

# **New Brighton Middle School**

## **2022-2023**



Please see Page 43 and 44 for  
important information regarding  
COVID-19 and Electronic Devices

### **DISCLAIMER NOTICE**

This publication is not to be viewed as an irrevocable contract between the School District and any other party and the contents are subject to change consistent with the policies of the School Board. The School District reserves the right to repeal, change, alter or amend the provisions contained in this publication and may withdraw or add to or modify the materials listed herein. The School District disclaims any liability for any changes as are herein above described and further disclaims any liability for typographical errors or other errors arising in the publication process.

**NEW BRIGHTON AREA SCHOOL DISTRICT  
NEW BRIGHTON MIDDLE SCHOOL  
901 PENN AVENUE  
NEW BRIGHTON, PA 15066  
(724) 846-8100**

The purpose of this handbook is to inform the students and their parents of school policies and procedures. Please read the information in this booklet. Students are responsible for following the policies of the New Brighton Area School District. **In addition to the policies contained within this handbook, the New Brighton Area School District policies are available for review at [www.nbasd.org](http://www.nbasd.org), under the section titled Board Policy.** If you have any questions, consult your child's homeroom teacher, the building administrator, or the office personnel. This handbook should be referred to as questions arise.

Parents, get involved in your child's education. We encourage parents to visit the school, consult with the staff, and attend PTA meetings and other school functions. Become aware of what our curriculum has to offer and the materials used to educate your child.

Be proud of your school. Help take care of it, and feel free to make suggestions for improving it.

Have a happy, successful school year!

Dr. Julian E. Underwood  
Principal

The mission of the New Brighton Area School District is to provide the best possible education and resources in a supportive environment in order to equip students to successfully meet life's diverse opportunities and challenges.

**Notification of Nondiscrimination**

New Brighton Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievances procedures, contact Dr. Jason Hall, Title IX Coordinator and Section 504 Coordinator, at 3225 43rd Street, New Brighton, PA 15066. Phone: (724) 843-1795. Any student that knowingly makes false statements or knowingly provides false information during a Title IX grievance process or any investigation is a violation of our Student Code of Conduct and punishable by disciplinary measures. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the above identified person.

## SCHOOOL BOARD

Mr. John Ludwig .....Board President  
 Mrs. Christeen Ceratti .....Board Vice-President

Mrs. Jewel Collwell	Mrs. Bernadette Mattica
Mrs. Amy Fazio	Mr. Steven Powell
Mr. Jay Funkhouser	Mr. Travis Whalen
Mr. Matthew LeDonne	Mr. Richard Start, Solicitor

## CENTRAL ADMINISTRATION

Dr. Joseph A. Guarino	Superintendent
Mr. Gabriel Engel	Director of Student Services
Mrs. Marydenise Feroce	Business Manager
Mr. Rodney Bobin	Administrator for Instructional Technology and Online Learning

## MIDDLE SCHOOL ADMINISTRATION AND OFFICE STAFF

Dr. Julian Underwood	Principal	Mrs. D’Addio	School Nurse
Mrs. Burnette	Guidance Counselor	Mrs. Gallagher	RN assistant to the CSN
Mrs. Antoline	Social Worker	Mrs. Nicholson	Secretary to the Principal
Mr. Greco	Dean of Students	Mrs. Walton	Secretary

## FACULTY

### 6<sup>th</sup> Grade

Mrs. Coulter	Learning Support
Ms. Alicandro	Adv. Reading/Lang. Arts
Mrs. Estright	Math
Mr. McCowin	Social Studies
Mrs. Snair	Reading/Lang. Arts
Mrs. Tomczak	Science
Mr. Wolfgong	Adv. Math

### 8<sup>th</sup> Grade

Ms. Alicandro	Adv. Reading/Lang. Arts
Mrs. Anderson	Math / Algebra 1
Mrs. Carlini	Lang. Arts/ Learning Support
Ms. Dawson	Reading/Lang. Arts
Mr. Martella	Science
Mr. Wagner	Social Studies
Mr. Wolfgong	Pre-Algebra

### 7<sup>th</sup> Grade

Ms. Alicandro	Adv. Reading/Lang. Arts
Mrs. Ardinger	Learning Support
Mrs. Pepper	Reading/Lang. Arts
Mr. Phelps	Science
Mr. Remley	Math
Mr. Schwartz	Social Studies
Mr. Wolfgong	Adv. Math

### Related Arts/Support

Mr. Alexander	Chorus
Mr. Aley	Computers
Mrs. Braymer	Gifted
Ms. Clingensmith	Art
Mr. Davis	Technology Ed.
Mr. Frankenstein	Band/Music
Ms. Giannetti	Health/Phys. Ed.
Mrs. Hamilton	S.T.E.A.M.
TBD	Life Skills
Miss. Healey	Librarian
Mr. Planitzer	Health/Phys. Ed

## ACTIVITIES

Students are encouraged to participate in the extra-curricular activities offered at NBMS. The following activities are available:

Academic Games	Math Counts
Boys' Club	NJHS
Chic Clique	Student Council
Math 24	Yearbook

## ASTHMA INHALERS

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy. Refer to *District Policy #210.2* for further information.

## ATHLETICS

Sports in middle school foster many essential skills that teens will use not just while they're students, but into adulthood. NBMS offers the following sports programs:

**Fall Sports:** (G) Basketball, Football, Cross Country

**Winter Sports:** (B) Basketball

**Spring Sports:** (G) Volleyball, Track & Field

## ATHLETIC ELIGIBILITY

The New Brighton Middle School is a member of the WPIAL and conducts an athletic program according to the PIAA Constitution and by-laws. The purpose of the WPIAL is to (1) promote, protect and conserve the health and physical welfare of all participants; (2) safeguard the educational values of interscholastic athletics; and (3) promote uniformity of standards in all interscholastic athletic competition.

In order to be eligible for interscholastic athletic competition, the pupil must meet the following minimum qualifications:

**ATTENDANCE:** You must be enrolled in school, present on the day of the competition, and not be absent 10 or more days during a semester.

**NOTE:** A consecutive absence of 5 or more days due to confining illness, a recurring illness, injury or quarantine may be waived only by application to the Board of Control. Students tardy after 9:45 AM are not eligible for that day

**DISCIPLINE:** Students suspended from school may not play or practice during the time of their suspension. Students on Saturday detention probation will not be permitted to play or practice until their detention is served. Students serving an After-School Detention are not permitted to play or practice the day the detention is scheduled to be served.

**CURRICULUM:** A weekly eligibility list will be posted every Friday. Any student failing during the week will be ineligible to play for the following week (Sunday through Saturday).

## ATTENDANCE

**Absences- All** instances of absence and tardiness are handled through the attendance office. The Pennsylvania Public School Code requires that students attend school each day school is in session. The school ***must enforce the Compulsory School Attendance Act***. Under this Act a student must remain in school until 17 years of age unless she/he has secured an employment certificate or been declared physically unfit by a doctor. **The only legal excuses for absences are (1) personal illness or other urgent reason, (2) death in the immediate family, (3) religious holidays, (4) impassable roads. All other excuses are ILLEGAL.**

On the day a student returns from an absence the student must bring to school a written statement signed by their parent/guardian stating the exact reason for the absence. The parent's telephone number must be included. Failure on the parents'/guardians' part to provide such a written explanation, or the student to present such an excuse within three days of the student's return to school, **will result in the absence being marked as "unexcused" or "unlawful"**. The fact that a parent/guardian provides a written explanation for the student's absence does not, in itself, qualify the absence as excused. The absence must be for a legal reason according to law. The Department of

Public Instruction School Attendance Register provides that a claim of continued or repeated illnesses justifies the school in requiring a statement from medical authorities. All doctor's excuses should be brought directly to the office, and all excuses will be checked for authenticity.

**When a student accumulates ten days of absence during the course of the year, a doctor's excuse must be provided for each subsequent absence.** If a doctor's excuse cannot be provided within three days of the student returning to school, the absence will be considered "unexcused" or "unlawful".

Once a student accumulates three (3) "unexcused" or "unlawful" absences, the school district is required by law to serve notice on the parents/guardians. Any further absences deemed "unexcused" or "unlawful" will be referred to the District Magistrate for legal action on behalf of the school district.

Students who have more than three unexcused absences or miss more than ten days in one academic year without a doctor's excuse are considered to be truant and may be referred to Suspension/Expulsion Committee for placement in Alternative Education.

**Refer to District Policy #204 for further information**

## **BELL SCHEDULE**

*See Bell Schedules on page 42*

## **BICYCLES**

It is against school policy to ride a bike on school grounds. When the student reaches school property, he/she is to get off the bike and walk it to the porch next to the library. When leaving school, students are to walk their bike to the end of school property. Students and parents assume responsibility of bicycles brought to school. For maximum security, bicycles must be LOCKED.

## **BULLYING**

All schools deal with the issue of bullying. New Brighton Middle School is taking proactive steps to stop and prevent bullying by adopting the Olweus Bullying Prevention Program.

This research-based schoolwide "systems-change" program has been used successfully in schools all over the country and around the world with positive results. This program is not a curriculum that students participate in for only a few weeks. Rather, it is a coordinated effort by all the adults in the school to supervise and intervene when any bullying happens.

As part of the program, students participate in weekly class meetings to learn about the effects of bullying, what they can do about it, and how they can work with adults at school to put a stop to it even as bystanders. Implementing the Olweus Bullying Prevention Program is a long-term commitment to making NBMS a safer, more positive place to be.

**REFER TO THE BULLYING/CYBERBULLING POLICY  
ON PAGES 27- 28**

## **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the buses will result in this privilege being suspended or denied. For the safety of the students and driver, buses are equipped with cameras capable of video and audio recording. *Refer to District Policy #810.2 for further information.*

Before the opening of school, the bus routes for the New Brighton Area Middle School are mailed to registered students. Students wishing to ride a bus other than their assigned bus must bring a written request from their parent/guardian.

Permission to ride a bus other than the one to which the student is assigned, will be granted for emergencies only.

Students are NOT permitted to change buses for any of the following reasons:

1. To visit or stay with a friend.
2. To stay with a relative.
3. To attend non-school functions such as Scouts, dance, athletic event, YMCA, etc.
4. To meet a parent who is visiting a friend or a relative.

### **Tips for Safe School Bus Riding**

#### **Before your bus arrives...**

- Make sure you are waiting at your bus stop on time.
- Stay off the road.
- Wait in a safe place that can be seen by passing cars.
- Be thoughtful and friendly to other students at the bus stop.

#### **When the bus arrives...**

- Make sure that the bus comes to a complete stop before you go near it.
- Get on the bus without pushing or shoving.
- After getting on the bus, go directly to a seat and sit down. Remain in that seat until you get off the bus. Do not change seats.

#### **While you are on the bus...**

- Obey the bus driver at all times.
- Keep the aisles clear at all times.
- Do not shout to other kids on the bus or outside your bus.
- Do not put your hands or head out of the windows.
- Do not throw objects on the bus or out of the windows.
- Do not damage or litter the bus in any way.

#### **When you are ready to get off the bus**

- Stay in your seat until the bus comes to a complete stop.
- Walk off the bus without pushing and shoving.
- Look both ways for traffic before crossing in front of the bus.

## **CAFETERIA**

The New Brighton Middle School serves breakfast and lunch daily in the cafeteria. Students eating breakfast are to enter the main doors and report to the cafeteria before proceeding to homeroom. Walkers are to report to the cafeteria no later than 8:00 AM. Students who wish to bring their lunch from home may do so, but must eat in the cafeteria.

*Good conduct in the cafeteria is a MUST and all students are expected to follow the rules posted in the cafeteria, they include:*

1. Student will display good eating habits.
2. Students will talk softly in the cafeteria.
3. Students must ask permission to leave their seats.
4. Students will walk at all times.
5. Students will clean their areas before leaving their tables.
6. Students are not permitted to take cafeteria food from the cafeteria.
7. Students are not permitted to change their assigned seat without permission.

### **Community Eligibility Program**

The New Brighton Area School District participates in the Community Eligibility Program (CEP). This program provides free meals (breakfast and lunch) to all students in the District, regardless of household income. This does not apply to ala carte items and you may continue to place money on student's accounts to fund ala carte purchases and additional breakfast/lunch purchases.

Families are no longer required to complete an application for Free and Reduced Price Meals, all students qualify for this program and are eligible to receive one free breakfast and one free lunch daily.

## **Cafeteria Procedures**

*Refer to Cafeteria Procedures on Page 19*

### **CHANGE OF ADDRESS**

Please inform the office immediately if you have a change of address or phone number. This will assist us in getting in touch with you in the case of an emergency and in the mailing of progress reports and other important notices.

### **CHILD ABUSE**

District employees, independent contractors and volunteers are required to comply with identification and reporting requirements for suspected child abuse, as well as may be required to complete the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code. For additional information, refer to *District Policy #806*.

### **CLASSROOM RULES**

Classroom teachers will establish those additional rules, procedures, and guidelines necessary to manage the children in their class in a manner consistent with the school philosophy and within the guidelines of the discipline policy.

#### **List of general school rules:**

1. Students will follow directions of their teacher and all other professional staff.
2. Students will follow rules and procedures described in the Student Handbook.
3. Students will walk through the building in a slow, orderly, and quiet fashion. No running will be tolerated.
4. Students will bring to school only the items necessary for the academic activities of the day—no toys, balls, radios, electronic gadgets, wheeled shoes, etc.

### **COMPUTER**

*Refer to NBASD Technology Guidelines on pages 20-22, 44-45*

## **COUNSELOR**

The counselor at the middle school helps students in various ways. Counseling services include study helps, help with home, school, and/or social concerns, educational and career planning, interpretation of test scores, group counseling, or any question the student would like to discuss with the counselor. A request to see the counselor may be filled out during homeroom, or a message can be dropped off at the counselor's office during free time.

### **CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS**

Parents/guardians and students age 18 and over, 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.

Upon request by a parent/guardian or student, the district will make this existing information available. For additional information, refer to *District Policy #105.1*.

### **CUSTODY**

It is necessary that the school records be accurate and current regarding custody and visitation privileges. In cases where there is a possibility of parental conflict, the building principal should be informed, in writing, as to the situation and given a copy of the court order for placement in the student's file

### **DANCES/ACTIVITY NIGHTS**

Dances and Activity Nights are scheduled throughout the school year. These events are for New Brighton Middle School students only. Students who are absent or tardy for more than 10 days/year or absent from school on the day of the dance will not be permitted to attend the dance. Students who have served a suspension will not be permitted to attend a school dance for two weeks after the suspension is complete. In addition,

students on Saturday Detention Probation are prohibited from attending.

## DATING VIOLENCE

New Brighton Middle School strives to maintain a safe, positive learning environment for all of our students that is free from dating violence. Dating violence is inconsistent with our educational goals and will not be tolerated.

Violations of these policies may result in disciplinary consequences under applicable Board policy and procedures. All reports of potential violations of this policy are expected to be reported to a building principal either in writing or orally. The building principal shall conduct a timely and comprehensive investigation and prepare a written report. Refer to District Policy #252 for further information

## DISCIPLINE

Subject to exclusions, limitation and immunities set forth in the Pennsylvania Political Subdivision Tort Claims Act, which exclusions, limitations and immunities are specifically reserved, the New Brighton Area School District is responsible for students:

1. In school during instructional hours
2. On school district property during instructional hours
3. On school district owned, leased, or rented vehicles
4. At activities or events that take place before, during or after school while under the district observation and supervision of the school district

As members of this school, students are expected to follow the rules that are established for the welfare of the entire student body. A copy of the school's discipline plan is included in each folder. *We hope that parents and students will thoroughly read the discipline plan and review it throughout the school year.* The discipline code is in effect from the time the student gets on the school bus in the morning, until he/she exits the school bus at the end of the school day, and for all school-related functions. Parents and students who have any questions and/or concerns about the discipline

plan are encouraged to contact school officials immediately.

The middle school uses lunch detentions, teacher detentions, after-school detentions, Saturday detentions, and suspensions as consequences for infractions of the discipline policy. **A repeat offense will automatically move to the next level.**

### Lunch Detentions

**Lunch detentions** are given for **minor** classroom and building infractions *see attached discipline policy*. A student receiving a lunch detention will be assigned to eat his/her lunch with the lunchroom detention monitor. Students will receive a detention slip indicating the infraction and the date that the detention is scheduled. A student can receive up to five lunch detentions in a nine weeks period. After the student has received five (5) lunch detentions in a nine weeks period, minor infractions will automatically be upgraded to after-school detentions.

### Teacher Detention

**Teacher Detentions** are given for minor classroom infractions. A student receiving a teacher detention will be assigned to detention in the teacher's classroom. ***Teacher detentions begin at dismissal and run until 3:30 PM*** Students will receive a detention slip indicating the infraction and the date that the detention is scheduled. Students will receive 24 hour notice. Failure to report to a teacher detention will result in the teacher automatically assigning an After-school detention. As a courtesy to the parents, the teacher giving the detention will make three attempts to contact the parents regarding the incident.

### After-school Detention

After-school detentions are given for slightly more serious discipline infractions and to students having more than five lunch detentions in a nine weeks period. See attached discipline policy for examples. A student receiving an after-school detention will be assigned to the after-school detention classroom for the following school day. After-school detentions begin at dismissal and run for one hour, until 4:00 PM. Students will receive



a detention slip indicating the infraction and the date that the detention is to be served. As a courtesy to the parents, the teacher or administrator giving the detention will make three attempts to contact the parents regarding the incident and the school will place the call on the automatic phone messaging system. The student is obligated to serve his/her detention regardless of whether or not these messages are received. After a student has received nine (9) after school detentions in a nine weeks period, after-school infractions will automatically be upgraded to Saturday detentions.

### **Saturday Detention**

**Saturday Detentions** are given by the building administrator for serious infractions of the school discipline policy, for attendance problems, and to students who have already served nine after-school detentions in the nine weeks period. A student receiving a Saturday detention will be assigned to the middle school from 8:00-11:00 AM Saturday morning. The student will be required to have work and to follow the districts Saturday detention behavior guidelines. Parents will be notified by the building administrator of the offense and receive in the mail the guidelines for Saturday detention. From the time of the incident and a Saturday detention is assigned, the student will be responsible to serve the Saturday detention on the assigned date, **without probation**. However, if after the Saturday detention is assigned, a student receives a discipline referral, he/she will then be placed on Saturday detention probation and must adhere to the Saturday detention probation guidelines. **If a student receives a discipline referral while on Saturday detention probation, he/she will be suspended from school.** In addition, while on Saturday detention probation, the student may **not** participate in extra-curricular activities such as the following: school dances, athletic events, club activities, etc. until the Saturday detention(s) is served.

### **Suspension**

**Suspension**—A suspension is given in the case of serious behavior problems that have reached such proportion that the administration feels it necessary to discharge the student from school

activities for a short period of time. Suspensions can be assigned for a period of one to ten days depending on the severity of the offense. While on suspensions, students are not permitted on District property without prior permission from the Building Administration. **A READMITTANCE CONFERENCE MUST BE SCHEDULED WITH THE BUILDING ADMINISTRATION PRIOR TO THE STUDENT'S RETURN. THE STUDENT MUST BE ACCOMPANIED BY ONE OR BOTH PARENTS/GUARDIANS UPON RETURN TO SCHOOL. Once a student is suspended three (3) times during one school year, he/she may have his/her name submitted to the Suspension/Expulsion Committee of the School Board and a formal hearing for possible expulsion from school will be scheduled and conducted.**

### **Alternative Education**

**Alternative Education** may be assigned by the New Brighton Area School Board to students as an alternative to expulsion. Students are considered for alternative education based on the following:

1. Receiving three suspensions in one school year.
2. Having more than three unexcused absences in one school year.
3. Missing more than ten days in one academic school year without doctor's excuses.
4. Using or possessing controlled substances on school property.
5. Engaging in violent or threatening behavior
6. Students returning to the school from adjudication.

Students shall be eligible for consideration for the regular education program after successfully completing one semester of alternative education without infraction.

Each student attends an intake conference to enter the program. In attendance are the School Principal, a representative of the Alternative Education Program, the student, and one or both of the student's parents/guardians. At this time all rules and procedures are discussed and explained to the student and parents/guardians and any questions are answered.

Discipline matters in relation to special needs students will be handled in accordance with district policy and special education standards and regulations.

***Refer to Discipline Policy on page 29 - 33***

## **DISORDERLY CONDUCT POLICY**

***Refer to Disorderly Conduct Policy on page 23***

### **DRESS CODE**

We strongly encourage parents to play an active role in determining how their children dress for school.

The school district reserves the right to establish dress and grooming guidelines. We believe that it is the responsibility of the school to stress decency, cleanliness, and appropriateness of dress for school. Therefore, it remains the final decision of the administration in cases of questionable attire. Fashions and fads that constitute a health or safety hazard to oneself or others are not permitted. A student's personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health or obscenity laws, or affect the health, safety and/or welfare of the student and his/her classmates. Any emerging trend not addressed in this Dress Code will be evaluated by the administration and that decision will be the final one. Teachers will check students for any violations of the dress code.

**The dress code is intended to clarify what clothing is appropriate.**

1. Full-cut shorts can be worn throughout the school year. They cannot be shorter than three inches above the knee. Overly tight shorts and skirts, such as spandex or leotard style, are not permitted.
2. Appropriate clothing covering the upper body must be worn at all times. Halters, mesh tops, spaghetti-strap shirts, see-through tops, muscle shirts, cropped tops and tank tops are not permitted. All upper body apparel must be long enough to cover the waist area so that bare skin is not visible at any time.

3. All sweat pants must be worn at full length not rolled up. No pajamas.
4. Clothing with obscenities, drug and/or alcohol and/or inappropriate references, hats, bandannas, and sunglasses will not be permitted.
5. Students must wear shoes at all times. No "Slides"
6. No baggy or oversized pants are allowed. Pants must be pulled-up and belted at the waist.
7. Coats may not be worn in the building.
8. Students may not wear or have in their possession waist chains, wallet chains, "dog collars", pocket chains or spiked or studded neck or wristbands in school.
9. Students will not be allowed to carry backpacks or book bags in school. They must be placed in the student's locker during the day.
10. Gym bags may be used by students to carry the clothes necessary for gym class. They are not to be used to carry books or non-essential gym class items.
11. The wearing or displaying of "colors" or other items that identify a student as a member of any non-school-approved group or "gang" is strictly prohibited.

**PENALTY FOR VIOLATION:** Parents will be called for a change of clothes and the student will be assigned an after school detention.

### **DRUG AND ALCOHOL USE**

Any student found to be under the influence of, found to be in possession of, or selling illegal drugs, drug paraphernalia, or alcoholic beverages during regular school hours or at a school sponsored or school related activity or found to exhibit evidence of having used, consumed, or possessed illegal drugs, drug paraphernalia, or alcoholic beverages immediately prior to entering upon school property and/or school related activities will be subject to disciplinary action:

***Refer to the Drug and Alcohol Policy on page 26***

## EARLY DISMISSAL

Parents wishing their child to be excused early from school for a legitimate reason must send a note with their child stating the reason, time, and date. In case of an emergency, the parent may telephone the middle school office to request a dismissal. A parent's signature along with a phone number must accompany the request for early dismissal. Doctor and dentist appointments, funeral, and family emergencies will be the only early dismissal requests honored.

## ELECTRONIC DEVICES

The district recognizes that the unauthorized use of personal communication devices by New Brighton Area students can be a source of disruption. The district's personal communication device policy is in effect to establish an educational climate conducive to student learning. School staff may permit the use of these devices in designated areas under their supervision.

Any student using a device irresponsibly or without proper authorization will face appropriate consequences. District personnel will confiscate these devices and an afterschool detention will be assigned for the first offense...Saturday Detention for the second offense...and one day out-of-school suspension for the third offense. The device will be given back only to a parent/guardian on the Friday of the week that the device was confiscated. Continued violation of the school policy may result in progressive disciplinary action in accordance with the district discipline policy. Refer to *District Policy #237* and page 44 of this handbook for more information.

## ENROLLMENT REQUIREMENTS

Students transferring from another school district must have properly documented immunizations, birth certificate, two proofs of residency, and academic records or transfer papers from their previous school.

## ENTERING AND DISMISSAL PROCEDURES

The bell to enter the school will ring at 7:45 AM. Students who walk to school should not arrive

prior to that time. Students should enter the building at that time and immediately report to their homerooms. Students participating in the breakfast program are to enter the building by the main entrance and report directly to the cafeteria.

At dismissal, buses will be called in order of arrival. After all bus students have been dismissed, walkers will be allowed to leave. Upon dismissal students should immediately leave school grounds. **Under no circumstances are students permitted to congregate outside of the school.**

## FIRE DRILLS AND SEVERE WEATHER PREPAREDNESS

Fire drills are conducted at least once a month during the school year. Students are taught the proper procedure for safe and quick evacuation.

The school district participates annually in a severe weather preparedness drill in cooperation with Beaver County Emergency Management. Students are moved to designated safe areas in the building and are taught correct safety procedures in the event of severe weather conditions.

## GRADING SYSTEM AND REPORT CARDS

The students will receive a report card every nine weeks (four times a year). The envelope is to be signed by the parent and returned to the school.

The evaluation of student achievement is based on the following system:

A	100 - 90	C	79 - 70
B	89 - 80	D	69 - 65
F	Below 64		

NOTE: Student's final grade will be calculated based on the percentage earned each nine weeks. Ex. (1<sup>st</sup> 93% A; 2<sup>nd</sup> 95% A; 3<sup>rd</sup> 94% A; 4<sup>th</sup> 85% B = Final 0.917 or 92% A)

## GUM CHEWING

Gum chewing is not permitted. Careless disposal of chewing gum in drinking fountains, on furniture, and floors presents sanitation and cleaning problems.

## HALL BEHAVIOR

No student should be in the halls or stairways during class periods without a valid hall pass. Please be sure to keep to the right on the stairways and in the halls. Separate stairways may be designated to facilitate the flow of traffic during the changing of classes. Students are expected to use the appropriate stairway at all times and to follow the directions of teachers monitoring the traffic in the hallways.

## HAZING

The New Brighton Middle School does not sanction “hazing” of students. Hazing of students is not permitted to be instituted by one person or by a group of persons against another person or groups of persons and is not condoned by any staff member, administrator or Board of Directors. The School District recognizes that hazing may endanger the physical or mental health or safety of a student(s) against which the hazing has been directed.

*Refer to the Hazing Policy on page 38-39*

## HEALTH POLICIES AND SERVICES

### Health office procedures

The school nurse is available for emergencies, first aid treatment, and advice on general matters of health. Any student who feels ill or is injured should report to their teacher for a pass to the nurse’s office. Students are to sign in when entering the health office and sign out when leaving. If the nurse is not present, students should report to the main office. There the principal or the principal’s designee will make an assessment; and if necessary, the nurse will be notified. Every accident on school grounds or at any event sponsored by the school must be reported immediately to the principal. Under no circumstances are ill or injured students to spend a period in the restroom.

### Illness and emergencies

If there is an injury or an illness serious enough that the child must go home, the parent will be called. If the parent cannot be reached, the contact person listed on the emergency card will be

phoned. The parent/guardian or their designee must sign the student out from the middle school office.

The student health information card distributed each year to the student is designed to provide the school with emergency information concerning your child. Please keep this information current by notifying the school when changes occur.

### Health Screenings

Pennsylvania state health law mandates include; an annual vision screening and a measurement of height and weight for all students, a physical exam of all sixth grade students, hearing test of all seventh graders, a dental examination in seventh grade, and scoliosis screening in 6<sup>th</sup> and 7<sup>th</sup> grade. Parents may wish to have their family physician/dentist/eye care provider perform the mandatory screenings and furnish the school with the results. Students who do not receive these screenings from their personal health care provider will be scheduled for the examinations in school

### Immunization Shots

Under regulations of the Pennsylvania Department of Health, all children attending school are required to provide proof of having received immunization shots. This includes new students transferring into the New Brighton Area School District. For more information, parents should call the health office or refer to Board Policy #203 Immunizations and Communicable Diseases.

*Please refer to Medication/distribution guidelines on page 34-38*

## HOMEWORK

All students need to develop sound study habits if they are to achieve their fullest potential. When homework is assigned, please see that it is completed on time. **Failure to complete homework assignments will affect the student’s grade.** It is important that students have a quiet place in the home to study for tests and complete assignments. **Note: Most middle school failures can be attributed to not completing homework.**

## **LIBRARY**

The library is a place for research, study, and enjoyment. While in the library, students are asked to observe library rules. During study hall, a pass is needed to enter the library, and the librarian must sign the pass before a student leaves. The principal and librarian will determine the number of students per study hall that are permitted in the library at one time.

## **LIMITED ENGLISH PROFICIENCY PROGRAM**

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.

## **LOCKERS**

Each student will be assigned their own locker on the first day of school with a lock and combination. Students must use their own locker. **DO NOT EXCHANGE LOCKERS.** This provides security of student issued books and personal possessions. At the end of the school year, a \$5.00 fee will be assessed for lost or unusable locks.

It is highly recommended that student lockers are locked and that excessive money and valuables are left at home. The school will not be liable for books, articles, and personal belongings missing or stolen from student lockers. Students are to check the security of their lockers daily.

**Each team will establish their own locker visitation procedure.**

## **LOST AND FOUND**

Students who find lost articles are asked to turn them in to the office where the owner can claim them. All physical education items are to be turned in to the physical education teacher.

## **MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES**

District employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. Refer to *District Policy #824* for additional information.

## **MAKE-UP WORK**

When a student has been absent from school, it is his/her responsibility to see his/her teachers and arrange for make-up work. If a student is going to miss school for a period of time (more than two days of school), requests for homework can be made through the school secretary. Please call for work between 8:00 and 9:00 AM. Parents/Guardians are responsible for picking up their child's assignments.

**NO MAKE-UP WORK OR TESTS WILL BE PERMITTED FOR ANY CLASSWORK MISSED DURING AN ABSENCE MARKED UNEXCUSED OR UNLAWFUL.**

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. The faculty committee uses national guidelines to select students. Under the selection process, scholarship is measured by the student's cumulative grade point average at the end of the second semester of seventh grade. An average of 95% or better in all classes must be maintained. The leadership and service qualities are measured based upon a student's contributions and active participation in school activities in addition to the activity points, those being considered for

invitation will receive an essay question to answer that will be evaluated by the faculty committee. A representative faculty committee evaluates character with input from the general faculty on such factors as leadership, honor/integrity, manner/etiquette, cooperativeness, trustworthiness, attendance, and punctuality.

The National Junior Honor Society Selection Committee reserves the right to remove a member or deny membership for actions considered being inconsistent with the standards set forth within the charter.

Invitation to membership will occur during March of a student's seventh grade year. Membership in the Middle School Chapter does not automatically qualify a student for the High School Chapter.

### **PARENT CONFERENCES**

Parents are encouraged to visit the school and have conferences with the teachers. Teachers will schedule parent conferences as needed at a mutually convenient time. Please do not hesitate to contact the teacher if you have any concerns regarding your child's schoolwork. Voicemail messages may be left for your teachers by calling (724) 846-8100. Please use the voicemail directory on page 37.

### **PEST MANAGEMENT**

*Please refer to Pest Management policy #716 on page 37*

### **PROGRESS REPORTS**

It is the school's desire that every student work to the best of his/her ability at all times. A progress report will be sent home to all students to inform parents/guardians of their child's progress midway between report periods so the home and school can work together to ensure that each student is making adequate progress. If a student is in danger of failing a subject or has demonstrated a negative attitude in the classroom, the parents/guardians are encouraged to cooperate with the school so that together we can assist the student in making the necessary improvements before the report card is issued.

### **PROMOTION/RETENTION/SUMMER SCHOOL**

Classroom teachers, the guidance counselor, and building principal will make promotion and retention decisions in consultation with the parents. The grade level team and guidance counselor will identify students in danger of failing by the end of the third grading period and notify their parents/guardians. If a student fails an academic subject or misses too many days of school, he/she may be required to attend summer school at a cost of \$135.00 per course. If the student does not attend summer school or is not successful in completing the summer course, he/she may be retained in his/her present grade. Any student failing three or more academic subjects may be retained in his/her present grade.

### **RESTROOM PRIVILEGES**

Restrooms are to be used only for the purpose intended. Any other usage, such as smoking, loitering, purposefully meeting another student (only one student at a time is permitted in the restroom stalls), using cell phones, or hiding from school personnel, will not be tolerated. Teachers do not have to honor student's every request to go to a restroom. In cases where a student establishes a pattern of taking advantage or abusing the privilege, a request may be denied. Students are to show respect for others who may wish to use the facilities. Keeping the restrooms clean and by reporting any restroom damage to a professional staff member as soon as possible is requested.

### **SCHOLASTIC INTEGRITY**

It is the responsibility of all students to maintain scholastic integrity with regard to class assignments, exams, and any other graded course requirements. Thus cheating, plagiarism, and/or knowingly assisting another student to violate scholastic integrity are all violations of this statement.

Violations of scholastic integrity are subject to disciplinary action, including but not limited to, lowering or failing grades; loss of credit for assignment/grading period; and/or detentions or suspensions when appropriate.

## **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio stations KDKA, WMBA or WBVP and KDKA and WPXI TV, as well as our School Messenger Telephone Service. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

In the unlikely event of an emergency early dismissal, the School Messenger Telephone Service and following media will be used; KDKA, WPXI and WBVP. These stations will make periodic announcements regarding early dismissals. Parents should make plans with their students should an emergency early dismissal occur.

## **SCHOOL INSURANCE**

School insurance is available to all students at the beginning of the year. It covers accidents occurring in school and on the way to and from school. Twenty-four hour coverage is also available. The purchase of this insurance is optional.

## **SCHOOL MESSENGER**

School Messenger, an automated call service, is used for informational and emergency calls. If parents have any questions regarding its use, they should contact the building principal

## **SCHOOL PROPERTY**

Students are responsible for the proper care of all books, library materials, supplies, furniture, computer hardware and software, and other equipment assigned and/or supplied by the school. If a student loses or damages any of those items, he/she will be charged with a fair assessment for the lost or damaged item.

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public

school system. Remember that damage done to this building, equipment, furniture, books, or buses must be paid for with tax dollars raising your family's tax burden. Please refrain from increasing the cost of maintaining this facility—protect the middle school. Discourage your peers from damaging the facility and report such occurrences to teachers and administration.

## **SEARCHES PERMITTED**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District may, without notice to the students or others, conduct random locker searches and/or utilize drug detection dogs to perform random searches on school property. In the event the dog handler suspects the presence of drugs in a student's locker or on their person, then reasonable suspicion exists to perform a search in accordance with District Policy. Refer to *District Policy #226* for further information.

## **SEXUAL HARASSMENT**

New Brighton Area School District provides equal opportunity for all students free of discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The District also complies with federal law and regulations under Title IX prohibiting sexual harassment.

Violations of these policies may result in disciplinary consequences under applicable Board policy and procedures. All reports of potential

violations of this policy are expected to be reported to a building principal, regardless of the location of any incidents occurring. Upon receiving a report, an investigation will ensue, resulting in an investigative report and if necessary District action will be conducted. *Refer to District Policies #103 and #248 for further information.*

### **SKATEBOARDS/IN-LINE SKATES**

Students are not permitted to ride skateboards/in-line skates or wheeled shoes on school property. **Skateboards/in-line skates or wheeled shoes are not allowed in school.**

### **SMOKING AND TOBACCO USE**

Student possession, smoking, or use of tobacco of any type on school property or at any school related function is prohibited. This includes the use and possession of Vape Pens and e-cigarettes. A violation of this policy by students is cause for disciplinary action and charges being filed before the district magistrate. *Refer to District Policy #222 for additional information.*

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is designed to assist school personnel in identifying issues that pose a barrier to learning and student success. These barriers may be inside or outside of the school. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance. The SAP Team partners with parents, students, faculty, school resource officers, and community coalitions, agencies and services in seeking to remove those barriers that impede student success. This is an intervention program, not a treatment or disciplinary program.

Students, parents, or teachers may make confidential referrals to the SAP Team. SAP Team members have been specially trained to work with these students. Current SAP Team members include:

Dr. Underwood, Ms. Antoline, Mrs. Burnette  
Mrs. Coulter, Ms. Dawson, Mrs. Estright,  
Mr. Martella, Mrs. Tomczak, Mr. Wolfgong

### **STUDENT RESTRAINT**

For the purpose of insuring the health, safety, and welfare of students, school district personnel, school district visitors, or others who may be attending school district functions, school district employees may restrain students in the following manners with no intent to harm: 1. to separate students involved in a conflict or quell a disturbance; 2. to assist a student who has fallen; 3. to escort a student to a supervised location (grasp the student's arm between the shoulder and elbow); 4. as a defensive action for the benefit of the employee or others; 5. to obtain possession of a weapon or dangerous object.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

No student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Student responsibilities include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. *Refer to District Policy #235 for additional information.*

### **STUDENT WORK / PHOTOGRAPHS ON THE INTERNET**

Unless otherwise notified, the School District may include student exemplary works or student photographs on the New Brighton Area School District's website. Identifying information (student's name, address, phone number, etc.) will not be used unless approved by the parent/guardian and the district. If you would like to review a copy of the —Publishing Student Work and Photographs policy #238, please refer to the New Brighton Area School District website (nbasd.org).



## STUDY HALL

1. All students are required to bring and do work.
2. No talking.
3. All students will sit in assigned seats.
4. Students are allowed to work together at the teacher's discretion.
5. No sleeping—no heads on desks or tables.
6. No eating or drinking in study halls.

## SURVEYS

The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal. Refer to *District Policy #235* for additional information.

## TARDINESS

If a student arrives at school between 8:15 and 11:35 A.M., he/she will be considered tardy. The penalties for tardies include:

1. The first three unexcused tardies of each semester will have no consequence.
2. The fourth and fifth unexcused tardy will result in an after-school detention.
3. Thereafter each unexcused tardy, until the end of the semester, will result in a Saturday detention.
4. The same procedure will be followed the second semester.

## TELEPHONES

Students are permitted to use office or classroom telephones for VERY IMPORTANT reasons and with permission. Classes will not be interrupted for incoming calls for students. A message will be delivered for necessary unexpected situations. Please see Electronic Device Policy, page 10, for information on the possession and use of cell phones. Cell phones are not permitted to be used in any capacity during the school day.

## TESTING

The testing program will help us determine each student's areas of weakness and strength in major subjects. Our testing program will also provide information, which will evaluate the education of our students in comparison to other schools. The Pennsylvania Department of Education usually requires testing scores as part of the criteria for various evaluations. Teachers, as directed by the Guidance Department, administer tests. The New Brighton Area School District does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, or handicaps. The test results will be placed on the student's permanent record card and secured in the principal's office. A parent must give his or her written consent to release this information to other agencies.

## TERRORISTIC THREATS/ACTS

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

***Please refer to TERRORISTIC THREATS/ACTS policy on page 24***

## VACATION REQUEST

Regular attendance is recognized as being an essential element for successful performance in the school setting.

Since, of necessity or personal desire, parents do schedule vacations when classes would normally be in session, it is necessary for the New Brighton Area School District to provide a policy establishing guidelines for such action:

1. **Parent(s) or Guardian(s) or the student must appear personally** in the office of the school principal to complete a vacation request form prior

- to the student absence for said vacation.
2. The request for vacation approval must be made **at least two (2) weeks prior to** the vacation except in emergency situations.
  3. No more than five (5) vacation days will be granted to any student in one school year.
  4. Absences due to **approved** vacations will be considered excused.
  5. Students will be given the opportunity to make up any class work assignments, projects or tests that are a part of the prescribed course. Make-up tests will be administered at the teachers' convenience. All make-up work must be completed within three (3) days after the completion of the vacation.
  6. The request for vacation will be denied for the following reasons:
    1. History of excessive absenteeism
    2. Absences exceeding 10% of current school year to date
    3. Failing grades
    4. Earning a cumulative GPA of less than 2.0

If the vacation request is refused and the student goes on vacation, the days will be unexcused and unlawful.

A Student/Family Vacation Request form is available on page 40 of the Student Handbook. You may also request one from the Middle School office.

### **VISITORS**

Parents are encouraged to visit the school. However, for the safety of all students, visitors are not permitted in the building or on school grounds during the school day unless prior approval is received from the building principal or his/her designee.

### **VOLUNTEERS**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district. All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. Each prospective position volunteer is required to complete and submit a volunteer application. Prior to approval, all position volunteers shall submit the following information:

- PA Child Abuse History Certification
- PA State Police Criminal History Record Information
- Federal Criminal History Report

### **WEAPONS**

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten day out-of-school suspension, and presented to the School Board for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code.

*Refer to Weapons Policy on page 25*

### **WITHDRAWAL FROM SCHOOL**

A student who is transferring to another school district must report to the office accompanied by a parent/guardian to fill out the necessary authorization papers. All student debts must be paid and all books returned before any of the student's transcripts will be forwarded to the new school district.

## CAFETERIA PROCEDURES

- ❖ A computerized debit system is in place. Every student is assigned an ID number upon enrollment. This number is unique to them and remains until graduation.
- ❖ Each child is required to use their ID number regardless of money being in their account or if using cash.
- ❖ Any amount of money can be sent in for your child's account, either cash or checks. Checks are preferred and should be made out to NBSD Cafeteria Fund. Include child's name, ID number and building. Replacement checks will be charged a \$10.00 service fee & the child's account will be debited. Money can be sent in with your child, dropped off at building office, or mailed. The address is: NBSD Cafeteria 3225-43rd. St, New Brighton. Payments will also be accepted using SchoolCafe.
- ❖ Money on account may be used for breakfast, lunch, & Ala Carte items. Elementary money will be available for Ala Carte only if the Food Service Director is notified in writing.
- ❖ When an account is negative, the student will only be permitted to receive a meal. There will be no charging of Ala Carte. Ala Carte is any item not designated as part of the day's meal.
- ❖ Students may pay cash daily, but it is recommended that an account balance be kept.
- ❖ The cashier will inform students when their account is getting low. Courtesy calls will go out every Friday for any child whose balance drops to \$5.00 or less.
- ❖ At the end of each school year, a child's positive balance will carry over. **Negative** balance will need to be paid before the start of the next school year. **Seniors** must pay-off Negative balances to participate in Commencement. The cashier will refund up to \$10.00, over \$10.00 a check will be mailed.
- ❖ Student account reports can be printed upon request.
- ❖ When leaving the district, it is the students/parents responsibility to pay money owed, or request a refund.

Parents need to be aware that students have unlimited use of their account balance unless the cafeteria staff is notified in writing of your requested restrictions. Restriction examples are: one lunch, one breakfast, no breakfast, or no snacks. Without restrictions, students may purchase as many items as they desire thus depleting their funds before parents are aware. This may cause your child to incur a substantial debt to the school. Please discuss with your child how he/she is to use the account. Report cards and record transfers will be held pending payment of fees. Parents may inquire about their child's account balance by contacting the Cafeteria Manager, at (724) 846-9992.

## NBASD Technology Guidelines

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. On the Internet, however, there are many resources that are inappropriate or not designed for use with elementary and secondary education. Use of the Internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. The New Brighton Area School District will make a good faith effort to meet the federal regulations found under the Children's Internet Protection Act (CIPA) but cannot guarantee all inappropriate material will be excluded from view.

Students will have the opportunity to access Internet services after review of the Acceptable Use Policy and submission of the user agreement. The student must maintain proper Internet practices and abide by the guidelines set out in the acceptable usage policy to retain Internet privileges.

### NETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices.
  - Report security risks or violations to a teacher, building administrator, Director of District Technology or Network Administrator immediately.
  - Conserve, protect, and share these resources with other students and Internet users.
  - Not destroy or damage hardware, data, networks, or other resources that do not belong to them.
  - Not attempt to login to sites / accounts without proper authorization.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (includes but not limited to making illegal copies of music, games, videos, images or publications).
  - Not plagiarize.
4. Respect and practice the principles of community.
  - Not use of the network and/or its resources for harassment, hate mail, discriminatory remarks, cyber bullying and offensive or inflammatory communication.
  - Communicate and collaborate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher or administrator immediately.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass or cyber bullying).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

## **SUPERVISION AND MONITORING**

School and Network Administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement.

## **SECURITY**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **CONSEQUENCES FOR INAPPROPRIATE USE**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

## Google Apps for Education

The district provides each student with a digital storage space on our networked servers and local computers. Any files stored on the district servers or workstations are not the property of the individual student. They are the property of the New Brighton Area School District. These files are not private. Staff members will have the ability to access any student file.

Storage space and student files will be randomly scanned for inappropriate material and files that violate the school's Acceptable Use Policy. Any student who is found to be in violation of the law, School District Policy, or school procedures will be subject to disciplinary action under school policy.

The New Brighton Area School District will be utilizing Google Apps for Education for students, teachers, and staff. Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

New Brighton Area School District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

New Brighton Area School District cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information. The general right of privacy will be granted to the fullest extent possible in the electronic environment. New Brighton Area School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. **Users of student email are strictly prohibited from accessing files and information other than their own.** The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred. Please contact your child's building principal should you have any questions or concerns regarding Google Apps for Education.

**NEW BRIGHTON AREA SCHOOL DISTRICT**  
**DISORDERLY CONDUCT POLICY #225**

In order to underscore the fact that misconduct, disobedience, or disorderly conduct will not be tolerated, commission by a student for any of the following offenses will subject the pupil committing such offense to the imposition of a temporary suspension, full suspension, and/or expulsion. In addition, in accordance with Chapter 12 of 22 of the Pennsylvania School Code, the students involved will be referred immediately to the New Brighton Police for further criminal action. That action can result in charges and fines.

1. Performing an act of violence against school personnel or members of the student body.
2. Fighting
3. Engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, or ordinances of any municipality within the School District.
4. Destruction of private or school property.
5. Carrying a weapon that can endanger the safety of other persons.
6. Arson.
7. Bomb threats or false fire alarms.
8. Mental or physical intimidation of a fellow student or teacher. This policy will be in effect on school property, on school vehicles, and during school-sponsored extra- curricular activities.



**NEW BRIGHTON AREA SCHOOL DISTRICT**  
**TERRORISTIC THREATS/ACTS POLICY #218.2**

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

**Terroristic Threat** – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Terroristic Act** – shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

IN THE CASE OF EXCEPTIONAL STUDENTS, THE DISTRICT WILL TAKE ALL STEPS NECESSARY TO COMPLY WITH THE INDIVIDUAL WITH DISABILITIES EDUCATION ACT.



## **NEW BRIGHTON AREA SCHOOL DISTRICT**

### **WEAPONS POLICY #218.1**

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten day out-of-school suspension, and presented to the School Board for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code.

The term weapon refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife; or any other tool or instrument that is not reasonably related to education such as chains, brass knuckles, night-sticks, ax handles, etc. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school.

Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

1. the local police.
2. the Assistant Superintendent or Superintendent
3. the parents of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the Principal will immediately summon the police and request assistance. Parents should be notified as soon as possible.

The Principal will collaborate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel. The Superintendent will inform Board Members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

The Principal will coordinate the informal hearing procedures, e.g., investigation securing written statements, witness statements, and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon. The Principal will also initiate the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Superintendent.

## **NEW BRIGHTON AREA SCHOOL DISTRICT DRUG AND ALCOHOL POLICY #227**

### **PURPOSE:**

The aim of the New Brighton Area Drug and Alcohol Policy is to create an environment that enhances the health and welfare of the students in relation to drug and alcohol use/abuse within its school population.

The New Brighton Area School District acknowledges that chemical and alcohol abuse is a treatable disease that interferes with the individual's comprehensive well-being and functioning within the school family.

The school district recognizes the need for effective drug and alcohol education for its students. The district also recognizes the need for a disciplinary policy for those individuals who use and/or abuse drugs. Concern for the individual as well as for the health of the entire school community is addressed in this policy.

### **GUIDELINES:**

Any student found to exhibit evidence of having used, consumed or possessed: found to be in possession of: found to be under the influence of: found to sell illegal drugs, alcoholic beverages, or other mood-altering substances during regular school hours or at any school sponsored or school related activity; or found to exhibit evidence of having used, consumed or possessed illegal drugs, alcoholic beverages or other mood-altering substances immediately prior to attending school sponsored or school related activities will be disciplined as prescribed by Board Policy.

### **ADMINISTRATIVE ACTION:**

The rules and regulations of the State Board of Education regarding notices, hearings, etc., shall be complied with.

The principal will issue a ten-day, out-of-school suspension.

If the student conduct is of such severity as to endanger the health, safety, and welfare of other students, such as selling illegal drugs and/or alcoholic beverages, then the principal may recommend that an expulsion hearing be held.

The student will be suspended from all extra-curricular and athletic events pending progress made in counseling and reinstatement with the recommendation of the principal.

Notify the police within whose jurisdiction the incident occurs.

### **STUDENT REQUIREMENTS:**

Arrangements must be made to participate in counseling with a county referral agency, clergy, or other professional counseling service before returning to school. The principal must receive a letter or phone call from one of these services. The school counselors will offer their assistance and recommendations.

### **RE-ENTRY REQUIREMENTS:**

A re-entry conference will be held with a parent or guardian upon which time the student(s) will give assurances that such incidents will not be repeated.

Second offense violations will result in a recommendation by the principal for an expulsion hearing.

## **NEW BRIGHTON AREA SCHOOL DISTRICT BULLYING/CYBERBULLYING POLICY #249**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

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

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom.

The policy shall be posted in a prominent location within each school building and on the district web site, if available.

## **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

## **Consequences for Violations**

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials.



We will not bully others.

We will help students who are bullied.

We will include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **NEW BRIGHTON MIDDLE SCHOOL**

### **DISCIPLINE POLICY**

#### **EFFECTIVE DISCIPLINE CREATES A POSITIVE LEARNING ENVIRONMENT**

##### **STUDENT EXPECTATIONS**

- Show a general respect to others
- Report directly to homeroom upon entering the building
- Report to the office if tardy (8:15 AM)
  - Have your teacher sign the late slip
  - Return the late slip to the homeroom teacher at the end of the day
- Hallway behavior – Move directly from one class to the next
  - After-school detention is assigned if you do not have a pass
  - Yelling screaming, or swearing is not permitted
  - Stay to the right of the hallway/stairs
  - Pushing or shoving (horseplay) is not permitted
  - Stopping at the restroom is not permitted
  - Spitting is not permitted
  - Use appropriate stairwells to travel to class
- Lunch line
  - Stay on the right
  - Talk quietly
  - Follow cafeteria rules
- Afternoon homeroom
  - Students are to leave only when their bus is called
  - Walkers will be dismissed last
  - Students serving after-school detention should leave with all work when called
  - Students leaving homeroom early will be assigned an after-school detention
- Assembly behavior
  - Students will sit in their assigned sections
  - Students will be polite
- If students are caught copying homework, the teacher will destroy both copies of the work
- ALL SCHOOL AND CLASSROOM RULES APPLY WHEN A SUBSTITUTE TEACHER IS PRESENT

##### **PARENT EXPECTATIONS**

- Discuss the discipline code with your child
- Feel free to contact and communicate with your child's teachers
- Come to school when there is a discipline problem
- Review and stress the discipline code throughout the year
- Review Bullying, Disorderly Conduct, Drug/Alcohol Use, Student Hazing, Smoking and Tobacco Use, Terroristic Threats, and Weapons policies contained in Student Handbook

##### **TEACHER EXPECTATIONS**

- Keep the lines of communication open with parents
- Create a positive learning environment by adhering to and enforcing the discipline policy

## **PRINCIPAL EXPECTATIONS**

- Deal with discipline matters on an individual basis as necessary

PARENTS AND TEACHERS WORKING TOGETHER IS VITAL FOR YOUR CHILD'S SUCCESS

## **NEW BRIGHTON MIDDLE SCHOOL DISCIPLINE POLICY**

### **LEVEL I LUNCH DETENTION**

#### **BEHAVIORS:**

- Inappropriate hall behavior (Refer to student expectations)
- General classroom disruptions
- Not prepared for class
- Not following classroom teacher's posted rules
- Not following directions
- Chewing gum while in school

#### **POSTED RULES DURING LUNCH DETENTION:**

- No talking
- No hall pass
- Follow teacher directions

#### **CONSEQUENCES:**

- If the rules are broken or lunch detention is skipped, after-school detentions will be assigned

#### **ABUSE OF LUNCH DETENTION:**

- After 3 lunch detentions per 9 weeks, a notice will be sent to parents
- After 5 lunch detentions per 9 weeks, after-school detention

### **LEVEL II TEACHER DETENTION**

#### **BEHAVIORS:**

- General classroom disruptions
- Not prepared for class
- Not following classroom teacher's posted rules
- Not following directions
- Abuse of teachers' homework policies

#### **POSTED RULES DURING TEACHER DETENTION:**

- No talking
- No hall pass
- Follow teacher directions

#### CONSEQUENCES:

- If the rules are broken or teacher detention is skipped, after-school detentions will be assigned

#### ABUSE OF LUNCH DETENTION:

- Repeat offenses may result in a Saturday Detention being assigned by the building principal.

### **LEVEL III**

#### **AFTER-SCHOOL DETENTION**

#### BEHAVIORS:

- Swearing (minor incidents between students)
- Obscene gesturing (between students)
- Inappropriate cafeteria behavior
- Inappropriate display of affection
- Rude behavior toward another student
- Threatening other students (verbal, non-physical incidents)
- Tardy to class without a pass
- Absent from p.m. homeroom
- Leaving homeroom before dismissal
- Violation of the dress code
- Verbal confrontations no physical contact
- Possession of an open beverage in the hallways

#### POSTED RULES DURING AFTER SCHOOL DETENTION

- No talking
- Work on school work at all times
- Follow teacher directions

#### CONSEQUENCES:

- If the rules are broken in after-school detention, another night will be assigned
- If student persists in breaking the rules, Saturday Detention will be assigned
- Severe infractions, refer to principal
- If books and pencils are not brought, a blanket assignment will be given and an additional night will be assigned

#### ABUSE OF AFTER-SCHOOL DETENTION:

- After 4 detentions per 9 weeks, a notice will be sent to parent
- After 9 detentions per 9 weeks, Saturday Detention will be assigned
- Three repeat offenses will result in conduct referral placed in student file

## **LEVEL IV**

### **SATURDAY DETENTION**

#### **BEHAVIORS:**

- Fighting (minor push-shove incidents)
- Insubordination (refusal to obey a directive from school personnel)
- Throwing food or food fights
- Non-destructive vandalism (defacing school property)
- Illegal or unexcused absences, including truancy, persistent tardiness, or class cutting
- Skipping 2 detentions
- Student harassment
- Violation of Electronics Device Policy

#### **POSTED RULES DURING SATURDAY DETENTION:**

- No talking
- Work on school work at all times
- Follow teacher directions

#### **CONSEQUENCES:**

- Any disruptive behavior will result in a telephone call to the police
- Parent-principal conference will take place

#### **ABUSE OF SATURDAY DETENTION:**

- Student will be placed on probation if he/she receives a subsequent discipline referral prior to serving the Saturday detention and until the completion of Saturday detention
- Any discipline referral during the probation period will result in an out-of-school suspension
- Skipping Saturday Detention will result in two Saturday Detentions assigned. If reassigned detentions are skipped, student will face possible suspension.

## **SATURDAY DETENTION PROGRAM GUIDELINES**

**LOCATION:** New Brighton Middle School

### **GUIDELINES**

1. Students in grades six through twelve may be assigned to Saturday Detention.
2. Only the Principal or the Assistant Principal may assign a student to Saturday Detention. A letter and/or phone call shall be used to notify parent/guardian(s) of the student's Saturday detention.
3. Detention will be held on Saturday from 8:00 a.m. to 11:00 a.m. Students are to report by 7:45 a.m. Students arriving after that time will not be admitted and considered a violation of the guidelines.



4. If after the Saturday detention assignment, a student receives a discipline referral, he/she will be placed on probation from the time of the assignment until the completion of Saturday detention(s). Any discipline referral during the probation period will result in an Out-of-School Suspension
5. Transportation will be the responsibility of the parent/guardian(s).
6. Students are required to bring books and study materials for the three-hour detention period. Any student arriving **without** books/materials will not be admitted and this will be considered a violation of the guidelines.
7. Eating, drinking, sleeping, talking, or use of any electronic devices in detention is not permitted.
8. The monitor will schedule a restroom break during the session.
9. If a student fails to serve detention on the assigned date, the following process will be implemented:

**First Offense:** Saturday detention rescheduled and student assigned an additional Saturday Detention.

**Second Offense:** One (1) day Out of School Suspension and remaining detentions are to be served.

**Third Offense & thereafter:** Three (3) days Out of School Suspension and remaining detentions are to be served.

## **LEVEL V**

### **OUT-OF-SCHOOL SUSPENSION**

#### **BEHAVIORS:**

- Threatening school personnel
- Harassment, disrespect, or vulgarity directed at school personnel  
(inappropriate or obscene comments or gestures)
- Vandalism, destroying or permanently defacing School District property-School District will seek restitution for damages
- Stealing
- Fighting (wrestling or punching) and assaults- Disorderly conduct charges may be filed
- Skipping Saturday Detention
- Violation of District's Weapon's Policy
- Violation of District's Terroristic Threat's Policy

#### **CONSEQUENCES:**

- Student with three out-of-school suspensions will have their name submitted to the district's Suspension/Expulsion Committee to face possible expulsion
- Student may be placed on school restriction after a suspension is served.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

YOUR CHILD'S SCHOOL RECEIVES FEDERAL FUNDING AND IS INCLUDED UNDER THE "EVERY STUDENT SUCCEEDS ACT" (ESSA).

Every Student Succeeds Act requires:

- Increased accountability for states and school districts
- Greater choice for parents, especially those in performing schools
- Greater flexibility for state and local education agencies in the use of federal funding

Under ESSA, parents have a right to request the professional qualifications of their children's teacher(s) or paraprofessional(s). This document is to inform you of your right to ask for the following information:

- Whether PA has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency or other provisional status which PA licensing criteria has been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your teacher or paraprofessional, please contact the central office.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

## **HEALTH POLICIES AND SERVICES**

### **ILLNESS AND EMERGENCIES**

If your child is ill, keep him/her home. It is not the role of the school nurse to diagnose or treat illness or injury. If there is an injury or an illness serious enough that the child must go home, the health form will be utilized to contract a parent/guardian/emergency contact.

The health information form distributed each year to the student is designed to provide the school with emergency information concerning your child. Please keep this information current by notifying the school when changes occur.

### **HEALTH OFFICE PROCEDURE**

Students are to sign in and out of the health office. When a student becomes ill, they must request a pass from their teacher to report to the health office. If the nurse is not available the student should report to the main office. Parents will be notified if a student visits the health office as deemed appropriate by the school nurse.

All accidents or illness should be reported immediately by students and staff. Under no circumstances are ill or injured students to spend time in the restrooms. Students are not permitted to call home sick without permission of the nurse.

## **PENNSYLVANIA HEALTH MANDATES**

Pennsylvania state health law mandates an audiological screening for kindergarten, 1st, 2nd, 3rd, 7th and 11th grades; a dental examination in kindergarten 3rd and 7th grades; and a physical in kindergarten, 6th and 11th grades. Annual heights/weights and vision screenings are recorded for each student.

Any student who has not submitted physician documentation of private exams by the start of the school year will automatically be scheduled for screening by the school physician/dentist unless a written plan of care is received by the health office.

Pennsylvania requires that all students be vaccinated to attend school. Students are given a 5 day grace period at the start of the school year to submit either a current vaccination record, waiver, or physician signed plan of care. Failure to do so will result in exclusion.

### **Upon Entry**

4 polio immunizations (with one dose given after the fourth birthday)

4 DPT immunizations (with one dose given after the fourth birthday)

2 MMR

2 Varicella

3 Hepatitis B

### **Grade Specific**

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) prior to the first day of 7th grade

1 dose of meningococcal conjugate vaccine (MCV) prior to the first day of 7th grade

1 dose of meningococcal conjugate vaccine (MCV) after the 16th birthday and prior to the first day of 12th grade

## **MEDICATION/DISTRIBUTION GUIDELINES**

IDEALLY, ALL MEDICATIONS ARE TO BE GIVEN AT HOME. The school does not provide any medication. Once-a-day, two- times-a-day, and three-times-a-day medication will not be given in school. Q.I.D. (Four-times-a-day), lunchtime, and PRN (as needed) medication will be dispensed only once a day according to the building schedule. Administration times may be modified in the case of fieldtrips and building events.

No student is permitted to self-medicate at any time. Students found in violation of this regulation will be subject to the New Brighton School District policy for controlled substances. No medication of any sort is permitted to be carried by any student at any time. The only exceptions are insulin, inhalers, and epipens when a student has physician documentation and approval of both the school nurse and parent.

For any medication to be distributed at school, the parents must provide the Authorization for Distributing Medication During School Hours form signed by both the parent and physician for each school year. Parent/Guardian(s) are to send a single daily dose of medication in the original prescription container labeled with: (1) name of child, (2) name of medication, (3) dosage, and (4) name of physician and date.

Students are required to take medication in the presence of the school nurse. The school district will not assume responsibility for stored medication. The New Brighton Area School District and its agents/employees will incur no liability whatsoever for any allergic reaction, side effects, or drug interactions which may result from the administration of medication which has been requested by the parent/physician.

In the case of chronic and emergency medication treatment, the parent/guardian(s) are responsible for providing necessary medication and instruction from their physician to carry out emergency medical

treatment. Such medication will only be administered in life-threatening situations. The parents will be notified and requested to transport their child to an acute care facility.

### **CHRONIC HEALTH CONDITIONS**

The health information form is not a substitution for physician documentation. If your child has a chronic illness please contact the health office. If a student requires supervision of conditions such as asthma or allergies, additional documentation must be submitted. If additional documentation is not submitted the school will assume that the student and family are managing the student's condition without school support.

Additional documentation may include Allergy Questionnaire, Medical Plan of Care School for Food Service, or Medication Administration form.

### **TRANSPORTATION OF SICK STUDENTS**

Parent/Guardian(s) or their designee is responsible of transporting students. Students must be signed out by parent/guardian or designee when being sent home sick.

In the occurrence of an emergency which would necessitate immediate medical attention and the student's parent/guardian are unobtainable, the decision to call an ambulance will be that of the school nurse and/or building principal. Payment of such emergency medical services will be the responsibility of the student's parent/guardian.

### **POTASSIUM IODIDE TABLETS**

The Commonwealth of Pennsylvania has made potassium iodide pills (KI) available to people who live, work, or attend school within a ten-mile radius of a nuclear facility. KI is approved by the U.S. Food and Drug Administration. Taken at the time of, or within the first few hours following a radiological release, KI will protect the thyroid gland from disease or cancer. KI tablets will be available at school should a recommendation to take KI occur while school is in session. Distribution through the school system is being given high priority for the reason that children are much more sensitive to the ill effects of radioactive iodide than are adults. KI should NOT be taken by anyone who is allergic to iodine. If you have any questions or need more information regarding the school's participation in the program or the consent form, please call the school nurse.

### **NALOXONE**

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and can reverse respiratory depression that could otherwise lead to death. Symptoms of an opioid overdose may include severe physical illness, coma, mania, or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher. The law protects anyone reporting an overdose and /or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law.

The District now has Naloxone stocked in each Health Office for use in the event of an emergency. If you have any additional questions please contact the school nurse. Refer to District Policy #823 for further information.

## **NEW BRIGHTON AREA SCHOOL DISTRICT PEST MANAGEMENT POLICY #716**

The New Brighton 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 Safety Committee members, which includes building maintenance staff, administrators, support staff, 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 technique can include increased sanitation, modifying storage practices, sealing entry points, physically removing pest, etc.

On occasion it may be necessary to use chemicals to manage a pest problem. Chemicals will be only used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the areas being treated. Notices will be posted in these areas (72) hours prior to application and for (48) hours 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 contact the Director of Facilities at Ext. 410. Each year the District will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem notice will be provided by telephone to any parent or guardian who has requested such notification in writing. 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.

## **NEW BRIGHTON AREA SCHOOL DISTRICT STUDENT HAZING POLICY #247**

New Brighton Area School district strives to maintain a safe, positive environment for students and staff, and therefore prohibits hazing activities of any type.

### **DEFINITIONS**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization
- 3.

### **COMPLAINT PROCEDURE**

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated.

## **INTERIM MEASURES**

Upon receipt of a complaint of hazing, the administration will determine if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

## **CONSEQUENCES FOR VIOLATIONS**

### **Students**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

### **Nonstudent Violators/Organizational Hazing**

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

### **Criminal Prosecution**

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

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

### **Notice to Parents**

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

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

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

### **Evaluation Process**

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

### **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation



process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

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

### **Confidentiality of Information**

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

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

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the school entity listed below. For preschool children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these entities are as follows:

#### **Intermediate Unit**

Beaver Valley Intermediate Unit  
147 Poplar Avenue Monaca, PA 15061  
(724)774-7800

#### **New Brighton Area School District**

3225 43rd Street  
New Brighton, PA 15066 724-843-1795

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

## Bell Schedules

6 <sup>th</sup> Grade Bell Schedules					
AM Blocks			PM Blocks		
AM HR	8:15 – 8:21		AM HR	8:15 – 8:21	
Block A	8:24 – 9:27		Period 1	8:24 – 9:05	
Block B	9:30 – 10:33		Period 2	9:08 – 9:49	
Lunch	10:33 – 11:06		Period 3	9:52 – 10:33	
Period 5	11:09 – 11:50		Lunch	10:36 – 11:06	
Period 6	11:53 – 12:34		Period 5	11:09 – 11:50	
Period 7	12:37 – 1:18		Block C	11:53 – 12:56	
Period 8	1:21 – 2:02		Block D	12:59 – 2:02	
Period 9	2:05 – 2:46		Period 9	2:05 – 2:46	
PM HR	2:46 – 3:00		PM HR	2:46 – 3:00	
7 <sup>th</sup> Grade Bell Schedules					
AM Blocks			PM Blocks		
AM HR	8:15 – 8:21		AM HR	8:15 – 8:21	
Block A	8:24 – 9:27		Period 1	8:24 – 9:05	
Block B	9:30 – 10:33		Period 2	9:08 – 9:49	
Period 4	10:36 – 11:17		Period 3	9:52 – 10:33	
Lunch	11:20 – 11:50		Block C	10:36 – 11:17	
Period 6	11:53 – 12:34		Lunch	11:20 – 11:50	
Period 7	12:37 – 1:18		Block C	11:53 – 12:13	
Period 8	1:21 – 2:02		Block D	12:16 – 1:18	
Period 9	2:05 – 2:46		Period 8	1:21 – 2:02	
PM HR	2:46 – 3:00		Period 9	2:05 – 2:46	
			PM HR	2:46 – 3:00	
8 <sup>th</sup> Grade Bell Schedules					
AM Blocks			PM Blocks		
AM HR	8:15 – 8:21		AM HR	8:15 – 8:21	
Block A	8:24 – 9:27		Period 1	8:24 – 9:05	
Block B	9:30 – 10:33		Period 2	9:08 – 9:49	
Period 4	10:36 – 11:17		Period 3	9:52 – 10:33	
Period 5	11:20 – 12:01		Period 4	10:36 – 11:17	
Lunch	12:01 – 12:34		Block C	11:20 – 12:01	
Period 7	12:37 – 1:18		Lunch	12:04 – 12:34	
Period 8	1:21 – 2:02		Block C	12:37 – 12:57	
Period 9	2:05 – 2:46		Block D	1:00 – 2:02	
PM HR	2:46 – 3:00		Period 9	2:05 – 2:46	
			PM HR	2:46 – 3:00	

## COVID19 Specific Health Policies and Procedures

In light of the recent coronavirus pandemic, the following information is important to review.

To help keep the students and staff of New Brighton safe and healthy, parents/guardians are expected to complete the Daily Health Checklist (below) every day prior to sending their child to school. **Sick students should not be sent to school.**

Students exhibiting symptoms may return to school when they have been cleared by their doctor OR they have met the current guidelines set forth by the PA Department of Health or CDC. As these guidelines change in response to our understanding of COVID19, the most recent criteria for home isolation and return to school will be available on the school website.

Students who are found to be sick at school may need to wear a facial covering. Siblings of sick students may be dismissed from school as well.

**It is essential that families establish a plan to pick up students during the school day in the event that the student becomes sick. Sick students cannot remain at school.**

To avoid potential exposure to other sick students, the health offices will be utilized for emergencies, severe illness, and specific nursing services only. Services that can be provided in the classroom will be provided in the classroom.

We ask that parents anticipate and be understanding of changing policies as they adapt with new information and guidance. We understand that this pandemic has placed undue hardships on students and families. We appreciate your assistance in meeting these expectations so that our school can continue to remain open during this pandemic. Please visit the school website or contact the school nurse for the most current health guidance.

### Daily Health Checklist

1. Has my child or members of our household been in contact with anyone who has symptoms and/or has tested positive for COVID-19? Y/N
2. Has my child had any **ONE** of the following in the last 24 hours?: Y/N
  - a. Fever (100.4 or higher)
  - b. Cough
  - c. Shortness of breath
  - d. Difficulty breathing
3. Has my child had any **TWO** of the following in the last 24 hours? Y/N
  - a. Sore throat
  - b. Runny nose/congestion
  - c. Chills
  - d. New lack of smell or taste
  - e. Muscle pain
  - f. Nausea or Vomiting
  - g. Headache
  - h. Diarrhea

**If you answered yes to any of the above, please keep your child home and contact the school nurse.**

## **Additional Information on ELECTRONIC DEVICES**

### **ELECTRONIC DEVICES**

The district recognizes that the unauthorized use of personal communication devices by New Brighton Area students can be a source of disruption. The district's personal communication device policy is in effect to establish an educational climate conducive to student learning. School staff may permit the use of these devices in designation areas under their supervision.

Any student using a device irresponsibly or without proper authorization will face appropriate consequences. District personnel will confiscate these devices and discipline will follow accordingly. Continued violation of the school policy may result in progressive disciplinary action in accordance with the district discipline policy.

*Policy # 237*

### **CHROMEBOOK & IPAD AGREEMENT**

#### **Parent Requirements**

The New Brighton Area School District has issued your child a Chromebook or iPad to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper operation of your child's Chromebook or iPad. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures,

- I understand that I must supervise my child's use of the computer at home.
- I understand the importance of discussing family/school's expectations regarding the use of the internet at home and will supervise my child's use of the internet.
- I understand that I should not attempt to clean or repair the Chromebook or iPad. I will make sure my child charges the Chromebook or iPad when brought home.
- I understand that if my child comes to school without his/her computer, he/she will be responsible for completing all course work.
- I understand that I must sign and return the New Brighton Area School District handbook which contains technology information and that I must review the Acceptable Use Policy #815 before my child can access the Internet at school or at home using the Chromebook or iPad.
- I understand that my child will return the Chromebook or iPad to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the Chromebook or iPad at home or school will be subject to disciplinary action.
- I understand that the Chromebook or iPad is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.
- I have read the New Brighton Area School District Chromebook or iPad Policy and agree to the terms. My signature on the handbook card indicates my acceptance of the terms.

## **Student Requirements**

Your Chromebook or iPad is an important learning tool and is for educational purposes. If you are asked to take your C Chromebook or iPad home, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures.

- I will follow the policies outlined in the Chromebook or iPad Policy and the Acceptable Use Policy while at school and outside of school.
- I will treat my Chromebook or iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my Chromebook or iPad is subject to inspection at any time without notice and remains the property of the New Brighton Area School District.
- I will not loan my Chromebook or iPad to my friends. It will stay in my possession at all times. I will not remove any installed apps or files from my device.
- I will sign and follow the New Brighton Area School District's Acceptable Use Policy #815.
- I will not attempt to repair or clean my Chromebook or iPad screen with any liquid, only a soft dry cloth.
- If I take it home I will charge my Chromebook or iPad each night.
- If I take it home I will bring my Chromebook or iPad to school the following day.
- I will not deface the Chromebook or iPad in any way, such as but not limited to, stickers, markings, etc.
- I understand that my Chromebook or iPad is subject to inspection at any time, and without notice, and at all times remains the property of the New Brighton Area School District.

## **Virtual Learning Expectations and Guidelines for Student Code of Conduct**

As the District embraces a 1:1 technology environment our classroom environment will be at least partially virtual. We expect that all students, families, and staff will exhibit appropriate behavior while utilizing our various technology resources. We remind families to review our Acceptable Use Policy, found in our handbooks and on our website. Additionally, all students and families are agreeing to abide by the following rules:

### **ACADEMIC INTEGRITY AND QUALITY OF WORK:**

Learners in a virtual classroom or who are participating in video chats, live streaming, video class groups, or similar online video based educational opportunities will be expected to turn in their own work. The teachers have a number of technologies to check that student work is unique and their own.

With that in mind, students and families agree that:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no educational reason to access.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

### **DIGITAL CITIZENSHIP AND APPROPRIATE USE OF TECHNOLOGY:**

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated.

Students and families agree that:

- Students and families must respect the privacy of others online, and on all devices accessed or used.
- The sites and tools approved by the New Brighton Area School District will not request private information from students or families. At no time should private information be given to programs of outside access. If you are ever unsure, stop and ask a teacher for assistance.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through online content or while participating in videos, livestreaming, or chats of lesson.
- No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes teachers or any other students or staff.
- No comment, whether written or spoken, should be made unless you are completely comfortable with your Principal and/or Family seeing or knowing about it. This includes any profile pictures.
- As a virtual learner, your communication with your teacher will be slightly different than in a traditional setting. As such, the student's school email account must be checked on every date of virtual instruction, and responses should be sent to instructor questions or comments in a timely manner.
- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this virtual learner code of conduct, please notify your teacher immediately.

### **ADDITIONAL DISCIPLINARY INFORMATION:**

In any classroom, there is always the potential for actions that detract from the learning experience. Adding in the virtual component to our traditional classroom will cause some differences in expectations.

We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Students are subject to all local, state, and federal laws governing the internet. As such, district administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access

**NEW BRIGHTON AREA SCHOOL DISTRICT**  
**TITLE IA COMPLAINT RESOLUTION PROCEDURES**  
**2022-2023**

**Introduction**

On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive Federal Title IA funding adopt written procedures for resolving complaints filed.

**Definition**

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that a school has violated a requirement of Federal statute or regulation that applies to Title IA.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with a school regarding the complaint.

**Complaint Resolution Procedures**

1. **Referral** – Complaints against schools should be referred to the District’s Federal Programs Office:

**Dr. Joseph A. Guarino, Superintendent**  
**3225 43<sup>rd</sup> Street**  
**New Brighton, PA 15066**

- 2) **Notice to School** – The Federal Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

- 3) **Investigation** – After receiving the Principal’s response, the Federal Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal Programs Director and the Superintendent may do an onsite investigation at the school.

- 4) **Opportunity to Present Evidence** – The Federal Programs Director may provide for the complainant and the Principal to present evidence.

- 5) **Report and Recommended Resolution** – Once the Federal Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

- 6) **Follow up** – The Federal Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

- 7) **Time Limit** – The period between the Federal Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

- 8) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Ms. Susan McCrone, Chief**  
**Division of Federal Programs**  
**Pennsylvania Department of Education**  
**333 Market Street, 7th Floor**  
**Harrisburg, PA 17126-0333**



## Parent Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 25, 2022

Dear Parent(s)/Legal Guardian(s):

Your child attends the New Brighton Area Middle School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At the New Brighton Area Middle School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me, at the New Brighton Area Middle School at 724-846-8100 or email me at [junderwood@nbasd.org](mailto:junderwood@nbasd.org).

Sincerely,  
Dr. Julian Underwood  
Middle School Principal

# Be a HERO

School-wide Expectations	Hallways	Cafeteria	Restroom
<b><i>Be Kind</i></b>	Consider the feelings of others Greet others Use kind words Hold doors for others	Use manners Help others Include others who are left out	Report any concerns Flush the toilet Patiently wait your turn
<b><i>Be Respectful</i></b>	Follow directions of staff Allow others to pass Respect items or displays	Follow directions of cafeteria staff Respect the personal space of others Use an inside voice	Walk in and out quietly Respect the privacy of others
<b><i>Be Responsible</i></b>	Keep hallways clean Keep your belongings in your locker	Place trash in cans, wipe down tables Keep cafeteria clean	Use toilets, sinks, and hand dryers correctly Return promptly from the restroom Report any graffiti or vandalism Keep garbage in trash cans
<b><i>Be Safe</i></b>	Keep hands and feet to yourself Walk quietly Move directly from one class to the next Stay to the right side of the hallway and stairwell	Keep hands and feet to yourself Raise your hand for permission to get out of your seat	Keep hands and feet to yourself Wash your hands

## Staff Voicemail Extensions

Mr. Alexander	222
Ms. Alicandro	247
Mr. Aley	274
Mrs. Anderson	226
Ms. Antoline	272
Mrs. Ardinger	240
Mrs. Braymer	284
Mrs. Burnette	229
Mrs. Carlini	243
Ms. Clingensmith	220
Mrs. Coulter	218
Mrs. D'Addio – Health Office	252
Mr. Davis	230
Mrs. Estright	221
Mr. Frankenstein	210
Mrs. Gallagher - Health office	252
Ms. Giannetti	235
Mr. Greco – Dean of Students	266
Mrs. Hamilton	285
Ms. Healey / Library	239
Life Skills0694	238
Mr. Martella	231
Mr. McCowin	237
Mrs. Nicholson	200
Mrs. Pepper	250
Mr. Phelps	224
Mr. Planitzer	234
Mr. Remley	286
Mr. Schwartz	248
Mrs. Shaffer	213
Mrs. Snair	214
Mrs. Tomczak	267
Dr. Underwood	202
Mrs. Walton	201
Mr. Wagner	227
Mr. Wolfgong	251

# NEW BRIGHTON AREA SCHOOL DISTRICT

Board approved 02/28/2022

August (5-5)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25*	26	27
28	29	30	31			

September (21-26)						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October (21-47)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November (18-65)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December (16-81)						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January (20-101)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February (20-121)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March (21-142)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April (15-157)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May (22-179)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



June (1-180)						
S	M	T	W	R	F	S
				1*	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	




## Grading Periods

Progress Reports	End of Nine-Weeks
September 27	October 27
December 5	January 13
February 16	March 22
May 1	June 1

## Open House

September 20	Grades K-2
September 22	Grades 3-5
September 27	Middle School
September 28	High School

	In-Service Day (No School for Students)
	Act 80 Days (No School for Students)

	Holiday Break (No School)
	Early Dismissal
	Snow Make-Up Day

## IMPORTANT DATES

<b>August 22-23</b>	Teacher In-Service Day #1-2	<b>January 16</b>	Teacher In-Service Day #4
<b>August 24</b>	Teacher In-Service #3 (Floating 8/15-19 or 24)	<b>February 20</b>	Act 80 Day (No School for Students)
<b>August 25</b>	<b>First Day of School for Students</b>	<b>March 3</b>	Snow Make-up Day #1
<b>September 5</b>	Labor Day (No School)	<b>March 17</b>	Snow Make-up Day #2
<b>October 10</b>	Act 80 Day (No School for Students)	<b>April 5-6</b>	Snow Make-up Day #3-4
<b>November 11</b>	Veterans Day (No School)	<b>April 7-10</b>	Spring Break (No School)
<b>November 23</b>	Early Dismissal (3 hours early)	<b>April 28</b>	Snow Make-up Day #5 (Prom)
<b>November 24-28</b>	Thanksgiving Vacation (No School)	<b>May 29</b>	Memorial Day (No School)
<b>December 22</b>	Early Dismissal (3 hours early)	<b>June 1</b>	<b>Last Day of School for Students &amp; Graduation</b>
<b>December 23-January 2</b>	Winter Vacation (No School)	<b>June 2</b>	Teacher In-Service Day #5

## PSSA ASSESSMENT DATES

English Language Arts	April 24 - April 28	Grades 3-8
Mathematics	May 1 - May 12	Grades 3-8
Science	May 1 - May 12	Grades 4 and 8

## KEYSTONE EXAM TESTING WINDOWS

Algebra I, Biology, Literature	Winter: December 5-16 & January 4-18	Spring: May 15-26
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2022-2023

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### **VACATION APPROVAL FORM**

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Vacation: \_\_\_\_\_ Grade: \_\_\_\_\_  
Description of Trip: \_\_\_\_\_  
Reason for scheduling trip at this time: \_\_\_\_\_

My child will be accompanied for the duration of this vacation by either his/her parent(s), guardian(s), or grandparent(s). I, the undersigned, assume the responsibility that my child will make up all work that he/she will miss during his/her absence.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ APPROVED      Comments: \_\_\_\_\_  
☐ DENIED      Comments: \_\_\_\_\_

### **VACATION APPROVAL FORM**

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Vacation: \_\_\_\_\_ Grade: \_\_\_\_\_  
Description of Trip: \_\_\_\_\_  
Reason for scheduling trip at this time: \_\_\_\_\_

My child will be accompanied for the duration of this vacation by either his/her parent(s), guardian(s), or grandparent(s). I, the undersigned, assume the responsibility that my child will make up all work that he/she will miss during his/her absence.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ APPROVED      Comments: \_\_\_\_\_  
☐ DENIED      Comments: \_\_\_\_\_