedial Worksheet during their time being served. Students are expected to remain quiet and working during the duration of In School Suspension. Building rules still apply. No student will be excused from In School Suspension except by the principal or the assistant principal. Students who are removed from In School Suspension will receive further discipline. Students serving In School Suspension will be excluded from practice/participation in Extra Curricular Activities. Refer to Board Policy #233

## **OUT OF SCHOOL SUSPENSION**

Out of School Suspension is assigned to for violation of school rules including tardiness, truancy, misconduct in the classrooms or halls, or other reasons determined by the Building Administration. Students serving Out of School

Suspension will be notified in writing prior to the day(s) assigned. Students will be expected to complete their daily work during suspension. Additionally, students will be expected to complete the Greyhound Remedial Worksheet during their time being served. No student will be excused from Out of School Suspension except by the principal or the assistant principal. Students serving In School Suspension will be excluded from practice/participation in Extra Curricular Activities. Refer to Board Policy #233.

### **DRESS CODE**

The personal appearance of the student is primarily an individual family decision and the school respects the right of parents to regulate matters related to the personal appearance of students. When the mode of dress or appearance disrupts the educational process, is immodest, constitutes a threat to health or safety, or causes excessive wear or damage to school property, appropriate action will be taken by the administration.

The following are examples (but not an inclusive list) of inappropriate attire and are based on modesty, safety, and general welfare. Students in violation will be asked to change, and parents will be notified. Repeat offenses will result in disciplinary action.

### **MODESTY/APPROPRIATENESS CONSIDERATIONS**

1. Spaghetti straps, midriff tops, tube tops, tank tops (with less than a 2-inch shoulder strap), transparent or revealing clothing that exposes body parts or attracts undue attention are not permitted.
2. The stomach and lower back shall be covered at all times, and low cut tops that expose cleavage are not permitted.
3. Underwear (boxers, thongs, panties, bra straps, spandex, etc.) must not be visible.
4. Hats, caps, ear warmers, gloves, combs, durags, hoods, sunglasses, capes and other headgear are not to be worn.
5. Sleepwear, including slippers and pajamas, is not permitted.
6. Shorts and skirts are to be modest in length. Clothing must be modest and completely cover personal, private body parts.
7. Clothing with pictures, slogans, or double meaning expressions with sexual connotations is not allowed. This includes Co-Ed naked shirts, Johnson shirts, Big Pecker shirts, Hooters shirts, etc.

### **SAFETY/HEALTH CONSIDERATIONS**

1. Coats, excessive baggy pants and blankets, which may be used to conceal weapons or contraband, may not be worn during the school day. Coats are to be placed in lockers and not be worn during the school day.
2. Clothing with pictures, slogans, and/or logos that depict or promote the use of drugs, alcohol, tobacco, or weapons is not permitted.
3. Chains, spiked collars, spiked wristbands, or spikes of any kind may not be worn. Any item that may damage furniture may not be worn.
4. Clothing and/or accessories that promote gangs and/or gang affiliation as identified by school officials and local police will not be permitted.
5. Costumes or costume masks will not be permitted.

### **INFLAMMATORY/HARASSMENT CONSIDERATIONS**

1. Clothing deemed to be inflammatory, such as flags, and clothing that contains vulgar, profane or indecent expressions may not be worn. Any clothing displaying symbols associated with hate groups is not allowed.
2. Clothing that intimidates, harasses, or is deemed to be degrading to any group on the basis of race, sexual orientation, religion, gender, or disability is not permitted.
3. Violence or intolerance expressed on clothing is not acceptable.
4. Clothing depicting an individual whose outfit would violate the dress code such as a female and/or male in a bathing suit is not allowed.

Any student in violation of the SAMS Dress Code Policy is to be sent to the office immediately for appropriate disciplinary action to be determined by the building administration. The administration reserves the right to amend these guidelines when the circumstances of dress interfere with the safety of students or causes a disruption of the educational setting. This action will include offering a change of clothing to acceptable wear. Repeated violations of the SAMS Dress Code Policy will be considered a disciplinary offense with consequences to be determined by the principal and/or assistant principal.

### **HALL BEHAVIOR**

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Students are expected to move directly to their next class, only stopping at the lavatory or locker with teacher permission. Students in the halls during class time must have a pass or E-Hall Pass. Students are asked to be courteous at all times and to keep to the right when moving in the halls.

### **CHEATING**

Cheating or plagiarism, by any SAMS student on a test, homework, project, or any other assignment will not be tolerated by the faculty. Any student who violates the rules of classroom honesty will be given a failing grade on that particular assignment and be referred to the office for additional disciplinary action.

### **CAFETERIA BEHAVIOR**

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students may talk quietly and should remain seated when not in line to purchase food. Students are to remain in the cafeteria until the supervising teacher dismisses them. Students who misbehave may be assigned to eat at a designated table and/or be assigned other consequences.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones and earbuds are not permitted for use at SAMS. **From the time students arrive in the building in the morning until they are dismissed at the end of the day, all cell phones and earbuds must be turned off and kept in the student's locker.** This also applies to media devices, electronic games, or other non-educational electronic devices. Laser pointers are not permitted at school. The school will not be responsible for the loss or theft of such items. If a phone or device is not turned off and kept in the locker, teachers will confiscate the phone or device and turn it into the office. If students need to contact their parents or guardians, they may ask to use the office telephone.

Violations of this policy will result in the following consequences:

1. First Offense – The device will be turned off and turned into the office. The device may be picked up by students at the end of the day.
2. Second Offense - The device will be turned off and turned into the office. Parent/guardian must pick up device in the office and student must serve one lunch detention.
3. Third Offense – One before school detention and parent/guardian must pick up device in the office.
4. Fourth Offense – Two before school detentions and parent/guardian meeting with principal or assistant principal for return of phone.
5. Fifth Offense – One day of suspension and a parent/guardian meeting with principal or assistant principal for return of phone.
6. Further offenses will be dealt with on a case by case basis.

### **ITEMS/ACTIONS THAT INTERFERE WITH EDUCATION**

1. Any action that interferes with the education of our students



2. Language, action, or clothing that is offensive to others
3. Conduct that may cause personal harm or injury to yourself or others
4. Items in school that do not fit into the educational program of the school

**PUBLIC DISPLAYS OF AFFECTION**

Students should conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in ANY physical contact is not acceptable behavior when attending school. Students in violation of this policy will receive consequences consistent with the discipline rubric.

**PHOTOGRAPHY/VIDEOGRAPHY**

Students may not take photographs or record videos of any kind on school property. This includes bus rides to and from school. Any violator will be subject to punishment up to and including suspension at the discretion of the Principal or Assistant Principal.

**VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property or another person’s property will be required to pay for losses and damages. Additionally, willfully destroying school property is punishable by detention and/or suspension.

**DISCIPLINE RUBRIC**

The following rubric is used as a guide for consequences for specific discipline issues. These consequences and issues do not cover all possible scenarios, and *it is the principal’s prerogative to decide where each offense should be placed on the rubric.*

| LEVELS                                                                                                                                                                                                                                                                                                                                 | EXAMPLES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCEDURES                                                                                                                                                                                                                                                                                                                                                           | DISCIPLINARY RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Level I.</b></p> <p>Minor misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p> | <p>Classroom/school disruption;<br/>           Inappropriate displays of affection;<br/>           Disrespectful language or gestures;<br/>           Cheating and lying;<br/>           Tardiness to class; Disrespect;<br/>           Dress Code Violation;<br/>           Running/Rowdiness;<br/>           Skipping Class/being in an unassigned area;<br/>           Throwing objects;<br/>           Horseplay;<br/>           Misuse of school property;<br/>           Misbehavior on school property;<br/>           Non-defiant failure to complete assignments or carry out directions;<br/>           *Bus disturbance;<br/>           **Unlawful Harassment (sexual, racial, religious) ,<br/>           ***Vehicular/Driving violation,<br/>           ****Hazing<br/>           ***** Minor Bullying/</p> | <p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires parent contact and possible communication with the counselor and/or administrator.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p> | <p>Immediate intervention;<br/>           Verbal reprimand;<br/>           Behavioral contract;<br/>           Parent conference (person or phone);<br/>           Counseling;<br/>           Withdrawal of privileges; Time-out;<br/>           Strict supervised study;<br/>           1-5 Detentions;<br/>           Before school detention; Referral to office;<br/>           Grade reduction in cases of cheating/plagiarism.</p> <p>Cell phone turned into the office for consequences as listed in cell phone policy in the handbook. Infraction noted in student’s file.</p> |

|  |                                                     |                                                                                                                                                                                                                                                                                                                                                                                   |
|--|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Cyberbullying<br/> *****Cell phone violation</p> | <p>* Refer to School Board Policy #810, Transportation for response<br/> ** Refer to School Board Policy #248, Unlawful Harassment<br/> *** Refer to School Board Policy #223, Use of Bicycles &amp; Motor Vehicles<br/> ****Refer to School Board Policy #247, Hazing<br/> *****Refer to School Board Policy 249, Bullying/cyberbullying<br/> *****Refer to student handbook</p> |
|--|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Level II.</b><br/> Frequent or moderate misbehavior that tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, may require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. If an offense is not repeated for a minimum of 45 consecutive school days, it will be viewed as a first offense. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel</p> | <p>Continuation of LEVEL I misbehavior;<br/> Classroom/school disruptive behavior;<br/> Insubordination/defiance;<br/> Inciting and/or participating in a disturbance (preventing orderly conduct or causing a disruptive atmosphere);<br/> Abuse or misuse of school equipment/property;<br/> Harassment of other students, including threats;<br/> Horseplay resulting in inadvertent harm to another;<br/> Truancy/unexcused absences;<br/> Using forged notes or excuses;<br/> Cutting classes;<br/> Gambling;<br/> Leaving school without permission;<br/> Possession of dangerous objects;<br/> Violation of computer use policy;<br/> Physical altercation;<br/> Abuse/Destruction of School/ Personal Property (restitution must be paid);<br/> Obscene Language or Gestures;<br/> Abusive Language;<br/> Failure to serve detention assignments;<br/> *Bus disturbance;<br/> *** Unlawful Harassment (sexual, racial, religious) ;<br/> **** Hazing<br/> *****Repeated and Moderate Bullying/ Cyberbullying<br/> *****Cell phone violation</p> | <p>Immediate intervention is required by the staff member who is supervising the students or observes the misbehavior. Student(s) is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student(s) and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of any major administrative action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>A parental conference is held as a result of a suspension.</p> | <p>Social probation;<br/> Behavioral contract;<br/> Parent-teacher/Parent-administrator conference;<br/> 1-5 Lunch detention;<br/> 1-3 Before school detentions;<br/> **1-3 Days In-School Suspensions;<br/> **1-3 Days Out-of-School Suspensions;<br/> Suspension until hearing;<br/> Citations filed in accordance with School Code;<br/> Referral to outside agency;<br/> Counseling/Referral for psychological evaluation;<br/> Restitution of Property Damages;</p> <p>Cell phone turned into the office for consequences as listed in cell phone policy in the handbook. Infraction noted in student's file.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>* Refer to School Board Policy #810, Transportation for response<br/> ** Refer to School Policy #233, Suspension and Expulsion<br/> *** Refer to School Board Policy #248, Unlawful Harassment<br/> ****Refer to School Board Policy #247 Hazing<br/> *****Refer to School Board Policy #249 Bullying/ Cyberbullying<br/> ***** Refer to Student handbook</p>                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Level III.</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of the student or others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts, which are criminal (or illegal), will automatically be referred to the appropriate law enforcement office.</p> | <p>Continuation of LEVELS I and II misbehavior;<br/> Fighting;<br/> Harmful Act;<br/> Theft/possession/sale of stolen personal property;<br/> *Under the influence of alcohol or drugs;<br/> Institutional Vandalism;<br/> Violation of Computer Use Policy;<br/> Displaying, promoting or participating in pornography, acts of violence or vandalism;<br/> Willful destruction of computer and technological accessories;<br/> Attempt to access restricted resources;<br/> Throwing objects;<br/> Assault (simple);<br/> Threats to others;<br/> Use or threatening to use a dangerous object;<br/> False fire alarm;<br/> Threatening/aggressive/vulgar. profane language/gestures directed at staff member;<br/> * Violations of<br/> Controlled Substances Policy;<br/> ***Tobacco/Vaping use or possession;<br/> ****Unlawful Harassment (sexual, racial, religious)<br/> *****Hazing<br/> *****Bullying/cyberbullying</p> | <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff and/or appropriate law enforcement authorities or the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action of the school officials and/or legal authorities.</p> <p>A proper and accurate record of offense and disciplinary action is maintained by the administrator.</p> | <p>**Temporary removal from class;<br/> **1-3 Days In-School Suspension;<br/> **1-10 Days Out-of-School Suspension;<br/> Threat assessment;<br/> Alternative program;<br/> Parent conference and/or hearing (Informal/Formal) (Possible Board Hearing);<br/> Consulting/Referral for psychological evaluation;<br/> Charges under PA Criminal Code;<br/> Restitution of property damages.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>* Refer to School Board Policy #227, Controlled Substances<br/> **Refer to School Board Policy #233, Suspension and Expulsion<br/> ***Refer to School Board Policy #222, Tobacco Use<br/> **** Refer to School Board Policy #248, Unlawful Harassment<br/> ***** Refer to School Board Policy #247, Hazing<br/> *****Refer to School Board Policy #249, Bullying/Cyberbullying</p>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Level IV.</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>Approved July 24, 1995<br/> Updated August 1, 1996<br/> Updated March 1998<br/> Updated July 24, 2000<br/> Revised February 26, 2001<br/> Revised July 9, 2007<br/> Revised June 16, 2009</p> | <p>Continuation of LEVELS I, II, and III misbehavior;<br/> Institutional Vandalism; Arson;<br/> Theft/possession/sale of stolen school property;<br/> Assault resulting in serious injury;<br/> Extortion;<br/> Assault and Battery of school personnel;<br/> Possession of alcohol;<br/> Possession of explosive devices, including fireworks, smoke bombs, flares, etc.;<br/> Threat of a deadly weapon<br/> Bomb Threat;<br/> Violation of Computer Use Policy<br/> * Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances;<br/> *** Unlawful Harassment (sexual, racial, religious),<br/> ****Possession/Use/Transfer of a weapon.<br/> *****Hazing</p> <p>Other criminal acts as defined by the PA Crime Code.</p> | <p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the student population.</p> <p>Parents are notified.</p> <p>School officials contact law enforcement agency.</p> <p>A complete and accurate report is submitted to the Board for Board action.</p> | <p>**All verified offenses will result in a mandatory temporary and/or full suspension.</p> <p>Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies.</p> <p>3-10 days Out-of-School Suspension;<br/> Referral for psychological treatment;<br/> **Expulsion;<br/> Other Board action which results in appropriate placement;<br/> Alternative school or Homebound Instruction;<br/> Parent/Board hearing;<br/> Restitution of property and damages.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>*Refer to School Board Policy #227, Controlled Substances<br/> ** Refer to School Policy #233, Suspension and Expulsion<br/> *** Refer to School Board Policy #248, Unlawful Harassment<br/> **** Refer to Act 26 of 1995 and the appropriate BEC which provides for a one-year expulsion<br/> *****Refer to School Board Policy #247, Hazing</p>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## **\*ATTENDANCE\***

### **ABSENCES/TRUANCY**

Consistent attendance is critical to student success. Students may be excused for the following reasons with a parent note:

1. Illness.
2. Quarantine.
3. Recovery from an accident.
4. Required court attendance.
5. Death in the family.
6. Educational tours and trips, with prior approval.

All notes must be received within three (3) school days of the absence.

**\*\*All students must be in their first period for attendance by 7:25.**

**\*\*Any student arriving to school after 7:25 am but before 11:00 am will be considered a late arrival.**

**\*\*Any student arriving to school at 11:00 am or later will be considered half day absent.**

Once a student reaches ten total absences, including any absences for educational trips, **ALL** future absences must be excused via doctor's note or prior approval from administration. Any absence above which is not excused via doctor's note or prior approval is considered an unexcused/illegal absence.

Under Pennsylvania truancy laws, the following guidelines will be followed:

1. Third unexcused day: letter sent home
2. Fourth unexcused day: School Attendance Improvement Conference held
3. Sixth unexcused day: mandated referral to attendance program or referral to Childline and possible citation filed with district magistrate

### **EMERGENCY CLOSING OF SCHOOL**

In the event that it becomes necessary to close school due to inclement weather or any other emergency, the announcement of such closing will be distributed via Skylert, a telephone messaging system. It will also be posted on the SASD website ([www.shipk12.org](http://www.shipk12.org)) and distributed via typical District communication systems, if available. The school district homepage should be considered the most reliable source of closing information.

### **EARLY DISMISSALS**

Students wishing to be excused early for such things as unavoidable medical appointments should present a written request from their parents. The students will then be permitted to leave school at the requested time with their parent or designee. This note should be given to the student's homeroom teacher. Students should report to the attendance office and sign out before leaving.

### **DISMISSAL PROCEDURES**

Students assigned to busses in Group 1 are dismissed at 2:30 p.m. Students assigned to busses in Group 2 will be dismissed at 2:34 p.m. Students walking, being picked up and staying after school for an activity are dismissed at 2:40 p.m. Students that walk to/from school should enter and exit through the band/music doors. Students that walk are not permitted to be on the bus ramps in the morning or afternoon.

## EDUCATIONAL TRIPS

Students may be excused from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence. Educational trip forms are located in the school office and on the District website.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee.
4. Any request denied by the principal may be appealed to the Superintendent or designee upon request.
5. The student will be responsible for making up any work missed during the period of absence.

## LATE TO SCHOOL/TARDIES

If you are late to school for any reason, you must sign in at the attendance office before going to your class or locker. Students who are habitually tardy without an approved reason/note will be assigned the following consequences:

1. Unapproved tardy 5 through 9 – one (1) lunch detention
2. Unapproved tardy 10 through 14 – one (1) before school detention
3. 15th tardy – two (2) before school detentions and mandatory parent conference
4. **After the 15th tardy, beginning with the 16<sup>th</sup> tardy, excused or unexcused – all future tardies will require a doctor's note**
5. Beginning with the 16<sup>th</sup> tardy - disciplinary actions will be at the principal's discretion

Students must arrive to school by 9:00 a.m. the day of an extracurricular event or they will not be allowed to participate in or attend that event without written permission from the Principal or Assistant Principal.

## LATE TO CLASS

If you are late to class, you must have a signed pass or agenda. Students who are late to class may be subject to disciplinary action by the teacher, team, or office. Going to your locker between classes is not necessary and will not be accepted as an excuse for being late.

## **\*BEYOND THE CURRICULUM\***

### LOCKERS

It is expected that lockers will be kept clean and orderly at all times. All students must lock their lockers with the school provided lock. Any student who does not lock his/her locker will risk loss of locker privileges and/or disciplinary action. All lockers and locks are and shall remain the property of the school district. Students will be given a school lock to use for the year. This lock is to be locked and on your locker during the year. This lock is on loan to you and must be left on the locker at the end of each year. The cost for replacing a lock will be \$6.00. Only school locks may be used on school lockers. Students are not permitted to share lockers with other students. No student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety, or welfare of the occupants of the school building or the building itself. The board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, illegal objects or substances, or any material that poses a hazard to the safety and good order of the schools. Prior to a locker search, the student shall be notified and given an opportunity to be present except in cases of a general "lock-down" when

board authorized searches involving specially trained dogs are held during the school year (see Searches). Pupils may go to their lockers any time during the school day with the understanding that they are not to be late for classes.

### **ATHLETICS AND SPORTING EVENTS**

Students in grade seven (7) and eight (8) have the opportunity to try out and participate in middle school interscholastic sports. At the middle school level, the following sports are available: football, basketball, wrestling, field hockey, volleyball, soccer, cross-country and cheerleading. Students are notified of try out schedules and athletic information via the student announcement system. Students must meet the academic requirements for PIAA and Shippensburg Area School District. Middle School student athletes must adhere to the District eligibility requirements. Student athletes cannot be failing two classes each week during the season of participation. Student athletes must have passed 4 credits the prior semester.

#### **Credits**

Core (Math, LA, Social Studies and Science) - 1 Credit each

Physical Education - .50 Credit

Exploratory - .25 Credit

Student athletes will be excluded from practice and play for suspensions:

1. Out-of-school suspension – no practice, play, or admittance to game from time assigned until the day of return to school.
2. In-school suspension – no practice, play, or admittance to game on the school day the suspension is assigned, lasting for the number of school days assigned.

Students must arrive by 9:00 a.m. the day of an extracurricular activity, practice or game, or they will not be allowed to participate in or attend that activity without written permission from the administration. Spectators and athletes represent our school. Decisions by the officials should be accepted without question. Recognize and applaud good play on the part of both visitors and the home team. Students and/or adults behaving improperly may be barred from after school events. Admission will be charged for all home contests.

Students participating in interscholastic sports will be charged a flat yearly fee of \$40.00 for Middle School. Students participating in activities such as Drama Club, Accidentals, and Intramurals will be charged a flat yearly fee of \$20.00. Students must submit payment prior to the first competition or performance.

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are offered each day. Students may eat breakfast in the cafeteria until 7:23 a.m. Students may not eat in the lobby or hallway. Additionally, there will be an a la carte option for students. Costs for lunch during the 2022 - 2023 school year will be \$1.80 for breakfast and \$3.00 for lunch. Reduced lunch prices are available for those that qualify.

Nutritional school breakfast and lunches are served daily in each school building. The daily menu consists of required meal components that comply with Federal and State regulations.

All meal accounts must be kept current. No charging is permitted for a la carte items. Payment for school meals and/or a la carte items may be made either online, by check (made payable to SASD Food Service), or cash. To pay online, log on to the Skyward Home Access center, click on the fifth icon, which is Food Services. The student's account (purchases and payments) should be available. A "Make Payment" icon is located in the corner, which will

connect to RevTrak, the online payment carrier. A 3.49% convenience fee per transaction (not child) is charged for online payments for the total amount of your payment.

All deposited funds remain in a student's account until spent. Positive meal account balances are carried over to the student's account for the following school year. Refunds will only be made when a student graduates or moves out of the district or upon request. Parents/Guardians should contact the Food Service Office at 530-2722 to arrange for a refund.

Please refer to the District's Board Policy #808 and the School Meal Accounts and Procedures for additional information regarding meal charges, unpaid balances, collection procedures, and the Civil Rights discrimination statement. Board Policy #808 can be found on the District's website under School Board-Policy. The School Meal Accounts and Procedures can be found on the District's website under the Department tab, Food Service link, or by calling the Food Service Office for a copy.

Applications for free or reduced priced meals may be completed at any time either online at [www.schoolcafe.com](http://www.schoolcafe.com) or a paper copy can be obtained at the school office. Please contact the Food Service office by email at [cafe@ship.k12.pa.us](mailto:cafe@ship.k12.pa.us) or telephone 717.530.2722 for further information concerning the free and reduced lunch program, student meal account questions or other issues regarding the Food Service Program.

### **AGENDA BOOKS**

To help promote student organizational skills, an agenda book will be given to each student at the beginning of the year. The agenda book will also be used as a corridor pass. Students who abuse pass privileges may have them revoked and may be placed on disciplinary probation. If an agenda book is lost, a replacement fee of \$5.00 will be charged.

### **STUDENT ASSISTANCE PROGRAM**

The Shippensburg Area Middle School Student Assistance Team is designed to provide a means for early IDENTIFICATION and INTERVENTION for students who may be experiencing emotional and/or controlled substance problems. A team of specially trained teachers, counselors, administrators and nurse is present and active to provide assistance, through an intervention model to students with problems of an immediate and non-academic nature. Community resource persons, such as drug/alcohol and mental health professionals also participate on the team. Referrals are accepted in confidence from parents, students, teachers, and student self-referrals.

### **SCHOOL NURSE AND MEDICATIONS**

A school nurse is on duty in the health room during school hours. Students may see the nurse as the need arises. The nurse will provide basic care and contact parents as needed.

School Board Policy #210 states that before any prescribed medication may be administered to any student during school hours, the Board shall require the written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board shall require the written order of the prescribing physician which shall include the purpose of the medication, dosage, the time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Administration of non-prescription medication shall require written parental permission.



All medication is to be kept in the nurse's office. **Students must bring their medication to the nurse's office immediately upon entering the school building.** Students who do not report to the nurse's office with medication in a timely manner could receive detention and/or suspension. The school nurse and principal can make exceptions for specific concerns.

**\*VISITORS AND VOLUNTEERS\***  
**VISITORS – refer to Board Policy #907**

Visitors are welcome at our school. However, for the safety and welfare of our students, as well as reducing interruptions to instruction, the following procedures are required. All persons entering the building will be considered visitors. Visitors are required to show identification, sign in at the main office upon arrival, wear a visitor badge for the duration of their visit, and sign out at the conclusion of their visit. All visitors must report directly to the area where they are to be working/visiting. Visitors not complying with these procedures may be asked to leave the building. Residents of the district who wish to visit a classroom or meet with a member of the staff are required to schedule that visit through the school office. All requests for visitation require approval by the building principal as per School Board Policy.

**SCHOOL/COMMUNITY VOLUNTEER PROGRAM - Board Policy #916**

Voluntary positions in the school district are as numerous and varied as the diverse tasks we perform in educating our students. In addition to meeting differing needs at each building, volunteer roles also depend on your personal interests, background, and expertise. All volunteers must undergo a tuberculosis examination in accordance with the regulations of the PA Public School Code. At the expense of the individual, all new volunteers shall be required to:

1. Obtain a current (less than one (1) year old) Act 34 State Police Criminal History Background Clearance.
2. Obtain a current (less than one (1) year old) Act 151 Child Abuse History Clearance
3. Obtain a current (less than one (1) year old) FBI background check if a volunteer has not lived in PA for the past ten (10) years, a signed affidavit is required.
4. For all current volunteers, the Act 34 State Police Criminal History Background Clearance and the Act 151 Child Abuse History Clearance must be updated every thirty-six (36) months. A signed affidavit is required every year.

**CHROMEBOOKS**

Each student will be assigned a Chromebook (laptop), which he/she will be responsible for properly caring. Parents will be billed for the cost of fixing or replacing any deliberate damages to the Chromebook. Costs for damaged Chromebooks will be provided upon replacement. These costs are subject to change based on the district's purchase of new parts and devices.

**FULL HANDBOOK AVAILABLE**

In order to be environmentally friendly and more accessible to the community and students, we have abridged the student handbook to include these items most important to a day in middle school life. You can locate a full version of this handbook via [www.shipk12.org](http://www.shipk12.org).

If you would prefer a paper version of the full handbook, please send a written request to school with your student and we will send a printed copy home.

**\*GENERAL PUBLIC NOTICES\***

**SHIPPENSBURG AREA SCHOOL DISTRICT SCHOOL BOARD POLICY**

All Shippensburg Area School District Policies are accessible on the District website ([www.shipk12.org](http://www.shipk12.org)).

The Shippensburg Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, gender identity, pregnancy, sexual orientation, parental status, ancestry, national origin, marital status, veteran status, political affiliation, or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, the American with Disabilities Act, the Age Discrimination Act of 1975, and all other applicable state and federal laws.

For more information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources and Title IX Coordinator at the District Office of Human Resources at 317 N. Morris Street, Shippensburg, PA 17257 or at 717-530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments)

**DISCLOSURE ACT**

Any parent and or eligible child may request to see a copy of the District Policy for the Management of School Records and their rights under the Family Education Rights and Privacy Act of 1974.

**ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Shippensburg Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For future information on the evaluation procedures and provision of services to protected handicapped students, contact the Supervisor of Special Education or appropriate building principal.

Shippensburg Area School  
District 317 N. Morris Street  
Shippensburg, PA 17257  
[www.shipk12.org](http://www.shipk12.org)

## **ASBESTOS PROGRAM**

This is to make you aware that the Shippensburg Area School District, in compliance with the Asbestos Hazard Emergency Response Act (AHERA), has an Asbestos Management Plan in place. That plan is available for your review in each of the school offices. The Shippensburg Area School District performs surveillance activities in reference to the asbestos that is present in the District's buildings every six months. The Shippensburg Area School District has had a private environmental firm perform the three-year asbestos re-inspection of the District's buildings as required by AHERA.

It is very important that you review the Asbestos Management Plan before you conduct any repair, renovation or demolition activities within any of the District buildings so that you are aware of the locations of the asbestos-containing materials. You are required to contact the Asbestos Coordinator before you conduct any activities that may disturb any asbestos-containing materials in our District's buildings. If you have any questions concerning the District's Asbestos Program, please contact: Asbestos Coordinator, 317 North Morris St., Shippensburg, PA 17257 or (717) 530-2700.

## **ATTENDANCE – refer to Board Policy #204**

School-aged pupils enrolled in district schools are required to attend school regularly in accordance with the laws of the state. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from an accident.
4. Required court attendance.
5. Death in the family.
6. Educational tours and trips, with prior approval.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. This note should be given to the student's homeroom teacher. All absences must be documented with a note from the parent/guardian or professional office (doctor, dentist, etc.) If after three (3) school days a written excuse for the absence has not been submitted to the office, students will be assigned an illegal/unlawful day. In accordance with the Pennsylvania School Code 1329, excused absences will be for mental, physical, or other urgent reasons.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days, shall require an excuse from a licensed

physician. Pennsylvania law requires that after three (3) days of illegal/unlawful absence, a notice will be given to the parent/guardian of the student. In addition, excessive absences and/or unexcused absences of more than three days may result in prosecution through the District Justice office in accordance with the School Laws of Pennsylvania.

Parents/guardians of students who miss five (5) days of school will receive an informative letter. If the student accumulates ten (10) days of absences, a second letter shall be sent requiring a medical excuse to be submitted for each additional absence, unless there are extenuating circumstances. Absences not documented by the medical excuse will be considered as illegal/unlawful. Students who are sent home from the nurse shall be marked excused for that school day. Pupils are permitted to make up tests and work missed while on excused absences, provided that the work is made up within a succeeding number of days equal to the excused absence or by previous arrangement with the individual teacher.

#### **BULLYING/CYBERBULLYING – refer to Board Policy #249**

The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to violence that is more serious. Therefore, the Board prohibits bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee, or adult at home and school. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### **BUS BEHAVIOR – refer to Board Policy #810**

The driver of any school bus will be held responsible for the orderly conduct and safety of the pupils transported. Disorderly conduct, refusal to respect the authority of the school bus driver, or destruction of property is sufficient reason for the student to be denied transportation in accordance with regulations of the Shippensburg Area School District. In the interest of order and safety on school buses utilized by the Shippensburg Area School District, our buses may be equipped with audio and visual equipment to monitor student behavior while on the school bus. The privilege of riding the school bus is conditional upon behavior expectations. If the bus privileges are removed by the Principal or Assistant Principal, parents/guardians have the obligation of finding transportation for their child to and from school. REMEMBER - A MOMENT’S DISTRACTION ON THE PART OF THE DRIVER COULD RESULT IN A SERIOUS ACCIDENT.

**BUS PASSES:** Bus or stop changes of a temporary nature will be made by the building administrator only in the event of an **emergency**, providing there is scheduled space available on the bus, as determined by the Assistant Business Administrator using a current bus roster. Requests for an emergency bus pass must include the Bus #, address of the destination and an explanation of why the pass is needed.

#### **CHILD FIND & SERVICES PROVIDED VIA IDEA & SECTION 504 – refer to Board Policies #103 & #113**

In compliance with state and federal law, notice is hereby given by the Shippensburg Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services

and programs are available for children who are determined to need specially designed instruction due to the following conditions:

|                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| Autism Spectrum Disorders      | Neurological impairment        | Blindness or visual impairment |
| Other health impairments       | Deafness or hearing impairment | Physical disability            |
| Developmental delay            | Emotional Disturbance          | Mentally Gifted                |
| Specific learning disability   | Intellectual disability        |                                |
| Speech and language impairment | Multi-handicapped              |                                |

If you suspect your child may be in need of special education services and related programs, you may request screening and evaluation at any time. Requests for evaluation and screening are to be made in writing to building administration.

In compliance with state and federal law, the Shippensburg Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In compliance with state law, the Shippensburg Area School District provides services designed to meet the unique needs of gifted students. The District identifies "gifted" students on a case-by-case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the building principal or Mrs. Peggy Crider, Supervisor of Special Education (317 N. Morris St., Shippensburg, PA 17257).

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

#### **CHILD/STUDENT ABUSE – refer to Board Policy #806**

School employees are required to report suspected child abuse. School employees who suspect child or student abuse are required by Pennsylvania law to immediately notify the school principal. Upon notification, the principal and employee shall report the suspected child/student abuse. Investigation of the suspected child/student abuse will rest with the appropriate County agency.

## **CODE OF RIGHTS, RESPONSIBILITIES, AND STUDENT DISCIPLINE (Board Policy #218)**

### **PHILOSOPHY**

The goal of school discipline is to establish and maintain an environment conducive to learning. We believe that this environment is one in which:

1. Everyone has certain rights and specific responsibilities
2. Self-respect is nurtured and respect for others is required
3. Unacceptable behaviors result in appropriate disciplinary consequences

The continuation of this kind of environment demands a sustained and cooperative effort on the part of the students, parents, teachers, and administrators.

### **RIGHTS**

The United States of America is a democracy in which the people have certain inalienable rights to a public education. In addition, all people have the right to mutual respect. These rights involve responsibilities for protecting the rights of others.

### **RESPONSIBILITIES**

- A. Students - Students attend school so that they may learn and develop to their fullest potential. To achieve this, each student has the obligation to:
  1. Accept responsibility for his/her own actions.
  2. Respect the rights of others (including others' rights to secure an education in an orderly environment).
  3. Make a sincere effort to achieve excellence in all areas of learning.
  4. Acknowledge the authority of teachers, administrators, and other school personnel in matters of discipline and behavior while under the jurisdiction of the school.
  5. Obey the rules and regulations made by the school authorities and comply with state and local laws.
  6. Understand and follow bus regulations.
  7. Respect school property and the property of others
  8. Be punctual at all times.
  9. Volunteer information in matters relating to the health, safety, and welfare of the school community.
  10. Dress and groom to meet community and school standards of safety, health, and decency.
  11. Communicate with his/her parents concerning school progress.
  12. Understand and follow this Code.
  
- B. Parent/Guardian - Parents are ultimately responsible for the behavior of their children. A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this positive relationship, parents have the obligation to:
  1. Teach students' self-respect, respect for others, and respect for law and public/private property.
  2. Demonstrate a supportive and positive attitude toward education and school personnel; build a good working relationship between home and school.
  3. Set realistic standards of behavior and be firm, fair, and consistent in applying them.
  4. Help students understand that rules are a necessary part of our society and cooperate with the

school in resolving any problem.

5. Insist on prompt and regular attendance.
6. Encourage students to develop good health habits and to take pride in their appearance.
7. Encourage students to develop good study habits and take pride in schoolwork and assignments.
8. Encourage students to bring home promptly all school communications. Respond to them as necessary.
9. Assume responsibility for any financial obligations incurred by their student in school. This includes lost books, damages to property, etc.
10. Monitor student's progress in school
11. Understand and support this Code

C. Teacher - Every teacher works with the future generation. In view of this responsibility, teachers have the obligation to:

1. Promote a climate of mutual respect and dignity.
2. Plan and conduct a program of instruction that will make students eager to learn.
3. Promote and strengthen student's self-esteem.
4. Seek cooperative relationships with parents for the benefit of the students; keep parents informed of their child's progress.
5. Distinguish between minor misconduct and major problems requiring the principal's assistance.
6. Set a good example about dress, behavior, and language.
7. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
8. Listen to students, be sensitive to changing behavior patterns, and provide students with opportunities to discuss their problems.
9. Maintain professional ethics in relationships with students, parents, other teachers, and administrators.

D. Principal - As the educational leader of the school, the principal sets the disciplinary climate for the school not only for students but for staff as well. The principal has the obligation to:

1. Develop within the school a sound and healthy atmosphere of mutual respect.
2. Evaluate the instructional program to provide a superior education in the school.
3. Be available to students, parents, staff, and community in the role of educational leader.
4. Work with students, parents, and staff to formulate school regulations.
5. Develop procedures that reduce the likelihood of student misconduct.
6. Help staff members evaluate their own procedures and attitudes in relation to their actions within the classroom.
7. Establish necessary building security.
8. Assume responsibility for the dissemination and enforcement of the Code of Rights, Responsibilities and Student Discipline and ensure that all discipline cases referred are resolved promptly.
9. Comply with the pertinent state laws and regulations governing hearings, suspensions, and student's rights.
10. Ensure fair and consistent application of this District-wide Code of Rights, Responsibilities and Student Discipline.

- E. District Administration - As the educational leaders of the school system, the Superintendent, Director of Curriculum and Instruction, and Supervisors have the obligation to:
  1. Reinforce the indicated responsibilities of the principals.
  2. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
  3. Maintain and review an effective Code supportable by students, parents, staff, and community.
  
- F. Community - The school is not a separate entity but rather an integral part of the community. Community members have an obligation to:
  1. Follow all established rules and regulations while using school facilities.
  2. Be an active and informed member of the school community.
  3. Be consistent in dealings with youth.
  4. Be aware of and support this Code.
  5. Present and enforce this Code in the school and in all school-related activities.
  6. Teach and encourage students to attain their full potential.

**CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS – refer to Board Policy #105.1**

The Shippensburg Area School District has established policy to comply with the requirement of the State Board of Education to provide parental access to information about the curriculum. Policy # 105.1 ensures that parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. Such requests must be made in writing and set forth specific materials being requested for review.

Opportunities for advanced math study are available for all grade levels. Placement in these classes is dependent on several factors. Placement in the 6th grade advanced math is determined by 5th grade criteria. Placement in 7th and 8th grade advanced math is determined by an algebra placement test in 6th and 7th grade, math benchmark assessments, PSSA scores and math GPA. A 4-point matrix is used to determine placement, and is available for review at the middle school office.

**CUSTODIAL RESTRICTIONS**

If there are custodial restrictions, it is the responsibility of the parent/guardian to supply a copy of the court-issued custody agreement (and any subsequent agreement) to the building administration. The parent/guardian is responsible to notify building administration if there are changes in custody agreements. Shippensburg Area Middle School is responsible to follow the court-issued custody agreement. Lack of a court-issued custody agreement will result in equal access to both parents.

**DISTRIBUTION OF MATERIALS BY STUDENTS– refer to Board Policy #220**

Students and other community members will be permitted to distribute materials in school in accordance with School Board Policy #220. Persons wishing to distribute information in school shall meet with the Principal and share the materials to be distributed at least one (1) school day in advance of the desired distribution date. Materials may reflect the broadest range of opinion on issues relevant to students, but the principal may disapprove the distribution of material that is not appropriate for students of the age housed in the school building because the materials contain profanity, sexually explicit words or pictures, untrue statements that tend to harm a person's



reputation or cruel characterizations of members of the school community. The principal may withdraw approval, and material, if its distribution causes an actual disturbance in school that interferes with regular academic processes.

#### **EMERGENCY PREPAREDNESS – refer to Board Policy #805**

Emergency preparedness drills (i.e. fire drills, building evacuations, lockdowns and shelter-in-place) are conducted throughout the school year. Directions for each procedure have been reviewed with the school staff and are posted in each room. When drills occur, students and other visitors are required to follow the directions given by the school staff.

#### **ENROLLMENT/PLACEMENT OF STUDENTS- refer to Board Policies #200 & #206**

Registration for ALL students who wish to enroll in the Shippensburg Area School District is located at the Administration Building, 317 North Morris Street. Students enrolling in the District are required to provide the following documentation: proof of residency, current immunization records, copy of birth certificate, special education or gifted program documents, and legal documents involving custody issues. Required documentation must be provided prior to enrollment and should be brought to your registration appointment. More information and paperwork can be found on the District website, [www.shipk12.org](http://www.shipk12.org) under “Student Registration” tab.

As a part of the educational program of the school, children may be taken on field trips requiring bus transportation. Such trips are made only with the permission of the parents. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips are supervised by regular classroom teachers who are assisted by chaperones.

Any time students are taken on a field trip extra precautions need to be in place. The following guidelines will be followed:

1. Students who have shown general disregard for school rules may not be able to participate in out of school activities or trips.
2. All school rules will be in effect for the entire duration of the field trip.
3. Misconduct may result in parent notification and removal from the trip.

#### **HAZING – refer to Board Policy #247**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the School District. The School District does not condone any form of initiation or harassment known as hazing as part of any school sponsored student activity. The District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

#### **HEALTH SERVICES – refer to Board Policies # 203, #209, #210, & #210.1**

First Aid: Professionally certified school nurses are employed by the school district to render or monitor health services within the schools. If a student requires care beyond that of first aid, the parent will be notified. However, an alternate person should be named on the student’s emergency form to assume responsibility if the parent is unavailable.

Physical examinations are required upon original entry into school and in the 6th and 11th grades.

Dental examinations are required upon original entry and in the 3rd and 7th grades.

Height, weight, and vision screenings are conducted yearly.

Hearing screenings are conducted in Kindergarten, 1st, 2nd, 3rd, 7th, and 11th grades.  
Scoliosis Screening is conducted in 6th and 7th grades.

The school will provide these services free of charge if the parents are unable to have these examinations completed by their family doctor or dentist.

**Tylenol:** Acetaminophen may be administered to students and staff as per SASD Policies and Protocols for School Health Services at the discretion of the school health room personnel with written permission by a parent/guardian noted on the School Emergency Form. Verbal confirmation from parents of elementary school students is required before AM administration (to avoid repeat dosage). Parents are to be notified if a student requires more than one dose during the school day.

**Medication:** Administration of medication to pupils shall be done only in circumstances when the child's health may be jeopardized without it. A medication form completed and signed by the physician and the parent is necessary before any prescription medication may be administered at school. Over-the-counter medication requires only a form completed and signed by the parent. Medication must be brought to the school in the original bottle or package from the pharmacy or doctor's office and clearly labeled with the student's name and directions for administration. A form is located in the back of this handbook, in the school office and on the District website.

**Self-Administration of Medication:** Students must notify the school nurse upon being prescribed a medication for self-administration.

**Immunizations:** Pennsylvania regulations clearly state that all students must provide proof of immunization immunity, religious or medical exemption to immunization to enter school. Medical or religious exemptions are possible. Minimum immunization requirements to enter school for the first time are:

1. Diphtheria and Tetanus – 4 or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the 4 with 1 dose administered on or after the fourth birthday.
2. Polio – three or more properly spaced doses of polio vaccine (IPV or OPV).
3. Measles (Rubeola) – two properly spaced doses of live attenuated measles containing vaccine (preferably MMRII) with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
4. German Measles (Rubella) – one dose of live attenuated rubella containing vaccine (preferable MMR II) administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
5. Mumps – two properly spaced doses of live attenuated mumps containing vaccine (preferably MMRII) with the first dose administered at 12 months of age or older, or physician diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
6. Hepatitis B – three properly spaced doses of hepatitis B vaccine.\
7. Varicella (Chicken Pox) - two properly spaced doses of live attenuated varicella containing vaccine with the first dose administered at 12 months of age or older, or parents may provide evidence of immunity, either from vaccination, history of disease, or laboratory disease. Children attending grade 7 will need the following additional immunizations:
8. One dose of tetanus, diphtheria, acellular pertussis (Tdap)
9. One dose meningococcal conjugate vaccine (MCV)

**Lice:** Any student found to have pediculosis (lice) will be excluded from school. The school nurse will notify other school nurses when appropriate. The school nurse will instruct parents on the identification and proper treatment of lice and nits. School nurses will examine students, with parents present, before reentry to school is granted.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

The Shippensburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our administrators, building maintenance, office, and teaching staff. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please forward your written request including your NAME, ADDRESS and TELEPHONE number to:

Shippensburg Area School  
District IPM Notification  
Registry 317 North Morris  
Street Shippensburg, PA  
17257

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian listed on the notification registry. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each school year the district will prepare a new notification registry. If you have any questions, please contact the IPM Coordinator at 530-2700.

### **INTERNET/COMPUTER/NETWORK USE – refer to Board Policy #815**

The Internet, computers, and the network are to be used to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of the Internet, the computers, and the network are a privilege, and not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary actions will be taken. Inappropriate uses include, but are not limited to – playing games, exploring the network, manipulating others’ work (including deleting, modifying, or moving) or printing anything that is not class related. The following items are considered inappropriate use unless the student is directly following a teacher’s instruction: email, downloading files, and social networking. No student may delete the Internet tracking records, change system settings (including, but not limited to backgrounds, icons, screensavers, and network settings). The Internet may be used for recreational research as long as the supervising teacher approves, it does not violate any district policy, and no other student wants to use the computer for school related work.

### **NONDISCRIMINATION**

#### **Students:**

The Shippensburg Area School District strives to provide equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. Reasonable accommodations will be made for identified physical and mental impairments that constitute disabilities, consistent with the requirement of federal and state laws and regulations.

The Shippensburg Area School District Board of Directors requires that complaints of discrimination shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

#### **Employees:**

The Shippensburg Area School District declares it the policy of this district to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

District Policy Numbers 103 and 104 regarding Nondiscrimination in School and Classroom Practices and Nondiscrimination in Employment/Contract Practices can be found on the district webpage, [www.shipk12.org](http://www.shipk12.org).

### **NOTICE OF EDUCATIONAL SERVICES FOR HOMELESS CHILDREN AND YOUTH**

The Shippensburg Area School District is committed to what is in the best interest of homeless children and youth. SASD is responsible for enrolling homeless children and youth in school, that is in his or her best interest, and for providing prompt and sensitive service to parents and children who need assistance. Whenever feasible, SASD will minimize the effects on mobility by maintaining a stable education environment.

### **Who is considered displaced/homeless under McKinney- Vento?**

According to the McKinney-Vento Homeless Assistance Act, students are considered homeless if they lack a fixed, regular, and adequate nighttime residence, even if the temporary residence is outside SASD. Students living under the following conditions are considered homeless:

- Living with friends or relatives due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, or trailer parks used to house homeless families
- Living in an emergency shelter or transitional shelter
- Living in camping ground
- Living in cars, parks, public spaces, abandoned buildings, buses, or train stations
- Foster children awaiting foster care placement
- Unaccompanied youth who may be living in a shelter, inadequate housing, or denied housing by family

If you are unsure if you meet the criteria, please call the SASD homeless liaison, Bethany Bridges.

### **What are the rights of homeless children?**

Our school provides equal access to all students regardless of their living situation. Homeless children and youth have specific rights that include:

- Immediate enrollment in school, and when desired or feasible, at the school of origin
- Prompt provision of necessary services, such as transportation
- Appropriate support services and programs for which they are eligible, such as 504 plan support, gifted support, special education, vocational Education, preschool services, meal programs and the federally funded Title I program
- Parent/guardian involvement in school activities

If you are homeless or know of a child or youth who is homeless, please contact the Shippensburg Area School District Homeless Liaison, Bethany Bridges, or your building social worker.

#### **Resources**

- Shippensburg Community Resource Coalition (SCRC - including Hound Packs, Food Resource Guide, Summer Opportunities, and youth programs) – [www.shipresources.org](http://www.shipresources.org)
- Tri County Community Action – [www.cactricounty.org](http://www.cactricounty.org)
- Shippensburg Produce and Outreach – [www.shipout.org](http://www.shipout.org)
- SASD McKinney Vento - [www.shipk12.org/homelessfinancial](http://www.shipk12.org/homelessfinancial)

#### **Contacts:**

- Bethany Bridges, SASD Homeless Liaison – 717-530-2700 ext. 1043
- Amanda Sigrist, K-5 Social Worker – 717-530-2700 ext. 3903
- Tabitha Curtis, MS Social Worker – 717-530-2700 ext. 5917
- Janelle Carbaugh, HS Social Worker – 717-530-2700 ext. 1071

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY OR SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request of access.
2. The right to request amendment of the student's education records that the parent or eligible

- student believes are inaccurate, misleading or otherwise violates the privacy rights of the students.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA.
  5. The right to refuse to permit the designation of any or all of the categories of directory information. "Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, e-mail address, photograph, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal within thirty (30) days of the beginning of the current school term.
  6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### **NOTIFICATION OF RIGHTS UNDER PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or

screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Shippensburg Area School District (SASD) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. SASD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. SASD will also directly notify, such as through U.S. Mail or email, parents or students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SASD will make this notification to parents at the beginning of the school year of the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this agreement:

1. Collective, disclosure, use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **OBJECTIONS TO SCHOOL PROGRAMS – refer to Board Policy #133**

From time to time, members of the school community may object, on religious or moral grounds, to some program or activity in our elementary schools. We adhere to the policy of preserving the rights of the individual while protecting the rights and beliefs of the majority in providing a quality educational program for all students. If for any reason you, as parents, object to any program, text, or other school related activity, please contact the school office. Every effort will be made to protect your beliefs and rights while continuing to provide quality education.

### **PARENTAL CONFERENCES – refer to Board Policy #212**

Report cards are issued each nine (9) weeks according to the schedule on the school calendar. Student report cards will be made available online and will be printed and sent home with individual students by parent request only. Parent/Teachers conferences are scheduled each November. Teachers will schedule as many conferences as possible to discuss progress students have made. Please note that a parent/guardian may schedule a conference at any time during the school year. Those parents interested in scheduling a conference are encouraged to contact the appropriate building office and establish a mutually convenient time with the staff member(s).

### **PROGRAMMA DE INGLÉS COMO SEGUNDO IDIOMA (English as a Second Language)**

#### **Office of the Curriculum**

**Director (717) 530-2700, ext. 1004**

Por parte del Distrito Escolar de Shippensburg, quisiéramos brindar a ustedes y a sus hijos, la más cordial bienvenida a nuestra comunidad. Nuestra meta es proveer a su hijo con la mejor educación, a la vez que se enfrenta a una nueva cultura y aprende un nuevo idioma. Les invitamos a participar en las actividades que nuestra escuela ofrece. Algo que ayuda a los niños a lograr el éxito escolar, es que las escuelas y los padres trabajemos juntos. Nuestros maestros les mantendrán informados sobre el progreso de su hijo en la escuela. Ellos les sugerirán actividades que ustedes pueden realizar con su hijo en la casa. También les invitamos a ustedes a compartir sus ideas con nosotros, y a mantener informados a los maestros sobre su hijo. Estamos ansiosos de verles en las actividades de la escuela. Esperamos que usted y su hijo se sientan cómodos con nosotros. Una vez más, bienvenidos a nuestro distrito escolar y a su nueva comunidad!

Lo siguiente es una lista de algunos recursos de Internet que tal vez serán útiles para ustedes.

<http://www.pta.org.parentinvolvement/index.asp>

<http://www.pde.state.pa.us>

<http://www.ncela.gwu.edu>

### **SECURITY CAMERAS – refer to Board Policy #713.1**

Security cameras have been installed to promote a safe and secure school environment, and monitor school activities at all times.

### **SKYLERT SCHOOL COMMUNICATION SYSTEM**

The District has contracted with Skylert School Communication System in an effort to keep families informed of school information and events. This system has the ability to contact staff and parents in the event of a weather delay or school cancellation, as well as a courtesy service to keep families informed of student attendance, school activities, important dates and other information. In the event of an emergency, such as an unplanned early dismissal, the system has the ability to contact all of the phone numbers for every student. This system only works, however, if parent and emergency contacts are kept up to date. Therefore, it is imperative that parents/guardians notify their children's school if phone numbers have changed.

### **STUDENT ORGANIZATIONS AND EQUAL ACCESS– refer to Board Policy #122**

The Board believes that the goals and objectives of the school district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school. The Board shall make school facilities, supplies and equipment available and assign staff members for the support of a program of extracurricular activities. Such availability and assignment shall be in accordance with



the Equal Access Act. The district shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum content of the speech at such meetings. Such meetings must be voluntary, student initiated, and not sponsored in any way by the school, its agents or employees.

**STUDENT RECORDS – refer to Board Policy #216**

Students and their parents will be asked to provide directory information on the student that may be disclosed during the school year. Directory information includes the following information relating to the student: the student’s name, address, telephone number, date of birth, e-mail address, photograph, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, and other similar information.

**STUDENT SURVEYS -refer to Board Policy #235**

During the course of the year, various classes may conduct educational surveys as part of the curriculum to gather student input, to show the correct procedure for random sampling, for correct analysis of data and statistics, and for presentation of statistics in articles and graphics within the school.

**STUDENT WELLNESS – refer to Board Policy #246**

Shippensburg Area School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary lifestyle practices that can improve student achievement. The schools will provide the parents with specific information regarding wellness to the parents within the first weeks of school.

**SUBSTANCE (AND TOBACCO) USE AND ABUSE – refer to Board Policies #222 & #227**

Through the use of an appropriate curriculum, classroom activities, and community support, the Shippensburg Area School District will educate, prevent and intervene in the use and abuse of alcohol and other drugs and substances (as defined) by any member of the student population. The District recognizes its responsibility to assist in identifying and referring at-risk students.

The Board of School Directors affirms that substance use/abuse is incompatible with the educational and developmental process, and that even occasional use can constitute a disruptive situation for the individual or other students. Therefore, the use, possession and/or sale of alcohol and other drugs or substances (as defined) on school property, or while engaged in any school-sponsored activity, is prohibited. The emphasis of the school staff is placed on preventative and corrective action designed to enhance the education, health and welfare of all students.

Since the problem of substance use and abuse extends beyond the Board of School Directors’ authority, the Board further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals available to the Shippensburg Area School District to create broad-based programs of preventative and corrective action.

Any student found using or suspected of possessing or selling a controlled substance including but not limited to alcoholic beverages, anabolic steroids, look-alike drugs, inhalants, patent drugs, nutritional or food supplements (except those for which permission for use in school has been granted), and drug paraphernalia may be subject to

all or some of the following:

1. Search of desk, locker, vehicle, and other possessions
2. Contact of parent/guardian
3. Contact of the police
4. Referral to the Student Assistance Team
5. Suspension
6. Hearing before the School Board of Directors
7. Expulsion
8. Participation in a controlled substance assessment
9. Psychological/psychiatric evaluation
10. Social probation/exclusion from extracurricular activities

The Shippensburg School District has posted all of their schools as drug free school zones, and any individual who sells drugs in a school zone is subject to increased penalties. A person who is not a student of the Shippensburg Schools who is suspected of or known to be distributing controlled substances to students shall be immediately reported to local law enforcement officials.

### **Tobacco Use (Including Vaping)**

Tobacco use by anyone on school property is prohibited. The Board prohibits students from possessing or using tobacco at any time in school buildings, on school grounds, or property leased or controlled by the school, on school buses and during school sponsored activities.

#### **FIRST OFFENSE**

1. One (1) day out of school suspension
2. Completion of comprehensive wellness learning packet
3. Completion of tobacco education meeting(s)

#### **SECOND OFFENSE**

1. Three (3) day out of school suspension
2. Wellness counseling in tobacco use
3. Prosecution under 145 of 1996

#### **THIRD OFFENSE**

1. Seven (7) day out of school suspension
2. Social probation for the remainder of the year
3. Ten (10) hours detention
4. Prosecution under Act 145 of 1996

#### **FOURTH OFFENSE**

1. Ten (10) days out of school suspension.
2. Social probation for the remainder of the year
3. Possible expulsion
4. Prosecution under Act 145 of 1996

## **TEACHER QUALIFICATION**

As a parent of a student in the Shippensburg Area School District, under the Every Student Succeeds Act of 2015, you have a right to know the professional qualifications of the teachers who instruct your child. The Every Child Succeeds Act gives you the right to ask for the following information about each of your child's teachers:

1. Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects s/he teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
3. The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.

If you would like to receive any of this information, please contact the Office of the Superintendent at 317 N. Morris Street, Shippensburg, PA, 17257 or (717) 520-2700.

## **TELEPHONE USE**

Use of classroom and classroom area telephones is limited strictly to teacher and teacher-initiated usage. During school hours, all student use of telephones, including courtesy telephones, is limited to approval by a building administrator or designee. This permission will be granted only in emergency situations.

## **TEXTBOOK/SCHOOL SUPPLY CARE AND OBLIGATIONS – refer to Board Policy #224**

All textbooks and most school supplies will be furnished by the school without charge. They remain the property of the school and students are expected to take care of all books/school supplies and will be held responsible for any loss or damage. Parents/Guardians will be charged to replace lost or damaged books. Obligation notices will be sent to parents quarterly.

## **TRANSPORTATION – refer to Board Policy #810**

The District contracts for school buses to cover daily bus routes. In addition, buses are used for District-approved field trips, special programs, and athletic events. A complete copy of the Transportation Policy (#810) and answers to some of the most frequently asked questions (FAQ) can be found on the District's website, by clicking on the "Transportation" tab, or by contacting the SASD Transportation Office at 530-2730 X 1062 or Boyo Transportation at 717-287-8007.

At the beginning of each school year, postcards with the student's busing information are mailed to the address on file. Contact the Transportation Office if your busing needs change throughout the year. Students are not permitted to transfer to other stops and/or routes without prior approval by the Transportation Office.

For the safe and efficient operation of the District's transportation system, the following rules must be observed:

1. Parents are asked to see that their children are at their assigned bus stop at least five minutes before the bus is scheduled to arrive. Bus drivers are instructed not to wait for latecomers as this affects the bus schedule.
2. Student riders are expected to listen and cooperate with the bus driver to ensure a safe and pleasant trip for everyone. Failure to comply with bus riding rules may result in loss of riding privileges. Bus rules are posted in every bus. Students should be reminded that riding a school bus is a privilege.

3. Pupils must board their assigned bus at their assigned stop in the morning and must disembark their assigned bus at their assigned stop in the afternoon. The morning and afternoon stops may differ, but must be the same each day of the week.
4. In an attempt to ensure order and safety on our buses, students may be audio and/or videotaped while on the bus.
5. Bus or stop changes of a temporary nature will be made by the building administrator only in the event of any emergency. In these cases, a student will be provided a signed bus pass, which must be presented to the bus driver when the student boards the bus.
6. Unauthorized school bus entry is illegal. Act 65 of 1998 amends the Crimes Code to classify as a third-degree misdemeanor the entrance onto a school bus without proper authorization, and with the intent to commit a crime, disrupt, or interfere with the driver, or refusal to disembark from the school bus after being ordered to do so. All concerns or complaints must go through the Transportation Office.

### **TRUANCY**

Truancy is an absence without the knowledge or approval of the parent/guardian. Students charged with truancy will be assigned a consequence in accordance with state law and district policy. Additionally, students will receive an unlawful absence.

### **UNLAWFUL/SEXUAL HARASSMENT- refer to Board Policy #248**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. All forms of unlawful harassment, such as racial, ethnic and sexual, of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools, is prohibited by District Policy. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment be investigated promptly by the building administrator, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

### **WEAPONS POLICY- refer to Board Policy #218.1**

Students may not possess any weapons or dangerous objects on school property or at any school sponsored activity. Students in violation of the regulation are subject to detention, suspension, or expulsion as specified in the Level IV section of the student disciplinary procedures.