

# **SOUTH MIDDLETON SECONDARY STUDENT HANDBOOK**



**2020-2021**

**South Middleton School District  
Boiling Springs, Pennsylvania 17007**

# **South Middleton School District Vision Statement**

South Middleton School District: Where we respect the past, engage the present, and impact the future.

# **South Middleton School District Mission Statement**

The Mission of the South Middleton School District is to provide a challenging education in a safe, supportive environment that empowers all students to become lifelong learners and productive, respectful citizens of our diverse and changing world.

## **BOARD OF SCHOOL DIRECTORS**

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**SOUTH MIDDLETON SCHOOL DISTRICT**  
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**(717) 258-6484**

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Mrs. Mel Shaver-Durham, Director of Curriculum, Instruction, Assessment & Federal Programs  
Mrs. Beth Scott, Administrative Assistant  
Mrs. Nicole Weber, Director of Business and Operations  
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Mr. Nick Malone, Director of Food Services, Chartwells

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Mrs. Diane Clugh, Administrative Assistant

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Mr. Mark Correll, Assistant Principal  
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Mrs. Stephanie Jaymes, Administrative Assistant  
Mrs. Barb Trostle, Administrative Assistant/Attendance Secretary  
Mrs. Crystal Kuhn, Administrative Assistant/Athletic Secretary



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## **Using Your Student/Parent Handbook**

The content of this handbook outlines those policies of the South Middleton School District which are most important to the parents, students, faculty, and staff. In addition, it includes the rules, regulations, and procedures which stem from those policies. Please be aware that it does not include all policies of the South Middleton School District. If you have questions about the details of specific policies in this handbook or questions about additional policies, please contact the building principal.

### **Foreword**

In order to maintain an orderly, safe, scholastic, and productive learning environment, it is critical that parents/guardians, teachers, staff, and administrators understand their rights and responsibilities. It is equally important that all involved with the educational process understand the consequences that occur when individuals do not exercise their rights, when individuals invade the rights of others, or when individuals do not assume responsibility for themselves or the school community.

The following Student Handbook and the rights, rules, regulations, and procedures it contains was developed by students, parents/guardians, teachers, staff, and administrators to promote an orderly, safe, scholastic, and productive learning environment while stressing student self-discipline through an understanding of their rights and responsibilities. They are based on the following principles:

1. Discipline is an educational process in which the learner is directed to the goal of self-discipline.
2. Disciplinary principles should be in harmony with the principles of a democratic society, i.e., equal justice for all, respect for the rights and responsibilities of the individual and humanitarian treatment for all.
3. Disciplinary principles should stress the rights and responsibilities of individuals.
4. Disciplinary principles should be in harmony with both district and state goals of education.
5. Disciplinary principles should be primarily preventative, secondarily corrective, and never retributive.

The following rules and regulations have been written based on these philosophies. They are designed to assist students in understanding what is expected of them during their education at Boiling Springs High School/Yellow Breeches Middle School so that together we can work to secure each student the best education possible.

### **Annual Notice to Parents**

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

## **Family Educational Rights and Privacy Act Notice**

A federal law called the Family Educational Rights and Privacy Act (“FERPA”) gives parents of minor students and students who are eighteen years of age and older (“eligible students”) certain rights regarding the student’s education records. Parents or eligible students have the following rights under FERPA:

1. The right to inspect and review the student’s education records;
2. The right to seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent;
4. The right to refuse to allow the disclosure of certain “directory information” such as the student’s name, address, telephone listing, e-mail address, photographs, date and place of birth, major fields of study, dates of attendance, grade level, participation in school activities and sports, height and weight of members of certain athletic teams, degrees, honors and awards received and most recent previous educational agency or institution attended by student.
5. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA.

Parents or eligible students interested in inspecting and reviewing the student’s education records should submit a written request to the school principal that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents or eligible students may ask South Middleton School District to amend a record that they believe is inaccurate or misleading by submitting a written request to the school principal clearly identifying the part of the record they want to be amended and specify how the record is inaccurate or misleading. The District will either amend the record as requested or notify the parents or eligible student of its decision not to amend the record. A parent or eligible student may appeal the District’s decision not to amend the record and is entitled to a hearing regarding their request.

Parents and eligible students may file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with FERPA requirements by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605

If a parent requests copies of education records from the SMSD, the District may charge a reasonable cost which is not to exceed the actual expense of making the copies requested. Any copies of records made for the parent or eligible student shall cost \$.25 per copy sheet, payable when the records are copied.

## **Equal Rights and Opportunities Policy**

The South Middleton School District does not discriminate on the basis of sex, disability, religion, race, color, age, and national origin in its educational programs and activities or employment as required by title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955 as amended, and the Americans with Disabilities Act, 1990. This policy of nondiscrimination extends to other legally protected classes. Inquiries should be directed to the Superintendent, Dr. Matthew Strine, South Middleton School District, Suite 100, 4 Academy Street, Boiling Springs, PA 17007.

### **Visitors**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19." Visitors in the buildings will be by appointment only and will be on a limited basis.*

We welcome and encourage visits by parents, other adult residents of the community, and interested educators. To ensure order in the schools, it is necessary to establish guidelines governing school visits. The superintendent or building principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following procedure:

1. All visitors shall be required to check in the school office using School Gate Guardian. Visitors will need a valid, state issued ID to check in using this system. Visitors must wear the badge that is generated by the School Gate Guardian system for the duration of their visit.
2. Persons wishing to visit a school are required to make arrangements in advance with the school office in that building.
3. Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting.
4. No visitors shall be permitted during the school day for social purposes.
5. Visitors may come during the lunch period; however, they are not permitted to go out with the students to recess.

If you are planning to bring in food for your child, please follow our district wellness guidelines when selecting that food. In addition, any food brought into our cafeteria may only be shared with your child.

### **Volunteers**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19." No volunteers will be allowed into the building.*

Students benefit greatly from the support of parents and community members who serve as classroom assistants, clerical assistants, chaperones for field trips, and coordinators for classroom parties and other special activities. To ensure the safety of our students and in compliance with Pennsylvania law, South Middleton School District

follows very explicit procedures for allowing volunteers to interact with its students. A volunteer manual is available on the district website for any parents or community members who wish to volunteer. In this manual you will find information regarding the new legislation as well as what will be expected of any adult who would like to serve as a volunteer for our school

**Annually** - All volunteers **MUST**: Fill out the Volunteer Information and Disclosure Statement Form found in the Volunteer Manual. These forms are included in the Volunteer manual and should be submitted to the office of your child's school.

**Every 5 Years – All Independent Volunteer/Coach/Sponsor MUST:**

- Complete Act 34 PA State Police Clearance. (<https://epatch.state.pa.us/Home.jsp>)
- Complete Act 151 Child Abuse History Clearance (<https://www.compass.state.pa.us/cwis/public/home>)
- Complete the Act 114 FBI Clearance, if you have not lived in the state of Pennsylvania for the last ten consecutive years (<https://uenroll.identogo.com>) Use CODE: 1KG6XN

**\*\*\* Clearances must be renewed every five years (5). If your clearances were obtained more than five years ago, you will need to get these updated prior to volunteering for the current School Year.**

**One time** - Optional except for Volunteer COACHES. Complete the Mandatory Reporter Training. (<https://www.reportabusepa.pitt.edu>) The new legislation states that anyone serving in a volunteer capacity is now a Mandated Reporter. This training educates volunteers as to what exactly it means to be a mandated reporter and the process for reporting abuse.

**One time** – ALL volunteers must have a TB test completed and read with the W.G. Rice Elementary Nurse, your family physician or an urgent care clinic. A copy of the results must be provided to the District.

**TB Testing information:**

- South Middleton School District now provides Tuberculin (TB) testing for free for new employees and volunteers.
- Testing is available on Monday, Tuesday, Wednesday or Friday (NOT Thursdays) at W. G. Rice Elementary, 805 Holly Pike, Mt. Holly Springs, PA, in the Nurse's office between the hours of 9:00 AM and 3:00 PM.
- You must call ahead to schedule your TB test appointment with the school nurse by calling 711-258-6484, ext. 3413. Walk-ins will not be accepted.
- You must return the results to the district.
- 

**Questions regarding volunteering should be directed to our District Administration Building at (717) 258-6484.**



## **Attendance Policies**

Students can take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not yet attained the age of eighteen (18) years, nor graduated, shall be required to attend school regularly during the entire school year.

**Regular Attendance** - shall be defined as attending school for a full day on each day during which school is in session. Students are required to attend all sessions unless properly excused by school authorities.

**Excused Absences** - Students will be excused from regular attendance for the following reasons:

1. Illness - a doctor's note is required after the third consecutive day of absence from school due to illness.
2. Family emergencies.
3. Prearranged doctor and dentist appointments.
4. Bona fide religious holidays.
5. Authorized school activities.
6. Student educational trips - including family educational trips, college visitation for juniors and seniors, and military and career testing for seniors; all of which require prior administrative approval.

**Please Note:** Educational Field Trips will not be approved during the "open window" of PSSA/Keystone testing dates. These dates change from year to year; please look for these dates in school communication.

## **Unexcused Absences**

Students will be considered unexcused if they are absent for any reason other than the above including:

1. Absence from school with parent/guardian consent, for reasons other than those considered excusable as defined above.
2. Absence without an excuse submitted by parent/guardian within three (3) days after a student returns.
3. Leaving school premises during school hours without permission of the administration.
4. Absence after the tenth day without medical documentation.
5. Truancy - a student shall be considered truant when he/she is:
  - a. Absent from school without knowledge or permission of parent/guardian; or
  - b. Absent from school without knowledge or permission of school administrators.
  - c. Students will receive a zero (no credit) for each day for all work missed when truant.
  - d. After it is determined that a student was truant, a written notice of the violation will be sent.

## **Automated Attendance Calling Procedure**

When a student is absent / tardy from school, parents/guardians will be notified by an automated calling system. Parents/guardians will be notified between the hours of 10AM – 11AM. The automated calling system will notify all parents/guardians regardless of whether they have already contacted the school. Proper written documentation is still required upon return to school by the student.

## **Arrival/Departure Times and Absences**

Students who are entering or exiting school at times other than normal arrival and dismissal hours will be accounted for attendance using the following standards:

1. Students arriving to school prior to the end of 2nd period/block will be considered tardy to school. The only excused tardiness to school is a professional appointment. Those students who accumulate four (4) tardies per marking period will be assigned to detention.
2. Students arriving to school after the beginning of resource, but before the end of the resource period will be considered absent half day.
3. Students arriving to school after 11:27 AM will be considered absent a full day.
4. Students departing during the day with a valid reason and returning the same day will not be considered absent if away from school less than two (2) periods/blocks.
5. Students departing during the day with a valid reason and returning the same day will be considered absent half day if away from school for more than two (2) periods/blocks.
6. Students departing during the day with a valid reason and returning the same day will be considered absent a full day if away from school more than two (2) periods/blocks and the resource period.
7. Students who are absent for more than half a day with pre-approval by the administration may be allowed to participate in co-curricular or extra-curricular activities with proper documentation. (Example - Medical testing, college interviews mandated by the college or university, or military testing)
8. Students arriving to school after 11:27 AM will be considered absent a full day.

**Students who are recorded as absent for a full day of school will be prohibited from participating in co-curricular or extra-curricular activities on that day.**

## **Return from Absence Procedure**

Students returning from any absence such as illness, educational field trip, etc. will report to the attendance area in the office. In cases of medical appointments, verification from the medical professional is needed. An admission slip will be given to the absentee admitting him/her to all classes. A written note from a parent or guardian is required. Teachers will not admit returning absentees without the admission slip.

## Written Excuses

All students are required to present written documentation when absent, tardy, or leaving school early. The following information needs to be included when writing excuses for an absence, a tardy, or when leaving school early; student's name, grade, and homeroom, the date, the date of absence or tardy or early dismissal, the reason for absence or tardy or early dismissal, and the signature of a parent/guardian or doctor's signature if the student has accumulated ten absences.

## Releasing Students from School

Students shall be released from school only to their parent/guardian or to persons pre-authorized by the parent/guardian for the following reasons:

1. In case of illness, the parent/guardian or pre-authorized contact shall be called.
2. If any police or court official requests the dismissal of pupil during school hours, the parent/guardian shall be notified prior to release of the student.
3. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them when school is not in session. A written request from the pupil's parent/guardian must verify early dismissal by phone or by office visit. Students will not be released for early dismissals until parent contact has been made. Returning students must have written verification from the doctor's office.
4. Parents/Guardians must come into the office to sign-out students when they leave the building.
5. Students **shall not be dismissed** during school hours for non-school activities such as private music lessons, dancing lessons, driver's test without teacher, scouts, etc. No school or class may be dismissed before the regular hour for dismissal, except with the approval of the Superintendent of schools or designee. Parents should refrain from calling the school to have personal messages delivered, except in extreme situations.

## Administrative Action on Absences

School attendance is mandated by Pennsylvania's Compulsory Attendance Laws. Regular school attendance is critical for every student's success. The following standards will be applied by the administration in dealing with absences:

1. Disciplinary action will be taken on all truancies or if a student leaves school premises during school hours without permission of the administration.
2. Students will be allowed three (3) unexcused absences before a SAIP (Student Attendance Intervention Plan) meeting is scheduled. When a student has been absent three (3) days, and the absences are unlawful and unexcused, an official notice is sent to parents/guardians informing them that all additional unexcused absences will result in a SAIP meeting scheduled and a truancy plan developed. Fines with the district magistrate could be incurred.
3. A letter will be sent to parents/guardians of students who have been absent six (6) days without a medical note.
4. When a student accumulates ten (10) absences without a medical note, medical documentation will be required for each subsequent absence. If medical documentation is not received, the absence(s) will be unexcused. If the student is of compulsory attendance age and has received the three (3) day notification for unexcused absences, the student could be subject to fine.
5. Continued absences after parent/guardian notification by letter will result in a parent/guardian conference with school officials.

## **Extra-Curricular Activities**

Attendance and Extra-Curricular Activities—Students must be present at school by 10:00 AM to participate in co-curricular and extra-curricular activities, unless the absence is pre-approved by the administration. Students who are not present by 10:00 AM with pre-approval by the administration may be allowed to participate with proper documentation (example –medical note, military testing, and college visitation). Failure to report by 10:00 AM without pre-approval by the administration will result in a warning. The second offense will result in the student being ineligible to practice or participate in an exhibition or game for that day.

## **Athletics Sports Program**

The sports program offers a variety of seasonal sports to high school students, male and female. Fall sports include football, boys' and girls' soccer, girls' volleyball, field hockey, cross country, and cheerleading. Winter sports include basketball, wrestling, and swimming. Spring sports include baseball, softball, and track and field.

The sports program offers the following in the middle school: Fall sports include, boys' and girls' cross country, girls' field and cheerleading; Winter sports include boys' and girls' basketball, cheerleading and wrestling; Spring sports in boys' and girls' track and field, boys' and girls' soccer and girls volley ball.

Physicals and health insurance are required for student participation in athletics.

Fan Conduct at Athletic Events-The following rules on fan conduct have been established by the Pennsylvania Inter-scholastic Athletic Association (P.I.A.A.) and fall within the standards established by school district policy. All participants involved with athletics are expected to follow the rules listed below:

1. Banners and signs may not be carried, posted or displayed.
2. The following are prohibited and could result in being escorted from the event:
  - a. Abusive language, negative gestures, or taunting directed towards players, coaches, officials, or cheerleaders.
  - b. The throwing of any objects onto the playing surface
  - c. Unsportsmanlike and illegal actions by players or coaches.
  - d. Sirens, whistles, or artificial noise makers.
  - e. A student's face must be visible/recognizable. Masks or completely painted faces are not allowed.

Only cheerleaders are permitted on the sidelines or playing surface for the purpose of leading cheers or promoting school spirit. No fan or spectator is permitted on the sidelines or playing surface for any purpose. Only team members in uniform or warm-ups who are participating in the current contest are permitted on the floor, field, or playing area for warm-ups prior to the contest, during intermission, and after the contest unless authorized.

Inter-Scholastic Activity Eligibility-Participants in activities are ineligible from competition and practices when they are failing one or more subjects. This determination will be made at one (1)-week intervals (Fridays) using marking period grades. The student will be ineligible from Sunday through the following Saturday.

### **Educational Field Trips/College Visitation/Military or College Placement or Career Testing**

At least five (5) school days' notice is required. A student will be permitted to be absent a maximum of five (5) school days per school year for educational field trips, and juniors and seniors will be permitted to be absent a maximum of two (2) school days for college visitation, military or college placement, and career testing. All days beyond the allowed five (5) and two (2) will be deemed to be unexcused. Students or parents are required to obtain prior administrative approval by completing the proper forms. The proper forms may be obtained from the school office. It is the student's responsibility to fill out the form completely and return it to the teachers and building principal for approval. Make-up work shall be completed upon return from the absence unless prior arrangements were made with the teacher.

### **Make-up Work**

Students who are absent from a class for any excused reason must contact the teacher of that class upon their return to school to receive information for work and study assignments missed during that absence. The following standards will apply for late work:

1. If all work is made up within the required length of time, no penalty or reduction of grade will apply. If work is not made up in the required time, the number of points for that work will be deducted by the teacher.
2. The minimum required amount of time for make-up work is equal to the number of days absent. For example, if a student is absent two (2) days from a class, then the make-up time is also two (2) days. This rule does not apply to departments who assign research papers, reports, or projects, in which a predetermined date has been assigned.
3. Students who are absent on days of preannounced tests will be required to take a make-up test on the day of their return to school. For students who are absent immediately prior to a preannounced test day, make-up tests will be given at the discretion of the teacher.
4. Teachers should be given at least twenty-four (24) hours' notice for assignments to be sent home for students who are absent two (2) or more consecutive days.

### **Tardy to School**

Any student arriving late to school must report to the school office for a pass before going to class. If a student arrives late to school, he/she must have an excuse. The only excused tardiness to school is a professional appointment. Those students who accumulate more than three (3) tardies per marking period will be assigned detention. If a student is late to class during the day because he/she was detained in his/her previous class, the prior teacher should give him/her a pass. The office does not issue tardy slips when a student is late to class other than upon arrival to school. If a student

is tardy to class during the school day, he/she should report directly to his/her classroom and not to the school office. The teacher shall admit the student and issue the student a warning. Passes will not be issued to students between classes by the office. After the student is warned in each class, each additional tardy to that class will result in a detention. In the event a student has a habitual tardy problem over two marking periods, restrictions will be placed on locker access, hall passes, or loss of driving privileges.

### **Class Cut Policy**

A student who is determined to have cut (unexcused absence) a class or a non-academic class shall not be given credit for the class missed and shall be given a zero (0) for the missed work in addition to the consequences of a class cut. A written notification of each violation will be sent to the student's parent/guardian.

### **Compulsory Attendance Laws and Expulsion**

Students who are under the age of eighteen (18) years of age are still subject to the compulsory attendance law, even though expelled, and must attend school. The responsibility for placing the student in a school rests initially with the student's parent/guardian. However, if the student is unable to attend another public school and cannot afford to attend or is unable to be accepted at a private school, this district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable to the district, the district must act in accordance with the provisions of the appropriate juvenile laws to ensure that the child will receive the required opportunity for education.

### **Automated Notification System for School Information**

South Middleton School District is using an automated message notification system in the event of weather-related schedule changes and other emergencies. The news media and district website will continue to be used in addition to the automated system. In the event of school delays, cancellations, or early dismissals, the system can contact every parent within a half-hour time period. Each message is customized and will provide details specific to the event. Parents or guardians will be contacted only in the event of a situation immediately impacting their child that requires parental action. It is the parent's responsibility to keep phone numbers and email addresses current in Sapphire. Parents/guardians have the option to opt-out of this service at any time. Please note that ALL numbers provided will be contacted. Upon call pick-up, a pre-recorded voice message will play; upon pick-up by an answering machine, the message will be left on the machine. If the line is busy, the system will continue to redial for up to one hour. Questions on the automated system should be directed to the building principal. Parents/guardians should still check their local news stations for updates as well.

## **Cafeteria Meal Accounts and Point of Sale System**

South Middleton School District uses a computerized Point of Sale payment system for all school food items purchased in the district's cafeterias. Breakfast and lunch, as well as A La Carte items, are offered at all schools. Every student has his or her own personal account and PIN number. Parents/Guardians may set up access to student meal accounts via [www.schoolcafe.com](http://www.schoolcafe.com) to monitor balances, purchases, set account limits and make payments.

Students will not be permitted to purchase A La Carte items, ice cream, extra milk, or extra entrees if their meal account has a negative balance. Any cash brought in will be applied to the student's meal account, not to the purchase of extras. Funds must be available in the student's account in order to charge breakfast, lunch and A La Carte/extra items. Parents may restrict or eliminate the purchases by logging into the student's School Cafe account and selecting "Purchase Restrictions".

Parents/Guardians may also set restrictions by completing a Parental Meal Waiver Form (available through the district website under "food services"). The Parental Meal Waiver form must be submitted to Michelle Myers at the District Office. The daily amount of A La Carte purchases can be limited; however, the school has no way of blocking specific items. Low balance/Negative balance email notices will be generated via School Cafe and sent to parents/guardians on a regular basis. It is the parent/guardian's responsibility to monitor the account and ensure it does not fall to a negative balance. Michelle Myers can be reached at 717-258-6484, extension. 2300, if you have any questions about student meal accounts.

## **Emergency Contact Information Using Sapphire**

Keeping your student's emergency contact information up to date is very important. If there was an emergency involving your child, it is imperative that we can contact you quickly.

We are no longer using paper forms but are using Sapphire to house all student contact information. Parents must sign up for a community portal account through Sapphire in order to keep this information current. The community portal can be accessed at this site: <https://smsdsapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

If you have not already set up your parent portal and/or are having difficulty with the parent portal, please contact the school office for assistance.

## **Bullying and Cyberbullying**

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, via any form of intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are 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

Cyberbullying may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution in addition to disciplinary consequences under this policy. Where appropriate, the Board directs that instances of bullying or cyberbullying be referred to law enforcement. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, walking to/from school, 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.

### **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, but is not limited to: counseling within the school parental conference, loss of school privileges, transfer to another classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, or referral to law enforcement officials for investigation and possible criminal charges, including, but not limited to cyber harassment.

### **Sexual Harassment**

Sexual harassment is any unwanted and unwelcome sexual behavior toward another person. Federal law and South Middleton School District policy strictly prohibits sexual harassment of any kind. Behavior that may be considered sexual harassment may include, but is not limited to: touching, pinching, grabbing in a sexual way, spreading sexual rumors, name calling, comments about a person's body, sexual notes or graffiti,

flashing or mooning, and/or forcing a kiss. Any student who feels they are a victim of sexual harassment should contact an administrator, counselor, or teacher immediately.

### **Student Health**

The school nurse oversees a wide variety of health services and has a wealth of school and community resources at her disposal. All students are encouraged to take full advantage of these services. Except for emergency situations students are expected to follow the following procedures:

1. Only in emergency cases will students be accepted into the health suite without pass permits.
2. Do not report to the health suite during class changes. Instead, go to your regular classroom teacher, secure a pass permit, and then proceed to the health suite.
3. Do not move seriously injured or seriously ill students. Secure the help of the nearest teacher, notify the nurse and principal immediately. Do not crowd around the injured student.
4. If the nurse is unavailable or not in the health suite, students are to report directly to the office or back to class. Students should not go to the bathrooms or any other locations unattended if they are ill. If students, in emergency situations, cannot reach the nurse's private rest room and must report directly to a public rest room, they should send another student for the nurse.

**All attendance discrepancies involving the nurse's office will be subject to disciplinary action if the proper procedures have not been followed.**

### **South Middleton School District Policy on Medication**

The South Middleton School District recognizes the need for a policy regarding the administration of medicine during school hours. The Board, therefore, has established the following guidelines and procedures to coordinate medication use. The efforts and cooperation of home and school are essential. Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. The South Middleton School District recognizes the legal and regulatory implications of administration of medications by school personnel. Therefore, only the nurse may dispense medications under the established procedures of this policy. In the absence of the nurse, the principal or principal's designee shall assist in the self-administration of the medication.

Parents/Guardians are required to bring all medications to be administered to the nurse in each respective building. For long-term medications, no more than a four (4) week supply shall be kept at school. Medicine must be clearly defined in the original prescription container and accompanied by written consent which must include the following information:

1. Student's name
2. Current date

3. Type of medication, dosage, time schedule, length of time medication must be administered
4. Physician's name and phone number
5. Diagnosis
6. Parent's signature
7. Physician's signature -Please note: A physician's order is required before any medication will be administered to any student attending South Middleton School District.
8. A written record shall be kept on each student receiving medication. The time and date of each dose is to be recorded and initialed.
9. The student is to take the medication in the presence of the nurse administering the medication.

It is preferred that all medicines be given at home. Medication to be given three (3) times a day may be given before school, immediately after school, and at bedtime unless otherwise specified by the physician.

### **Health Services and Procedures**

Student Accident Insurance -In order to help defray the cost of medical and surgical expenses due to accidental injuries, student accident insurance is made available to all students in grades Kindergarten through 12<sup>th</sup> grade. Provisions will be made early in the school year for students to secure this coverage. Students are cautioned that it is mandatory that accidents occurring between home and school be reported to the proper school authority (nurse) within 24 hours. Accidents occurring in school or on school property must be reported immediately. The administration encourages all parents/guardians to thoroughly read the insurance information. Applications are available on the district website.

### **Non-Prescription and Medications**

A nurse may administer non-prescribed medication, i.e., acetaminophen, ibuprofen, antacid, etc. under the following conditions:

1. Required parent consent as indicated on the emergency form.
2. A required standing order as indicated by the school physician.
3. Physician's signature -Please **note: A physician's order is required before any over-the-counter medications will be** administered to any student attending the South Middleton School District. The nurse may refuse to administer non-prescribed medication; i.e. acetaminophen, etc. if he/she feels the student does not require it.

### **Health Services**

Nurses, a dental hygienist, a physician, and a dentist provide the health services which are required by Pennsylvania School Law. The medical services include periodic physical examinations, periodic hearing tests, and annual growth and vision tests. All 6<sup>th</sup> and 11<sup>th</sup> grade students must have a physical examination as required for graduation. Parents are informed of any negative results of the examinations and/or tests. A year-to-year accumulative health and dental record is maintained on all

students. These records are kept on file in the health room of each building. Other services include emergency care of students during school hours; consultant service for parents, pupils, and teachers relative to health problems; participation in educational projects and preventive health programs. Pennsylvania state law requires that children in 7th grade be examined by a dentist. This examination is done in the school by a dentist approved by the School Board. The dental examinations are scheduled by the school nurse, who assists the dentist during the time of the examinations, maintains individual records for each child, and notifies parents when it is felt that dental attention is needed. Routine follow-up is maintained on those children found in need of dental attention, with phone calls and home visits being made when necessary. Emergency care is provided when dental injuries occur during school hours. Dental health lessons are taught in each classroom following the examinations. Special educational activities are held during Dental Health Week in February to emphasize the importance of good dental health.

### **Immunizations**

The Pennsylvania Department of Health dictates immunization regulations for school attendance.

***For attendance in all grades:***

4 doses of tetanus, diphtheria, and acellular pertussis (with one dose on or after 4th birthday)

4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)

2 doses of measles, mumps, rubella

3 doses of hepatitis B

2 doses of varicella (chickenpox) or evidence of immunity

If a child does not have all the required doses, and the next dose is medically appropriate, the child must receive that dose within the first 5 days of schools or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunization or risk exclusion.

A student who does not have the above-mentioned immunizations may not be assigned to a classroom in any public school in the state of Pennsylvania.

These requirements allow for the following exemptions: medical reasons, religious belief, or philosophical/strong moral or ethical conviction. Even if a child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

<https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>



## **Guidelines from Our School Physician Regarding Illness**

### **When do I keep my child home from school?**

- Fever of 100 degrees or higher
- Vomiting the night prior or morning of school
- Diarrhea: in addition to not feeling well, this can be unnecessarily embarrassing to your child
- Persistent cough
- Severe sore throat. Check the inside of throat as white pustules may require a doctor visit for strep test.
- Other cold or flu symptoms that can spread to students/staff
- If your child appears unusually tired, irritable, pale, or has an unusual lack of appetite
- Any undiagnosed rash, skin lesion, swollen glands, eyes that are red or pink with discharge

**Children who are experiencing any of the above symptoms are not ready for a rigorous day at school. Most children need at least 24 hours to recover.**

### **When should my child return to school?**

- Fever free for 24 hours without fever reducing medication
- Symptom free from vomiting/diarrhea for 24 hours and has been able to keep down at least two meals
- Rashes have been diagnosed as not contagious and a doctor has cleared for return to school.

***\*\*Please remember, if your child was too sick to attend school in the morning, please do not bring them in later because they are feeling better. When in doubt, leave them out.***

## **Student Assistance Program**

The South Middleton School District employees are committed to providing students with maximum learning experiences. We recognize that students cannot reach their potential if they are troubled with personal problems. In response to dealing with student problems in our schools, we have developed a Student Assistance Program called START. START is an acronym which stands for "S"upport "T"eam (for) "A"t "R"isk "T"eens. A Student Assistance Program is a systematic process used by school personnel to identify high-risk students who are having problems and to intervene when appropriate. These problems may be exhibited in the areas of drug, alcohol, and/or mental health issues. Student assistance is an intervention, not a treatment program. The heart of the program is the Student Assistance Core Team comprised of school personnel specifically trained to work with these students.



## **Care of the Building, Grounds and Equipment**

All rules, regulations, and procedures of the South Middleton School District and apply to all students, at all times, when they are in or on any property owned, rented, or leased by the South Middleton School District, or on any school sanctioned field trip, activity, or athletic event.

Students are asked to exercise good judgment in the care of buildings, grounds and equipment. Consider the school as a home and act accordingly. Remember the taxpayers, including parents/guardians, pay for the school and all damage done to it. Parents/guardians shall be held accountable for the actions of their child.

All equipment issued or loaned by the school must be accepted by a student and is subject to the student's custody and care. Equipment lost while under a student's custody must be paid for by the student! This includes athletic equipment.

Section 777, of the "School Code of Pennsylvania" states that any person defacing, injuring, or destroying school property shall be guilty of a misdemeanor and subject to a fine.

## **Fire Drill Expectations**

1. When the alarm sounds, students will line up quietly in straight, single file, orderly lines.
2. Students will walk through the halls to designated exits and line up outside in a quiet line.
3. Students will re-enter the building quietly when the building has been deemed safe.

## **Bus Passes**

Students needing to ride on a bus other than their regular scheduled bus must have a note from their parent/guardian requesting the change. If this involves riding the bus with another student, notes from both parents/guardians must be presented to the office for administrative approval. Requests will not be taken over the phone. Emergencies will be handled on a case-by-case basis. Students are transported to and from home only. We do not transport students to and from employment. In the event of a long-term change in busing, the parent/guardian must contact the business office at 258-6484 ext. 2302.

**To ensure order and safety on our buses, students may be audio and/or videotaped while on the bus.**



## Bus Safety and Regulations:

No student should walk in front of the buses. Students should enter and exit buses in an orderly manner, keep the aisles clear, and obey all instructions. Students may be cited for disciplinary infractions from the time they arrive at the bus stop in the morning until they return home again in the afternoon.

Student behavior is a critical factor in bus safety. Bus drivers must constantly be involved with their bus, road conditions, pedestrians, students entering and exiting the bus, and other drivers. When a driver's attention is called from the road, even for a split second, the chance of an accident increases. Maintaining good order on school buses requires the cooperation of parents/ guardians, teachers, principals, drivers, and especially the students. Students should be at their assigned bus stop five (5) minutes prior to the arrival time of the bus. While waiting for the bus, students are to remain well off the roadway. Upon dismissal, students must go directly to their lockers and to the buses. **Only South Middleton School District students are permitted to ride the buses.**

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> <li>•Disruptive behavior</li> <li>•Disrespect to driver</li> <li>•Refusal to follow instructions</li> <li>•Inappropriate language</li> <li>•Food on the bus</li> <li>•Leaving a mess on the bus</li> <li>•Carrying glass containers on the bus</li> <li>•Being out of seat while bus is moving</li> </ul>	<ul style="list-style-type: none"> <li>•Accumulation of Level 1 Offenses•</li> <li>Bringing flammable and/or explosive materials including but not limited to cigarette lighters, or fireworks</li> <li>•Defiant/Disrespectful behavior</li> <li>•Refusal to follow instructions</li> <li>•Disruptive behavior</li> <li>•Inappropriate language</li> <li>•Throwing objects in bus</li> <li>•Forgery of bus passes•</li> <li>Improper use of standard bus procedures</li> <li>•Not properly participating in evacuation drill</li> <li>•Throwing objects out of the bus</li> </ul>	<ul style="list-style-type: none"> <li>•Accumulations of Level 1 and Level 2 Infractions</li> <li>•Vandalism</li> <li>•Actions so disruptive it seriously endangers the lives of others</li> <li>•Possession or use of drugs or alcohol</li> <li>•Possession or use of tobacco /vaping products</li> <li>•Fighting</li> </ul>

**Level 1 Infractions** will result in a conference with the principal. Parents will be contacted and/or a warning, and/or two-hour detention will be assigned.

**Level 2 Infractions** will result in a conference with the principal, bus driver and parents, and two to four hours detention, and/or Saturday detention, and/or up to five (5) days loss of bus riding privileges.

**Level 3 Infractions** will result in a conference with the principal, bus driver and parents and up to ten days loss of bus riding privileges; and/or five to ten days ISS, and/or a hearing before the Superintendent, and/or permanent loss of bus riding privileges.

## **ASSEMBLY EXPECTATIONS**

Assemblies are an integral part of the education of the children in our schools. They are a means for teaching social interaction in group situations as well as broadening the educational and cultural background of all students. Also, all assemblies should be of such nature as to provide information and entertainment within the accepted limit of community standards. No student or group of students should be made to feel slighted, neglected, or outcast because of the content of any assembly.

1. Appreciation may be shown by applause.
2. Students should demonstrate respect to the presenter(s) by remaining quiet and sitting appropriately during the assembly.
3. At the close of the program, all students will remain seated until direction is given by the principal or classroom teacher.
4. A student needs to ask permission to leave the assembly from the adult supervising his/her class.
5. Students directed to leave the auditorium for disciplinary reasons must report immediately to the office. The teacher will follow regular discipline procedures.

## **School Sponsored Field Trips**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19": No field trips.*

Field trips are both valuable potential learning experiences and rewards for positive student performance during the school year. By being responsible for their pursuit of learning, for their behavior, and for their achievement, a student earns the privilege of participating in a field trip. This privilege may be denied when students fail to meet their responsibilities in areas such as: regular attendance, appropriate behavior, and classroom obligations, including homeroom.

## **RECORDKEEPING, ACCESS TO STUDENT RECORDS, AND ENROLLMENT INFORMATION**

In accordance with Act 287 of the General Assembly of Pennsylvania, entitled "Confidentiality of Student Communications" no guidance counselor, school nurse, or school psychologist in the public schools or in private or parochial schools or other educational institutions providing elementary or secondary education, including any clerical worker of such schools and institutions who, while in the course of his/her professional duties for a guidance counselor, school nurse, or school psychologist has acquired information for a student in confidence shall be compelled or allowed, without the consent of the student, if the student is eighteen (18) years of age or over, or if the student is under the age of eighteen (18) years without the consent of his/her parent or legal guardian, to disclose that information in any legal proceeding, civil or criminal, trial investigation before any commission, department, or bureau of this Commonwealth, municipal body, officer, or committee thereof.

The guidance office shall maintain all enrollment and academic records. Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically

prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should receive notice and verification of a court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by an non-custodial parent, PDE recommends that the school district verify the person's identity and notify the custodial parent of the request. In this way, the school district can ascertain whether any valid reasons exist for denying the request. In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district should presume that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district. Discipline records will be maintained by the assistant principal. These records fall under the same regulations as all other student records. The information in these records may be shared only with school officials, guidance counselors, and others within the school strictly on a confidential basis. Discipline records may not be shared with colleges, trade schools, or potential employers.

## SEARCHES

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19": No use of student lockers.*

**Lockers-** School authorities may search a student's locker or desk and seize any illegal materials. Lockers are issued to students for school use. As such, students shall have no privacy in their lockers. Lockers will be opened periodically at unannounced times. You may not keep tobacco products, illicit drugs, narcotics, or alcoholic beverages in your locker or on school property. Offenders will be referred to the Pennsylvania State Police. Improper magazines or books will be turned over to parents/guardians. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. The courts have upheld the claim that school lockers are school property made available to the student for the student's convenience. School authorities may search the student's locker without **prior warning** in seeking contraband, because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

**Searches by Drug Detection Dogs**—Searches by drug detection dogs are legal. The South Middleton School District will use the following guidelines:

1. The standard requirement for school officials to search requires that the school official possess a reasonable suspicion that a crime or violation of school regulations is being committed before a search is initiated (reasonable cause

standard). Visits by the drug detection dogs should be made when the administration or staff possesses a reasonable suspicion that a crime or violation of school regulations is being committed.

2. Time of visits should be arranged between the administration and the law enforcement agency as initiated by the administration.
3. Visits should be unannounced.
4. The dogs should be limited to the locker area when classes are in session and the parking lot area, unless there are other areas where the administration has reason to believe drugs may be hidden.

### **SMOKING/USE OF TOBACCO POLICY**

The Board of School Directors recognizes that smoking or use of tobacco products presents a health hazard which can have serious consequences for the smoker and the nonsmoker and the safety of the district and is, therefore, of concern to the Board. In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits the use of tobacco and smoking by staff members in any school building or on any school property owned or leased by the South Middleton School District. This policy covers the smoking of any tobacco product, including smokeless tobacco products, vaping products, and electronic cigarettes (regardless of tobacco content). Students are not permitted to smoke, vape, use or possess tobacco in the school buildings, on buses, in bus loading areas, or on school property. Students will not carry any form of tobacco while they are in school. Parents/Guardians of students who violate this rule will be notified by the school administration. The use or possession of tobacco or smoking in any school building, or on any school property owned or leased by the South Middleton School District is prohibited. Any person in violation of Act 145 of the School's Tobacco Controls Act shall be guilty of a summary offense, and upon conviction before the District Justice shall be punished by a fine up to \$50, plus court costs.

### **WEAPONS**

Students are prohibited from carrying dangerous weapons including, but not limited to, firearms, knives, razors, slingshots, metal knuckles or dangerous instruments within the confines of a school building or on school property or outside school premises in the course of a school-sponsored activity and/or explosives including, but not limited to, fireworks within the confines of a school building or on school property or outside the school premises in the course of a school-sponsored activity. Students will be expelled for at least one (1) year as a result of a weapons violation.

### **DRUG AWARENESS POLICY**

**Purpose-**The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole community. As the educational institution of this district, the schools should strive to prevent drug abuse. For the health and safety of our students, the Board prohibits the use, possession, or distribution of any drug, legal or illegal. If students must take prescription or non-prescription medications during school hours, they must be distributed by the school

nurse. Definition-For purposes of this policy, "drugs" shall mean: all dangerous controlled substances prohibited by law; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy. The policy of the South Middleton School District prohibits any student to possess, to use, to sell, to deliver, or to give to another person, or to have consumed any narcotic, dangerous drug, marijuana, alcoholic beverage, or any pill, capsule, powder, liquid, inhalant, facsimile, drug paraphernalia, or other substance of whatever form or texture, which may adversely affect the health, safety, or welfare of any student, including but not limited to stimulants or depressants, prior to or during participation in a school activity. The above policy is also in effect when any violations occur on any property owned or leased by the South Middleton School District or while participating in a district authorized activity, although not physically occurring on district property. Any student who violates the above stated policy shall be subject to disciplinary action in accordance with the procedure hereinafter provided.

**Confidentiality-**The privileged confidentiality between students and guidance counselors, the Student Assistance Team, school nurses, school psychologists, home and school visitors, administrators, teachers, and clerical workers shall be respected, and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by doing so. Drug and Alcohol Prevention and Abuse-Drug prevention programs should be designed to reach underlying causes of behavior by attempting to improve the potential drug user's emotional environment, self-image, family life and drug information. The Board of School Directors, under the direction of the Superintendent, promotes drug and alcohol awareness for counselors, parents/guardians, and teachers working with students. Students who have become involved to any degree in drugs or alcohol of any nature outside the confines of school property may present themselves to any certified counselor, school nurse, or psychologist. These students will not be subjected to any school discipline for their misuse of drugs or alcohol. A student requesting help will have no record of his request placed in his personal file. Periodically, the principal will be kept aware of the progress of the program. In the high school, a variety of courses include information necessary to meet these purposes. In addition, a variety of resources are at the student's disposal. These resources are managed by the guidance counselors, school nurse, and Student Assistance Team. Students are encouraged to seek these resources if necessary.

**Violation of District Drug Policy-**If a school official, which shall include a building principal, assistant building principal, or any other person designated by the Board of School Directors to enforce this policy, shall have reasonable and probable cause or evidence to believe that a student has violated this policy, he/she shall:

1. Schedule a preliminary hearing on the alleged violation, which hearing will be held as soon as practical upon the conclusion of the investigation of the alleged violation. The building principal shall be the presiding officer at such hearing. The student accused of violating such policy shall be present at the hearing, together with his/her parents/guardians, at which hearing the building principal shall receive, hear, and evaluate all relevant evidence.

2. As a result of such preliminary hearing, the building principal may make any of the following determinations:
  - a. Dismiss the charge of the alleged violation and continue or reinstate the student in school.
  - b. Suspend the student for disciplinary reason.
  - c. Refer the alleged violation to the Superintendent for a hearing by the Superintendent or Board of School Directors.
  - d. Direct or recommend the filing of appropriate report or charges with the juvenile authorities of the Cumberland County Probation Office.
3. If the hearing is held by the Superintendent, he shall schedule a hearing as soon as practical. The Superintendent shall be the presiding officer at such a hearing. The student accused of violating such policy shall be present at the hearing, together with his/her parents/guardians, at which hearing the Superintendent shall receive, hear, and evaluate all relevant evidence.
4. As a result of such hearing, the Superintendent may make any of the following determinations:
  - a. Dismiss the charge of the alleged violation and continue or reinstate the student in school.
  - b. Suspend the student for disciplinary reasons.
  - c. Suspend the student indefinitely pending action by the Board of School Directors pursuant to Section 1318 of the Public-School Code of 1949 and refer the matter to the Board of School Directors for such action.
  - d. Direct or recommend the filing of appropriate report or charges with the juvenile authorities of the Cumberland County Probation Office.
  - e. If the Superintendent shall refer the matter to the Board of School Directors, said Board or a committee thereof, shall conduct a hearing pursuant to Section 1318 of the Public-School Code of 1949, which is quoted as follows:  
*"Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience shall promptly notify the district Superintendent. The Board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him. Such hearing, suspension, or expulsion may be delegated to a duly authorized committee of the Board."*
5. If each student is readmitted to school, he/she shall enter upon the then prevailing counseling program to assist the student in the elimination of the causes of his/her drug-or alcohol-related problem.



## **Scheduling Out-of-School Suspension**

Out-of-school suspension assignments may be made immediately after the principal conducts a hearing. Suspension from school by the principal shall not exceed ten (10) full days. In these situations, parents will be contacted by phone immediately and asked if they wish to participate in the informal hearing. Upon imposing a suspension, the principal shall send a letter to the parent/guardian citing the name of the pupil, the nature of the offense, the terms of the suspension, and appropriate instructions. If the principal, parent/guardian, and/or student do not feel satisfied with the situation or the suspension, their concerns may be referred to the superintendent. Suspension by the superintendent shall be considered for any of the major discipline offenses as recommended by the principal. The pupil shall have the right to have his/her parent/guardian and any witnesses present. The building principal or assistant principal must also be present. The student must be advised of his/her legal rights and the availability of legal counsel.

**During a Suspension-**A suspended student is not permitted on any school property within the school district during the period of suspension. Further disciplinary action may be taken if the student violates this rule. The suspended student is permitted to enter school property only upon request or with the prior permission of the building principal or the Superintendent. During the period of suspension, the student may not attend school activities whether during school hours or subsequent thereto. Students will be allowed to make up work while suspended from school in accordance with procedures prescribed by the principal. Suspended students shall be listed as "suspended" on the attendance sheets.

## **Out-of-School Suspension and Expulsion**

**Reasons for Out-of-School Suspension Assignment-** A student may be placed on out-of-school suspension, temporary (up to three (3) days) or full (up to ten (10) days) for Level 3 Infractions; including but not limited to these violations:

1. Display of insolence and/or disrespect toward persons in authority.
2. Stealing.
3. Dishonesty.
4. Willful abuse or destruction of school property.
5. Flagrant and continued violations of existing school regulations.
6. Rioting.
7. Endangering the health/safety of others
8. Violation of drug policy.
8. Gambling.
9. Carrying or using weapons on school property (Illegal weapons will be grounds for prosecution).
10. Extortion.
11. Interference with the duty of persons in authority.
12. Smoking or possession/use of tobacco products.
13. Level 3 bus or motor vehicle infractions.
14. Fighting/Assault.
15. Violation of drug policy.

**Note: The above reasons could warrant ISS at the discretion of the principal/assistant principal.**

**Authority to Assign Out-of-School Suspension**—The assignment of out-of-school suspension must be made by an administrator.

## **Expulsion**

**Expulsion Definition**—Expulsion is the prohibition from attending school for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

**Reason for Expulsion**—Students may be expelled for reasons including but not limited to, constant disregard for school rules, regulations or procedures, accumulations of Level 2 and Level 3 infractions, illegal activities, violent acts, and actions that potentially or directly place students in danger.

**Authority to Expel a Student**—Expulsion may be done only by the Board of School Directors.

**Expulsion and Due Process**—Education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing by the Board of School Directors. During the period prior to the hearing by the Board of School Directors, the student shall be placed in his/her regular classes, unless the student's presence would create a threat to the health, safety, morals, or welfare of others. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of not less than three (3) members. The hearing committee's decision is advisory to the full Board of School Directors, where expulsion is recommended. A majority vote of the entire Board of School Directors is required to expel a student.

At the formal hearing, the following due process rights and requirements are to be observed:

1. Notification of the charges in writing shall be sent to the student and parent/guardian by certified mail.
2. Notice of the time and place of the hearing shall be included in the notification required under "1" above.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student and copies of any statements or affidavits of those witnesses.
6. The right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his/her own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. If requested by the student or the student's parent/guardian, the hearing shall be held in private as distinguished from a public hearing.
11. Where the student is dissatisfied with the result of a formal hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim in the appropriate federal district court

## **Bring Your Own Technology (B.Y.O.T.) Responsible Use Agreement**

### **AVAILABILITY OF ACCESS**

Access to the South Middleton School District's filtered wireless network utilizing personal wireless devices shall be made available to secondary students, employees and members of the Board of Directors primarily for instructional and administrative purposes, in accordance with the Acceptable Use Policy for Technology (#815), the Electronic Communications Devices Policy (#237) and this Agreement. Conditions of use for the District's network shall be permitted as long as the user's actions:

- Comply with the responsibilities specified in the District's Acceptable Use Policy (AUP) for Technology (#815) and Electronic Devices Policy (#237)
- Impose no tangible costs to the District;
- Do not unduly burden the District's computers, or network resources;
- Have no adverse effect on an employee's job performance or on a student's academic performance;
- Do not cause a substantial disruption to the educational environment;
- Students and Parents have submitted the signature page of this agreement; and
- Students have completed the required hands-on BYOT Orientation workshop.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate District policies. Violations may result in criminal prosecution as well as disciplinary action by the District. Participation in the "Bring Your Own Technology" program is strictly optional, and completion of the BYOT agreement and participation in the hands-on orientation is required.

### **PURPOSE**

The South Middleton School District is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a 21st century digital learning environment is part of the South Middleton School District core values.

The District will allow middle school and high school students to bring their own authorized technology devices (currently includes laptops, net books, e-Readers, iPads, and android tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the

classroom, will be encouraged when deemed appropriate for all students in each classroom, and at the discretion of the teacher.

Unless the classroom teacher specifically authorizes utilization of personal devices, such devices must remain off and put away. Personal electronic devices may not be used at any time in locker rooms, restrooms, and the nurse's office.

Secondary students and staff are required to access our wireless network when using the approved devices during the school day with the consent and supervision of the classroom teacher and the authority of the building principal or when using approved devices for personal use at authorized times.

While users may operate their own devices to access the internet, they must do so by way of the District's filtered wireless connections. The use of private (3G/4G) network access on school grounds is prohibited.

Users may not disable, override or circumvent district technology filters and protection measures. Many SMSD teachers (and their students) utilize Google Applications (including Gmail), and other online resources for personal productivity and academic purposes. There are also students and staff members who require specialty software products not licensed by the district, or that require file space exceeding our parameters. Allowing the use of personal technology devices will facilitate timely access ability for these users to their resources, enhancing the opportunity for productivity and success.

### **WIRELESS INFORMATION**

When a student brings his/her own technology device onto the middle school or high school campus, it is mandatory that these devices utilize the SMSD filtered wireless network for students, only! For example, a Boiling Springs High School student must choose the "BSHS Student" wireless ID, and sign in using their assigned SMSD username and password. By authenticating and logging into the SMSD network, the student is agreeing to comply with the terms of the SMSD Acceptable Use Policy (AUP). Once on the SMSD network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

### **ACCEPTABLE DEVICES**

Computers, laptops and net books with either Windows or Apple operating systems are permitted on our network. It is expected that these devices will (1) an updated web browser from which students are able to access necessary tools, (2) have current antivirus software, and (3) be fully charged and maintained properly during the school day.

### **Mobile Devices**

Tablet technology and e-Readers are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iPads, Android tablets (Samsung Galaxy, Asus Transformer, etc.), and e-Readers (Kindles, Nooks, etc.). The category referred to as "handheld devices," which includes iPods, MP3/4 players, and smart phones, are not

permitted at this time. We understand that many of these devices offer some of the same features as the more conventional wireless technology; however, at this time handheld devices are not identified as approved “learning tools” included by the South Middleton School District policies. 3G/4G Network Access is prohibited. Mobile devices, such as laptops, tablets, e-readers, are often equipped with 3G/4G wireless accessibility, which the District is unable to filter or monitor in legal compliance with the Children’s Internet Protection Act. Students and employees who bring 3G/4G-enabled devices must access the Internet via the District’s filtered Wi-Fi connection only! Violators may have their devices confiscated and their participation in the BYOT program restricted. They may also be subject to other disciplinary action.

## **COMPUTER POLICY**

The Internet, as used by students and staff of SMSD, will be solely a tool to facilitate educational research. No other use of the Internet will be endorsed or allowed by SMSD. Specifically, through the use of computers, students and staff will be able to access educational research materials stored on other computers at other facilities located throughout the world. They will also be able to collaborate with other students and peers with Internet access anywhere on Earth! Although this represents a significant opportunity, there are important responsibilities that must be shared among students, parents, and staff. The purpose of this policy is to detail these responsibilities in a manner understandable to all parties involved. Protection of the student is the overriding concern of SMSD. Most of the policy set forth in this document deals with providing a positive and wholesome experience for all students. The Board of School Directors also has a fiduciary responsibility to the taxpayers of SMSD. As a result, this policy involves rules for the protection of District property and assets and adherence to local, state, and federal law.

**Acceptable Use**—All persons (students and staff) using the SMSD computer network must conduct themselves in a responsible, ethical, and polite manner. As stated above, use of the SMSD computer network is to be limited to legitimate academic purposes. This means using the network in such a manner as to have a direct or indirect impact on the student’s educational program at SMSD. The use of the computer network for sending frivolous electronic mail (e-mail), chatting, reading and sending jokes, researching non-academic related sources such as MTV, sports sites, and playing computer games, will not be supported or allowed to occur at SMSD. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, and illegal material or other prohibited activities shall not be permitted, and SMSD will use any and all efforts, within the confines of the law, to prevent such material from entering the school’s network. Individuals are encouraged to report such activity to the school administration.

**Privacy**—For the protection of our students, all users are advised and should be reinforced by parents/guardians to NEVER disclose personal information over the network, such as home address, physical description, route to and from school, or any other personal information that could threaten the safety and security of our children.

**Network Security**—Users may not allow others to access the computer network by sharing account information or passwords. Users may not move, repair, reconfigure, modify, or attach external devices to any network equipment. All malfunctions or

problems are to be reported to the SMSD Administration. No computer software is to be installed onto any SMSD computer by the staff or students that have not been legally obtained officially through the purchasing office of SMSD. Storage media (diskettes, CD-ROMs) not purchased directly by SMSD may not be inserted into any SMSD computer. Software copyright infringement has recently become a major focus of law. Severe penalties may result from this activity. This affects not only the offending individual, but also exposes SMSD to legal action. As a result, this practice will not be tolerated, and proper software licensing will be aggressively enforced by SMSD. Any question or concern about the legality of software should be referred to the SMSD Administration. Another problem caused by using storage media not purchased by SMSD is the possible introduction of computer viruses into the network. Viruses can also enter the system through files downloaded from the Internet and completely unknown to the user. A computer virus is a software program created for the purpose of disrupting computer systems or destroying information stored on the computer. These insidious invasions can cost thousands of dollars to undo. Certain safeguards are in place to protect the network; however, these provide no guarantee. Anyone who willfully introduces a computer virus onto equipment owned by SMSD will have their computer privileges suspended or revoked and may be held liable for damages. Attempted vandalism to equipment or software will result in suspension or loss of computer privileges or possibly more severe consequences. This includes not only physical destruction of computer equipment, but also destruction of cabling and network infrastructure, attempts to gain unauthorized access by defeating network security (commonly known as “hacking”), attempts to gain access by using a different account or password, and destruction or alteration of files.

**Remedy-**The use of the computer network at SMSD is a privilege granted only to responsible users. As a result, SMSD reserves the right to suspend or terminate use of these facilities as deemed appropriate by the SMSD Administration and Board of School Directors. SMSD further reserves the right to reasonably monitor and regulate the accounts of students and staff in order to ensure compliance with this entire computer use policy. This includes, but may not be limited to, physical surveillance of users as they access the network, interception of electronic mail messages, and examination of files accessed by the users of the network, and restrictions on time-of-day or locations of use. This policy may be amended by SMSD at any time.



# BOILING SPRING HIGH SCHOOL STUDENT HANDBOOK

## Individuals to Contact:

Parent/Pupil Concerns*	First	Second	Third
Attendance	Mrs. Trostle	Mr. Correll	Mr. Hain
School Policies, Rules, Emergencies, Personnel Issues	Mr. Hain	Mr. Correll	Guidance Counselor
Discipline Concerns	Teacher	Mr. Correll	Mr. Hain
Peer Problems/Social Concerns	Guidance: Mrs. Alichwer Mrs. Graybill Ms. English	Mr. Hain	Mr. Correll
Academic Concerns	Teacher	Guidance: Mrs. Alichwer Mrs. Graybills Ms. English	Mr. Hain Mr. Correll
Health Problems	Mrs. Mentzer	Mrs. Alichwer Mrs. Graybill Ms. English	Mr. Hain Mr. Correll
Curriculum Concerns	Department Chairpersons	Mr. Hain	Mrs. Shaver-Durham
Athletics	Coach	Mr. Heimbach	Mr. Hain
Extra-Curricular	Advisors	Mr. Hain	Mr. Correll
Registration of New Students	Guidance: Mrs. Alichwer Mrs. Graybill Ms. English	Mrs. Strayer	Mr. Hain
Transportation	Mrs. Weber Mrs. Biggs	Mr. Hain Mr. Correll	
Cyber School	Mrs. Alichwer Mrs. Edwards		



Mr. Joel Hain – Principal	jkh@smsd.us
Mr. Mark Correll – Assistant Principal	mjc@smsd.us
Mr. Karl Heimbach – Athletic Director	ksh@smsd.us
Mrs. Stephanie Jaymes – Principal Secretary	scj@smsd.us
Mrs. Barb Trostle – Attendance Secretary	bbt@smsd.us
Mrs. Crystal Kuhn – Athletic Secretary	clk@smsd.us
Mrs. Angie Edwards	ale@smsd.us
Mrs. Laurie Strayer – Guidance Secretary	las@smsd.us
Ms. Emma English – Guidance Counselor	eenglish@smsd.us
Mrs. Patricia Alichwer – Guidance Counselor	paa@smsd.us
Mrs. Lindsey Graybill – Guidance Counselor	lry@smsd.us
Mrs. Angela Mentzer – School Nurse	alm@smsd.us

**Student Council:**

– President	– Vice President
– Secretary	– Treasurer

**Office Staff:**

Lisa Thompson – District Receptionist	Stephanie Jaymes – Assistant to the Principal
Crystal Kuhn – Attendance/Athletics	Barbara Trostle – Attendance Secretary

**Guidance Department:**

Patricia Alichwer – Counselor	Lindsey Graybill – Counselor
Emma English – Counselor	Laurie Strayer – Guidance Secretary

**School Nurse:**

Angela Mentzer – School Nurse	Rebecca Kramer – School Nurse
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**Building and Grounds:**

Zach Gump – Director of Building and Grounds	Barb Kuhns – Maintenance Secretary
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**Student Assistance Team:**

Kristine Ahl	Joseph Harker
Patricia Alichwer	Dwayne Lawrence
Maryalice Bond	Crystal Kuhn - Secretary
Matt Brenner	Amanda Doebler
Mark Correll	Erin Pittman
Angie Mentzer	Lindsey Graybill
Steve Karloski	

**Art:**

Jessica Lay - Dept. Chairperson	
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**Business/Computer Technology:**

Amber Stewart – Dept. Chairperson	Shawn Ulmer
Brooke Clugh	
Michele McBride	

**English/Communication Arts:**

Michael Breslin	Samantha Moses
Richard Curtis	Christine Filburn
Allison Rose	Tracy Mersch

**Family and Consumer Science:**

Amber Reader	Beth Maurer – Department Chairperson
Lindsey Frisbie	

**Library Sciences:**

Maryalice Bond – Librarian	Becca Busenitz– Aide
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**Math:**

Kristine Ahl	Katherine Suwala
Aaron Beardmore – Department Chairperson	Amanda Doebler
Jeffrey Schwartz	Marli Stephens
Steven Karloski	

**Music:**

Kyle Weary	David Yinger- Department Chairperson
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**Physical Education:**

Marc Jones	
Rachel Reiss	Natalie Lebo – Aquatics Aide
Kate McCarney	Zachary Stroh
Kristina Roher	
Rodney Wright	

**Science:**

Erin Pittman- Dept. Chairperson	Kristi Elder
Joseph Harker	Stephen Lockhart
Christopher Storricks	Mark Maurer

**Social Studies:**

Craig Ilgenfritz	Michael Freese - – Dept. Chairperson
Brett Sheaffer	Matthew Brenner
Lauren Bozart	

**Special Education:**

George Hing – Aide	Steven Doland
Elizabeth Alves	Debra Mowe
Janelle Chamberlin	Carrie Miller
Megan Capuano	Dwayne Lawrence
Lori Boley - Aide	Mandi Abernathy- Department Chairperson
Anna Foster - Aide	Kimberly Ronan - Aide
Kristen Dieck– ESL	Karen Henry - Aide
Kelly Hart - Aide	Sharon Beaudoin - Aide

**Technology Education**

Brian Shea	Jason Jarrett- Department Chairperson
Connor Ronan	Joshua Gutacker

**World Language**

Cynthia Bailey	Katherine Doncel-Slantz
Michael Bogdan- Department Chairperson	Kelly Roberts
	Emily Mater

**Parks and Recreation:**

Donna Ludwig – Program Coordinator	
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**Academic Standards Grading**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19"*

**Grading at BSHS**

- Traditional numerical grading will be used in both the ABABC schedule or should we need to go fully remote at any time.
- A student data committee will be formed to regularly review student grades and to develop student support plans throughout the quarter as needed.
- If a student is still failing at the end of a quarter, they will first receive an Incomplete. They will then be given another opportunity to complete the course with teacher support.
- If the student is still failing after receiving support, a 60% is the lowest grade they will receive.
- Summer credit recovery will then be offered through CAOLA.

Academic classes are graded by percentages. Percentages will be used on report cards/grade sheets. High school courses graded with letter grades are Band, Chorus, Physical Education, Outdoor Adventure, Cooperative Education, Cooperative Education Seminar, Internships, Independent Studies, and Academic and Gifted Support. The previous courses will have no effect on cumulative ranking for high school. Various upper level high school courses are averaged with a weighted value for the sole purpose of calculating class rank. These classes include honors courses, advanced placement courses, Trigonometry, Pre-calculus, Calculus, and language levels IV, V, and VI. Final examinations will be administered in grades 9-12 in the following subjects: English, Social Studies, Mathematics, Sciences, Business, Foreign Languages, Health, Computer Science, and Family/Consumer Science. The final exam will count 11% of the final course grade.

### Letter Grade Equivalences

- A= 93% to 100%
- B= 85% to 92%
- C= 77% to 84%
- D= 70% to 76%
- F= less than 70%

Incomplete grades received during a marking period must be completed within two (2) weeks of the assignment due date. If not completed, a zero (0) for the work will be averaged into the other work for the marking period. Extenuating circumstances will be given special consideration. It is the student's responsibility to contact the teacher to obtain the make-up assignments that were missed during the excused absence. If a student does not meet minimum standards for a course, he/she will be required to make up the credit. Students and parents/guardians should be checking Sapphire on a regular basis to check grades.

### Graduation Requirements

Students will be required to meet state and South Middleton School District outcomes to graduate. To be eligible for graduation, students earn 30 credits, including the 23.5 or 24.5 core credits.

Required Number of Credits for High School (9-12) Grade Membership:

<b>9th Grade</b>	8.0 credits for the year and 8.0 cumulative	<b>11th Grade</b>	8.0 credits for the year and 24.0 cumulative
<b>10th Grade</b>	8.0 credits for the year and 16.0 cumulative	<b>12th Grade</b>	8.0 credits for the year and 30.0 to be eligible for graduation



## Summer School Policy

High school students receiving a failing grade between 60% and 69% will be permitted to make up the failed course through one of the following options:

1. Boiling Springs remedial summer school program.
2. Approved tutoring (30 hours).
3. Correspondence course.

High school students with less than a 60% will be required to repeat the course through one of the following options:

1. Repetition of course during the regular school year.
2. Approved tutoring (120 hours).
3. Correspondence course.

## HONORS PROGRAMS

**Honor Roll**—will recognize students each marking period for outstanding academic achievement in all subject areas. Distinguished maintains 93% and above in each numerically graded course; any letter graded course must be an A or B. Honors maintain 85% and above in each numerically graded course; any letter graded course must be an A, B, or C.

**Academic Letters**—Distinguished Honor Letters are given to students who achieve distinguished honors for three (3) out of four (4) marking periods, and Honors Letters are given to students who achieve honors three (3) out of four (4) marking periods.

**Graduation with Honors**—Students who have maintained a minimum cumulative average (grades 9 through 12) of 89.5% will be recognized.

**Graduation with Distinguished Honors**—Students who have maintained a minimum cumulative average (grades 9 through 12) of 94.5% or higher will be recognized.

## Marking Period Dates and Progress Reports

There will be four (4) nine-week marking periods. The end  
Of the four (4) marking periods are:

**November 11, January 28, April 7, June 11**

At the midpoint of each of the four (4) marking periods, an email will be sent reminding parents/guardians to check their child's grade on Sapphire.

## Syllabus

Each student shall be provided with a course syllabus for each scheduled class. The syllabus should include basic information about class standards, course requirements, and grading.



## **CAFETERIA PROCEDURES**

Lunch Schedule-Students are assigned to a lunch period according to their assignment during third block.

**1st lunch 11:05-11:35**

**2nd lunch 11:45-12:15**

**3rd lunch 12:25-12:55**

Students reporting late to lunch will be considered tardy. Students not reporting to lunch will be treated as if they are cutting class.

**Cafeteria Procedures**-The South Middleton School District expects that all of its students will conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

1. Students are not allowed to throw any object -no matter how small, or however short a distance.
2. All students must report to the cafeteria during their lunch. Failure to do so will result in a disciplinary action.
3. Form and keep a single line at each service area.
4. Leave the cafeteria during lunch period only with the permission of the teacher(s) in charge.
5. Conversations at lunch tables are not only permitted, but desirable. However, loud and boisterous talking, yelling, screaming, etc. are not acceptable.
6. No more than six students are permitted to sit at each table. Students are not permitted to sit at the end of the table.
7. Students may not eat or drink in the halls. Students may eat in areas other than the cafeteria only with the permission of the supervising teacher.
8. Students must use trays, especially with salads, and are expected to leave the tables clean and suitable for lunch by other students. All students are responsible for keeping their area clean and are expected to return all utensils, plates, trays, etc. to their proper locations.

**Students not abiding by cafeteria behavioral procedures will be given appropriate disciplinary consequences.**

### **Food & Drink Policy:**

Teachers may choose to allow students to eat a small, individual sized snack during class or resource. Teachers will explain their policy during the first week of classes as they review other classroom rules. Teachers reserve the right to prohibit food or drinks in their classroom given the nature of their classroom set up or stated preference.

### **Cell Phones/iPhone**

Cell phone use is permitted during the following times: before school, resource time (with teacher permission), passing time (between classes), at lunch, and after dismissal. At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher. Students are not to be using their cell phones/iPhone for verbal communications during the school day without prior permission from their teacher or an administrator.

The following conditions apply:

1. At no time should students use cell phone to capture images (camera or video) unless with specific permission from a teacher or administrator.
2. Phones should be set to silent (not vibrate) or turned off during the school day.
3. Checking the time is not an acceptable reason to access a phone during class/instructional time.
4. Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.
5. Cellphones may not be used to conduct any activities which violate state and/or federal law, board policy (acceptable Use for Technology Policy 815, Electronic Communications Devices Policy 237, Unlawful Harassment Policy 248, and Bullying/Cyber bullying Policy 249) or school rules.

### **In-School Suspension**

**Reasons for In-School Suspension Assignment-**A student may be placed on in-school suspension for Level 2 and Level 3 Infractions.

Students who accumulate two (2) or more occurrences of ISS, OSS, or a combination of both during a semester will be ineligible to attend field trips, athletic events, dances, or after school activities for the duration of that semester. Students who are ineligible may ask the administration to review their eligibility.

**Authority to Assign In-School Suspension-**The assignment of in-school suspension must be made by an administrator.

**Scheduling In-School Suspension-**In-school suspension assignments may be made immediately in extreme situations. In these situations, parents will be contacted by phone immediately and by mail. In all other situations, the students will be given at least 24 hours' notice and parents will be notified by phone or mail before the assignment begins. Students are responsible to notify their parents immediately that they have been assigned in-school suspension.

**In-School Suspension Rules-**Students on in-school suspension will be isolated in a classroom and supervised by a teacher. Student privileges will be limited, and students will be required to abide by the following rules and procedures:

1. Reporting time is 8:00 AM sharp; dismissal is when the instructor releases the students. Students are to bring all their books and working materials. If a detention has been assigned in conjunction with in-school suspension, the in-school suspension proctor and the detention monitor will work to transfer the students from one assignment to the next.
2. The office will coordinate assignment sheets for each student with their teachers. However, IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE OFFICE OR THE TEACHER IF WORK HAS NOT BEEN SENT TO THE IN-SCHOOL SUSPENSION ROOM. Students may contact the office any time

during the day through the proctor on duty or teacher before 8:00 AM or after 2:43 PM.

3. While in in-school suspension, students must make extra efforts to keep current on their work. Assignments need to be completed as quickly as possible and returned to the teachers for feedback. **IT IS THE STUDENT'S RESPONSIBILITY TO RETURN COMPLETED WORK TO EACH TEACHER.** If students need help with this process, they may contact the office any time during the day through the proctor on duty or his/her teachers before 8:00 AM or after 2:43 PM
4. No sleeping, slouching, etc.
5. **NO TALKING**, except to the instructor. Only one (1) person is permitted out of the room at any one time.
6. Use only 1st floor lavatories in the middle corridor. **NO TALKING** to and from rest rooms.
7. Lunch will be after all other lunches are completed. **NO TALKING** going to, while eating, or coming from lunch.
8. At the end of the day, return all materials used to proper places.
9. Any student who violates the Alternative Education rules and procedures may be given additional days suspension.
10. Students are not permitted on school property after school hours and cannot attend or participate in school activities.

## **School Counselor Service**

### **Counselors:**

Ms. English - 10th-12th Grade Counselor (Students with last name A-L)  
Mrs. Alichwer- 9th Grade Counselor / Cyber School  
Mrs. Graybill- 10th-12th Grade Counselor (Students with last name M-Z)  
Mrs. Strayer – administrative assistant

### **Counseling Services**

The Counseling Program functions to aid and assist students in whatever area they need help. Through counseling, students appreciate their own personal capacities so that they can establish both short-term and long-range objectives relevant to their own characteristics and abilities. Students are urged to seek the readily available professional services of the counseling staff for problems of educational, vocational, family, social, personal, or other nature. All students and staff will respect the confidentiality guaranteed us by the Constitution and state and federal statutes.

### **FINAL EXAM DISMISSAL PROCEDURES**

Final exams are conducted prior to the end of each semester in grades 9-12. Final exams account for 1/11th of a student's final grade for a course. Students in grades 9-12 are permitted to arrive late or leave after the completion of their final exams. Each student wishing to exercise this privilege must have a signed early dismissal/late arrival form on file in the office. Students who fail to follow the proper procedures will receive the appropriate disciplinary action and lose the privilege of early dismissal/late arrival privileges during exams. Students who arrive tardy unexcused or are absent unexcused or have unlawful absences, will receive a zero

percent on their final. Buses will run at regular times during final exams. Students who leave school grounds are not permitted to return into the building. Students who elect to stay in school after the two exam periods will be provided with a quiet study hall.

**Final Exam Exemptions for Seniors**-Seniors earning a 93% or better for the first or second semester may elect not to take the final exam. This procedure applies on a per course basis. Seniors electing to use this procedure will have a final exam grade of the averages of the two marking period grades. Seniors electing to take the final exam will have that test score applied to the final grade average. There are no exceptions once the student takes the final exam.

## SCHEDULING

**Scheduling for the Next School Year**-Students schedule classes for the following school year at the beginning of the second semester. Courses of study for high school students are outlined in the Educational Planning Guides which are distributed at that time. The Educational Planning Guides are also available through the guidance office upon request at any time during the school year.

**Changing or Withdrawing**-Course changes and withdrawals require the completion of the course change form. The form can be obtained in the counseling office.

**Elective Courses**—Students may withdraw from an elective course before the issuance of the first progress report. In this event, the student's cumulative record will reflect no grade and no credit for the course, and the name of the course will not appear in the student's transcript. If a student withdraws from an elective course after the first progress report, the student will receive no credit, either partial or full, for the dropped course. In addition, the course will remain on the student's transcript with the grade recorded as W.

**Scheduling High School Course Failures**—High school students (9-12 grades) who fail required courses must make up the course unit(s)/credit(s) by one (1) or more of the approved alternatives including tutoring by a teacher certified in that academic discipline, an approved summer school, an approved correspondence course(s), and/or repeating the course(s).

A high school student who is more than four (4) units/credits behind the total cumulative units/credits for his/her grade will be considered as retained in the current grade level for homeroom purposes. Seniors who have not completed their graduation requirements will not be able to participate in commencement exercises. Upon successful completion of summer school, correspondence/college courses or tutoring by an approved tutor, a senior may receive his/her diploma from the principal in the high school office.



## **NATIONAL HONOR SOCIETY**

Sophomores, juniors, and seniors who maintain a cumulative GPA of 93% or higher will be eligible to be considered for membership in the Boiling Springs Chapter of the National Honor Society. NHS members are selected by a council of faculty members based upon demonstration of exemplary scholarship, character, leadership, and service. A letter will be sent to eligible candidates at the beginning of each semester, informing them that they may pick up and complete a Student Activity Information Form. It will be the responsibility of the student to accurately complete and to meet all deadlines concerning this form. This form, as well as the results of a faculty survey, will be used by the council to determine if qualifications for membership have been met. Please contact your school counselor for more information. General information about NHS can also be found at [www.nhs.us](http://www.nhs.us) and on the high school website under "Clubs and Activities."

## **RESOURCE PROCEDURES**

The purpose of resource is for band lessons, completion of homework, drill and practice, make-up work, special education support, individual academic support, library research, faculty-sponsored meetings, access to guidance services, and field trips. The primary intent of resource is NOT to provide an additional period for direct instruction. However, resource may be used for first instruction when class time is lost due to field trips, weather emergencies, and other school activities. In addition, resource may be used for enrichment activities. In the event resource is to be used for direct instruction or enrichment, students should be given at least twenty-four hours' notice. When proper notice is given that direct instruction or enrichment will be taking place, the resource period is treated as any other instructional block. Students are held accountable as if it is a regular instructional period.

## **SCHOOL DANCE REGULATIONS**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19": No school dances*

The following dance regulations have been established as the result of cooperative consideration and action by the administration, faculty, and the student council of Boiling Springs High School:

1. Persons departing for any reason may not return.
2. The hours of scheduled dances shall be within 7:00 PM -10:00 PM for high school.
3. Adequate police protection must be provided by the sponsoring organization. This protection will be arranged by the main office.
4. Dances must be chaperoned by the organization sponsor plus a minimum of three (3) teachers and three (3) parents.
5. Dress regulations, unless specified by the sponsoring organization, shall be in accordance with present school policy.
6. Misconduct shall result in dismissal from the dance and school property. Offenders shall be dealt with by the police. Lists of offenders will be maintained. Offenders will be reported to the office for disciplinary action.

7. The standard request form for the use of the school building shall be submitted two (2) weeks prior to the proposed date of the dance.
8. The sponsoring organization shall be responsible for removal of all decorations, refreshments, etc. and responsible for proper cleanliness of the facilities
9. Admission to dances will be restricted to enrolled students of South Middleton School District and bonafide guests of these students when appropriate. Students must complete an extracurricular permission form and return to the administration one week prior to the scheduled event. Only 10th, 11th, and 12th grade students will be permitted to attend the prom.
10. One (1) custodian must be on duty (to be arranged by office).

### **HALL REGULATIONS, PASSES, AND LOCKERS**

1. Students may move to their lockers as soon as they enter the building. The building does not open until 7:45 AM.
2. Any student "caught" in the hallway when the tardy bell rings at 8:00 AM should stop and pay attention to the opening exercises.
3. Lavatory visits will be permitted with the regular pass permits only. Permission to go to the lavatory during class time should be limited.
4. During the changing of class periods, students are expected to move in accordance with hall procedures: no loud talking or yelling, no running, no pushing or shoving, no misuse of school property.
5. Student Passes –Students will not be allowed to leave an assigned area without being given the proper pass. Each pass should be signed or initialed by the instructor in charge of the activity or class that the student is leaving. A student will not be excused or received in an instructional area without the proper identification and pass. A student must use their hall pass card for requesting lavatory and locker privileges from all classes and study halls.
6. Students who abuse the privilege by moving through the halls at times other than specified will be placed on a restricted hall pass. These students will have limited access to the halls at times other than specified.
7. Students will receive a hall pass at the beginning of each marking period. Students will be required to pay \$1 for each additional hall pass.
8. Backpacks are to remain in the lockers during the school day.

### **OPENING EXERCISES**

Classes begin promptly at 8:00 AM. Any student who is tardy to school/class should use proper tardy procedures. We will begin with a salute to the flag. Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercise. If a student has a conscientious objection which interferes with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students who have conscientious objections for saluting the flag shall inform the building principal with a written statement of objection. After the salute to the flag, teacher will take care of all normal attendance business.

## **LIBRARY INFORMATION**

*"The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19": Library is closed until further notice.*

Access Pennsylvania-Boiling Springs High School Library participates in Access PA database which allows students and faculty to access library materials from over 600 schools, public, academic and special libraries throughout the state of Pennsylvania. Students and faculty have access to over two million different materials through Access PA. Materials can be borrowed from a variety of libraries for student and faculty use through inter-library loan arranged by the school librarian.

**Audio Visual Materials, Computer Software and Equipment**—The library has a collection of non-book materials available for student and faculty use. Students may use the computer software and audio-visual equipment in the library. Students must seek the librarian's permission before using any software, hardware or audio-visual equipment.

**Circulation Procedures**—Books may be checked out for a two-week period with renewals, unless the book is requested by another student, staff member, or teacher. Reference materials, magazines, pamphlet file materials, and reserve materials may be borrowed for overnight use. These materials must be returned before the first block of the next school day. Students are responsible for all materials that are signed out from the library in their name. Students are prohibited from checking out materials for other students.

**Fines**—Fines for overdue two-week materials are five (5) cents per day for each day school is in session. Students with overdue overnight materials will be charged forty (40) cents for each day school is in session until the materials are returned. These fines will not be charged if a student is absent from school the day the materials are due. In addition, students will be charged a full replacement cost plus processing for any materials which are lost or damaged. Library obligations not taken care of prior to the end of the marking period will result in the student's report card being withheld.

**Hours and Library Use**—The library is open every day from 7:45 a.m. until 3:00 p.m. Students who wish to work in the library during resource periods must sign-up in the library in the morning before resource begins. Students should then report to the library after checking in with their resource teacher at the beginning of resource. Attendance will be taken in the library and reported back to resource teachers by the library staff. Students will remain in the library for the entire resource period. Students may come to the library from class with a signed pass from the supervising teacher. When a student enters the library with a signed pass from a teacher, the student will sign in at the circulation desk with the date; his/her name and time entering the library. Upon leaving the library, the student will record the time of the departure at the circulation desk. Students will not be admitted to the library unless they have a signed hall pass.

**Instruction**—Classes that utilize the library and its resources are arranged with the cooperation of the faculty and the librarian.

## MOTOR VEHICLES ON CAMPUS

Using a motor vehicle is a privilege, not a right. Student drivers are urged to drive with great care on and off campus. Students are expected to adhere to the following rules and regulations:

1. Each student must register each car they drive and pay a one-time registration fee of \$30 and \$1 for each additional parking decal when they begin driving to school.
2. Any driver negatively affecting the safety of any bus, walker, or themselves on or off campus will lose the privilege of driving to school.
3. From 7:30 a.m. -3:15p.m. students must enter and exit the campus using the Springville Road access leading directly to/from the student parking lot.
4. Students may not enter their cars for any reason without the direct permission of the office.
5. Students must park in their assigned space in the student parking lot.
6. Students should never be on any campus roads leading to or in front of the Iron Forge Educational Center.
7. The school district is not responsible for valuables and/or damage to a vehicle while parked on campus.
8. In addition, the following levels and regulations apply:

Level 1	Level 2	Level 3
Not parking in specified area	Accumulation of Level 1 offense	Accumulation of Level 1 and 2 offenses
Entering vehicle during school day	Driving to Vo-tech w/o permission	Racing/driving at high rate of speed
Exceeding the speed limit	Failing to register vehicle after a prior warning	Bring a vehicle onto campus when driving privileges have been revoked
Failing to register a vehicle	Entering/exiting campus from improper route	Failing to stop when buses are displaying yellow or red flashing lights
		Actions that endanger the lives of others
		Failure to obey South Middleton Security Police

**Level 1 Infractions**-will result in a conference with the principal and parents will be contacted and/or a warning and/or two (2) hours of detention.

**Level 2 Infractions**-will result in a conference with the principal and parents contacted, up to ten (10) day loss of driving privileges and/or 1-3 days of in-school suspension and/or 2-4 hours detention.

**Level 3 Infractions**-will result in a conference with the principal and parents, up to 30 days loss of driving privileges and/or up to ten (10) days in-school suspension, and/or a hearing with the superintendent, and/or permanent loss of driving privileges and/or car towed at owner's expense.

Failure to comply with school regulations may result in a suspension of driving privileges, a total loss of driving privileges, and/or detention or in-school suspension. In addition, several attendance and infractions of student conduct can result in a loss of driving privileges. **A suspension of driving privileges will require students to again register their cars and again pay a fee.**

## **Student Dress**

A student's dress, personal appearance, hygiene, and behavior should reflect sensitivity to and a respect for others. The fact that the South Middleton School District permits a wide variety of clothes to be worn by students does not imply that all styles worn are equally appropriate. Appropriate dress is a decision that is made by students and their parents/guardians. This decision must be made within the parameters outlined in the student dress code guidelines of the South Middleton School District. Student dress must be such that it does not present a danger to the student or to the health and safety of others. In addition, student dress should not disrupt or interfere with the work, creativity, or order of the classroom or overall operation of the building. It is the expectation of this District that all students will always be appropriately dressed and groomed.

The South Middleton School District recognizes that students may be required to wear certain types of clothing while participating in courses, extracurricular activities, or other situations that necessitate special attire to ensure the health or safety of the student. Examples of these courses include, but are not limited to, physical education, technology education, science, art, and family and consumer science.

### **Footwear**

1. Shoes must always be worn throughout the building.
2. Sandals or shoes without straps around the heel or ankle are discouraged and platform shoes are prohibited.

### **Body Piercing**

It is recommended that body piercings will be restricted as follows:

1. Ear, eyebrows, nose, and tongue piercing jewelry maybe removed for safety reasons in the following curricular and extracurricular activities:
2. Physical Education classes.
3. Science and Art classes in which chemicals are used and require that protective eyeglasses be worn that must fit securely around the eyes.
4. Technology Education classes where equipment is used, and protective eyeglasses must be worn that must fit securely around the eyes.
5. Extracurricular activities involving physical contact.
6. PIAA requires that all jewelry be removed for all practices and games.
7. Jewelry must be removed whenever body piercings become infected and present a health hazard to the student and/or to others.



## **Clothing Guidelines**

1. Clothing that can be considered as a health hazard or is soiled, torn, or ragged is not permitted.
2. Shorts, skirts, and dresses must be long enough to reach at least the mid-thigh of the leg. Running shorts, swimming shorts, and boxer shorts are prohibited.
3. No exposure of undergarments.
4. Low-cut tops, tank tops, halter tops, mesh tops, midriff tops, tube tops, cut off shirts, and tops with thin spaghetti-type straps are not permitted. All shirts/dresses must have sleeves.
5. Gang-related attire or clothing containing inappropriate messages including those that promote violence, expressions with double meanings, drug, alcohol or tobacco consumption, or containing sexually explicit messages, are not permitted.
6. Hats and headgear are inappropriate and are not allowed to be worn during the school day. Headbands, when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.
7. Clothing that exposes personal body parts or attracts undue attention is not permitted.
8. Backpacks should be placed in student lockers during the school day.

### **Accessories**

1. Sunglasses are not permitted to be worn during the school day unless medically prescribed.
2. Clothing, pins, patches, tattoos, or any other items that encourage violence, drug, tobacco or alcohol use, or contain a sexually explicit message are not permitted.
3. Articles that could cause damage to other students or properties are prohibited

### **Penalties**

Violation of the student dress code are as follows:

**First Offense:** The student will be sent home or retained in the office or in the in-school suspension room until a parent/guardian provides a proper change of clothing. Parent or guardian will be notified of offense.

**Second Offense:** The student will be assigned a one-or two-hour detention. Parent or guardian will be notified of offense.

**Third Offense:** The student will be assigned a Saturday detention. Parent or guardian will be notified of offense.

**Fourth Offense:** Principal will determine appropriate consequence which could include suspension and/or a hearing before the superintendent and/or the Board of School Directors.

***In view of the fact that fashions are continually changing, the building principals reserve the right to be the final authority in all issues regarding the student dress code.***

## Work Permits

The most important job a student can have is to get an education. Making application- Students who are 14 through 17 years of age and wish to apply for a work permit must have a parent/ guardian come to the high school office. The parent/guardian must supply proof of the student's age (birth certificate, driver's license, passport, etc.), as well as complete and sign an application for a work permit in the presence of a school district employee. Next, the application must be taken to the prospective employer to complete a section on hours and type of employment. Finally, the application must be taken to a doctor for a signature to certify that the student is physically fit to work. The completed application must then be returned to the high school office for the issuing of the work permit. A work permit will not be issued until the application is complete and a student cannot work without a work permit.

Work permits for 14- and 15-year-olds are nontransferable. If a 14- or 15- year-old changes the location of his/her employment, he/she must come back to the high school office to have a new work permit issued. However, they need not go through the application process again. Work permits for 16- and 17-year-olds are transferable. Once a permanent work permit is issued, it is valid for all employers.

**Time Standards**-The state and federal governments set time limits for when minors can and cannot work. Federal regulations apply when a student works for a business that grosses more than \$500,000 per year. Below are Pennsylvania's regulations:

### **14- and 15- year-old minors may not be employed:**

1. During school hours unless they are part of a work experience program.
2. Before 7:00 AM or after 7:00 PM except 9:00 PM from June 1 through Labor Day.
3. More than four (4) hours per day on school days.
4. More than 18 hours per week (Mon.-Fri.), and a maximum of 26 hours per week (Sun.-Sat.) when school is in session.
5. More than eight (8) hours per day on non-school days
6. More than 44 hours a week in non-school weeks.

### **16- and 17- year-old minors may be employed:**

1. A maximum of eight (8) hours on any given day.
2. A maximum of 28 hours (Mon.-Fri.); plus, an additional eight (8) hours on Saturday and eight (8) hours on Sunday.
3. A maximum of 40 hours per week.

### **By state law, 16- and 17- year-old minors may not be employed:**

1. During school hours unless they are part of a work experience program.
2. After midnight during the school year, Sunday through Thursday, or before 6:00 AM. any day. Exception: Preceding non-school day 1:00 AM and no limits during the summer

**Job Restrictions**-Many types of jobs are restricted for minors. Several informational sheets on these restrictions are available through the high school office upon request.

Parents/guardians should thoroughly investigate any job a minor is considering accepting. For further information or to report violations of Child Labor Laws, parents/guardians and students can call The U.S. Department of Child Labor at 1-202-523-7640 or the Pennsylvania Department of Child Labor at 1-717-787-4671.

## **Disciplinary Actions**

**Reasons for Detention-** Assignment-Detention assignments will be made when students fail to assume their responsibilities, fail to exercise their rights, or invade the rights of others. Detention assignments will also occur when students willfully disregard the regularly accepted standards of behavior and/or school regulations. The number and length of assignments will be determined by the nature and frequency of the offense.

**Authority to Assign Detention-**Assignments to detention for Level 1 infractions shall be made by teachers and administrators. In the event of Level 2 or 3 disciplinary infractions, the student shall be sent directly to the assistant principal's office. When there is a reasonable doubt that an offender will report to the office, the teacher will notify the office that the violator is on the way and that the forms will be sent by the most expedient means. If the student refuses to comply, an administrator shall be called.

**Definition of Breach of Discipline** -Any conduct of a student which interferes with a scholarly learning environment and good order constitutes a breach of discipline. Such conduct includes the following:

1. Violation of State or Federal law.
2. Violation of School Board policies and/or school rules and regulations.
3. Academic violations including, but not limited to, neglect of studies and academic dishonesty.

**Persistent Troublesome Conduct-**In order to prevent disruption of classroom and school operation, the total of minor offenses by a student may constitute and be dealt with as a major offense.

**Administrative Action on Breaches of Discipline-**The administration will act on all reported breaches of discipline. The following procedures should be used when a breach of discipline occurs.

1. Teacher and administrative referrals should be sent directly to the assistant principal's office.
2. In the event of a Level 1 referral, only the referral form needs to be sent to the office. If the student feels there is a discrepancy with a referral, or a problem with the situation or assignment, he/she should arrange to meet with the assistant principal at the first available opportunity. After a thorough and careful review of the case, the administrator shall take appropriate action in accordance with the Schoolboard's discipline policies and considering the student's discipline history.
3. In the event of a Level 2 or 3 referral, the student should be sent directly to the office and the referral should follow as quickly as possible. The teacher will notify

the office that the violator is on the way. The forms must follow by the most expedient means possible. If the student refuses to comply, an administrator shall be called.

4. For every Level 2 and Level 3 referral, the principal or assistant principal shall complete a thorough and careful review of the case. The administrator shall then take appropriate action in accordance with the School Board's discipline policy and consider the student's discipline history.
5. A referral should contain all the vital information including a full description of the incident, the desired action on the referral, and, if applicable, what the student must do to correct his/her behavior.
6. A copy of the referral should be given to the student when it is issued. At the teacher or administrator's request, the student must take his copy home, and have it signed by his/her parents or guardians.
7. Parents or guardians shall receive a copy of each discipline referral by mail and in more serious cases be contacted by telephone or requested to come in for a conference.
8. The student's guidance counselor shall be notified of each referral
9. The administrator shall maintain discipline files and will fully record each incident and his/her disposition of the case

**Detention may be assigned for the following violations:**

1. Not following classroom rules which are within the limits of Board Policy 218 and are necessary to run a safe, orderly, and efficient classroom, and have been properly established and presented to the students
2. Students who are disruptive in class, the halls, or on school grounds
3. Students who are disrespectful
4. Having items which are restricted or can cause a disruption to the learning process in class, including but not limited to radios, tape players, hand-held video games, water pistols, etc.
5. Having food in halls or classrooms, or for chewing gum in a classroom in which the teacher has restricted its use.
6. Level 1 motor vehicle infractions.
7. Inappropriate language.
8. Derogatory comments.
9. Public display of affection.
10. Improper dress.
11. Cutting in the lunch line.
12. Failure to return correspondence.
13. Failure to follow school procedures (i.e. drop/add, hall passes, locker access).
14. Students entering restricted areas of the building.
15. Unauthorized use of school property.
16. Coming to class unprepared 1st offense.
17. Coming to class unprepared 2nd offense.

All other detention assignments for Level 1 infractions will be made by the administration, including but not limited to failure to serve detention, class cuts, and

tardies. All detention assignments for Level 2 and Level 3 infractions will be made by the administration.

**Scheduling Detention**-When a Level 1 discipline infraction occurs and a student is assigned a detention, he/she will be assigned to the first scheduled detention hall after four (4) full days from the date of the infraction. Students are responsible to notify their parents immediately that they have been assigned detention. Parents will also be notified by the school, by phone or mail. Detention will be a designated, supervised work area. Students assigned to detention must report with a suitable amount of schoolwork to keep them busy for the duration of the detention. Detention will start promptly at 2:50 p.m. and end at 4:50 p.m. on Mondays and Wednesday. Students who have been assigned an hour of detention will be released at 3:50 p.m. A student may not split a two-hour detention.

**Scheduling Saturday Detention**-When a Level 2 Infraction occurs, Saturday detention will be assigned. The student will be assigned to the first scheduled Saturday detention hall after four (4) full days from the date of the infraction. Students are responsible to notify their parents immediately that they have been assigned Saturday detention. Parents will also be notified by mail. Saturday detention will be a designated, supervised work area. Students assigned to detention must report with a suitable amount of schoolwork to keep them busy for the duration of the detention. Detention will start promptly at 8:00 a.m. and end at 11:00 a.m. Upon completion of their assigned detention, students will be escorted from the building by the detention monitor. Students are not permitted back into the building. Students should bring all necessary materials to the detention room. The lockers are not accessible after detention.

**Failure to Serve Detention**-Detention is to be served when it is scheduled. Detention will not be rescheduled for students unless an extreme situation exists and only if a parent makes a written request. Detention will not be rescheduled for any school-related activities including athletics, band engagements, field trips, student council activities, etc. Detention will not be rescheduled due to a student's work schedule. The best way for students to avoid conflicts with their personal and extra-curricular schedules and to avoid causing inconveniences for their families will be to follow the rules and not get assigned detention. In the event a student fails to serve detention, he/she will be expected to serve the next available detention(s). When a student fails to serve detention, administration will take the following action:

1. First offense –One-hour –double the hours of detention
2. First offense –Two hours –Saturday detention
3. Second offense –Saturday detention
4. Third offense –Two days ISS Saturday detention first offense –Two days ISS the Monday and Tuesday immediately following the Saturday detention.

**Continued failure to serve regular or Saturday detention will be considered persistent and troublesome conduct.**

## Summary of Level I, II and III Infractions

The following Level I infractions should be handled directly by the teacher. The teacher is responsible for completing the discipline referral, assigning the student the appropriate penalty, supplying the student with their copy of the referral and forwarding the appropriate paperwork to the office. In the event a detention is being assigned, a teacher may assign their own detention or an administrative detention. The faculty is responsible for assigning disciplinary action, including but not limited to the following Level I infractions:

<b>Level 1</b>	<b>Penalty</b>	<b>Level 1</b>	<b>Penalty</b>
<b>Teacher Referrals:</b>			
Academic: Failing to come to class prepared/failing to do homework	Refer to counselor and one-or two-hour detention and/or parent teacher conference	Public display of affection	1-hour detention
Disruptive behavior (Lost Learning)	1-or 2-hour detention	Student-to-student harassment	2-hour detention
Disruptions caused by electronic games or toys	1-hour detention	Sexual harassment	1-or 2-hour detention
Failure to follow school procedures	1-or 2-hour detention	Tardy to class –1 <sup>st</sup>	Warning
		2 or more Tardies	2-hour detention
Food in halls/classrooms	1-or 2-hour detention		
Gambling	2-hour detention	<b>Administrative Referrals:</b>	
Improper dress	Change or cover clothing or 1-or 2-hour detention	Accumulation of teacher referrals	Conference with principal-parents contacted
Inappropriate cafeteria behavior	1-or 2-hour detention or Saturday detention	Bus referral	Conference with principal, parents contacted and/or 2-hour detention
In restricted area of building/campus	One-or two-hour detention	Failure to follow ISS or Saturday detention rules	Warning or add additional days
Insubordination, disrespectful speech or actions, defiance to authority	1-or 2-hour detention	Failure to serve detention	1-hour –2-hours 2-hours–Saturday detention
Cell phones / iPhone	Turned into the office. Student may pick up at the end of the day–1-hour detention	Motor vehicle referral	Conference with parent and /or loss of driving privileges and or detention



In addition to assigning disciplinary action for any of the above level I infractions, the administration is responsible for assigning disciplinary action including, but not limited to, the following Level II infractions:

<b>Level II Administrative Referral</b>	<b>Penalty</b>	<b>Level II Administrative Referral</b>	<b>Penalty</b>
Accumulation of Level 1 referrals –Continued Referrals after assistant principal conference	Saturday detention and parent conference with principal –restricted from attending activities	Defacing school property	Restitution –Saturday detention and/or ISS
Academic dishonesty	First infraction 0% for that assignment, notification of parent, Saturday detention	Failure to follow ISS / Sat. detention rules	Additional day assigned
Bus referral	Conference with principal, parents, contacted, and/or 5-day bus suspension, and/or Saturday detention	Failure to work with South Middleton Special Police	One-two Saturday detentions, restriction from select extracurricular events, loss of driving privileges
Class Cut –1	Saturday detention	Forgery	1-2 Saturday detentions
Class Cut –2	2 Saturday detentions	Gambling	1-2 Saturday detentions
Cutting Full Day of School	Saturday detention-truancy fines, and/or loss of driving privileges	Insubordination, disrespectful speech, or actions, open defiance of authority	1-2 Saturday detention or ISS
Cutting 2nd Full Day of School	2 Saturday detentions-truancy fines, and/or loss of driving privileges	Leaving school grounds w/o permission	Saturday detention and/or loss of driving privileges
Motor Vehicle Referral	Conference with principal, parents contacted, and /or a warning. Driving privileges can be taken, and/or Saturday detention	Leaving school grounds w/o permission 2 <sup>nd</sup> offense	Saturday detention and /or loss of driving privileges
iPhone/ Cell phones 2 <sup>nd</sup> Offense	Turned into the office, parent/guardian pickup, and/or 2-hour detention	Sexual harassment	1-2 Saturday detention or ISS
Student-to-student Harassment	1-2 Saturday detentions	Theft	1-2 Saturday detention or ISS
Tardies to school for the marking period (4)	1 hour after school detention	Tardy to class for the marking period (more than 5)	Saturday detention
Tardies to school for the marking period (5)	2 HR ASD and/or loss of driving privileges	Use of computers for non-academic purposes	Loss of computer privileges for one semester and Saturday detention and/or ISS

The following Level III infractions should be referred to the administration. The administration is responsible for assigning disciplinary action including, but not limited to, the following Level III infractions:

<b>Level III – Administrative Referrals</b>	<b>Penalty</b>	<b>Level III – Administrative Referrals</b>	<b>Penalty</b>
Accumulation of Level II and III referrals – continued referrals after principal conference	10 days in or out of school suspension and a hearing before the superintendent	Alcohol/drug/drug paraphernalia referral	10 days out-of-school suspension and a hearing before the superintendent and/or a hearing before the Board of School Directors /referral to the student assistance team
Academic Dishonesty	2 <sup>nd</sup> infraction –dropped one letter grade for the marking period, notification of parents, one-2 Saturday detentions	Aggravated assault	10 days out of school suspension and hearing before the superintendent and/or PSP notification
Assault of a Faculty Member	10 days out of school suspension and a hearing before superintendent and Board of School Directors and or PSP notification	Bus referral	Conference with principal/parents/driver and up to tendays loss of riding privileges and/or ISS and/or a hearing before the superintendent and/or permanent loss of riding privileges
3 <sup>rd</sup> Class Cut	3 days ISS and/or loss of driving privileges	4 <sup>th</sup> Class Cut	5 days ISS and/or loss of driving privileges and/or restriction from attending school activities
5 <sup>th</sup> Class Cut or more	10 Days ISS	Cutting a full day of school 3 <sup>rd</sup> Infraction	3 days ISS –Fines when appropriate and/or loss of driving privileges
Failure to Serve Saturday detention	2 days ISS the Monday and Tuesday following the Saturday detention	Cutting a full day of school 4 <sup>th</sup> Infraction	5 days ISS -Fines when appropriate and/or loss of driving privileges
Failure to Follow ISS/Sat. Detention Rules	1-10 days ISS or OSS suspension	Cutting a full day of school 5 <sup>TH</sup> Infraction	10 days ISS -Fines when appropriate and/or loss of driving privileges



Gambling	10 days OSS and a hearing before superintendent and/or Board of School Directors	Insubordination, disrespectful speech, or actions, open defiance of authority	Up to 10 days OSS
Leading or Participating in a riot	10 days OSS and hearing before superintendent and Board of School Directors	Failure to serve Saturday detention 2 <sup>nd</sup> Offense  Failure to serve Saturday detention 3 <sup>rd</sup> Offense	Parent conference and 5 days ISS  10 days ISS and hearing before superintendent
Motor Vehicle Referral	Conference with parents and driver. Up to 30-day loss of driving privileges and/or up to ten days ISS and/or hearing before superintendent and/or permanent loss of driving privileges and/or vehicle towed at owners' expense	iPhone/ cell phones 3 <sup>rd</sup> and subsequent offense	Turned into the office, parent pickup and Saturday detention
Theft	Up to 10 days out-of-school or ISS suspension at the discretion of principal and/or PSP notification	Refusal to Leave School Property	Prosecute for trespassing
Sexual harassment	10 days OSS and hearing before superintendent and/or Board of School Directors and/or PSP notification	Student to Student Harassment/Threats	Up to 10 days OSS and hearing before superintendent and/or Board of School Directors and/or PSP notification
Inappropriate use of computer network. Includes but not limited to obscene, sexually oriented, threatening, illegal material, viewing of defamatory material	Loss of computer privileges for one year and up to 10 days OSS	Threatening phone calls or bomb scare	10 days OSS and hearing before superintendent and Board of School Directors and/or PSP notification
Tobacco/Vape use or possession 1 <sup>st</sup> Offense	Fine and 3 days ISS	Weapons Violations	10 days OSS and hearing before superintendent and Board of School Directors and/or PSP notification
Tobacco/Vape use or possession 2 <sup>nd</sup> Offense	Fine –5 days ISS	Vandalism	Restitution, 3 days ISS/detention/ and/or prohibited from attending field trips/school events
Tobacco/Vape use or possession 3 <sup>rd</sup> Offense	Fine –10 days ISS and hearing before superintendent	Tardy to School for the marking period 6 or more	Saturday detention and/or loss of driving privileges

**Yellow Breeches Middle School  
30 Academy Street  
Boiling Springs, PA 17007  
(717) 258-6484**

**Middle School Addendum to  
SMSD Secondary Handbook**



**Yellow Breeches Middle School  
30 Academy Street  
Boiling Springs, PA 17007**

**Middle School Administration.....717-258-6484**

Dr. Jesse White, Principal

Mr. David Bitner, Assistant Principal

Mrs. Diane Clugh, Administrative Assistant

Mrs. Lisa Thompson, Receptionist and Attendance

Mr. Elmer Barrick, Guidance Counselor

Mrs. Danae Klock, Guidance Counselor

Ms. Melissa Short-Ryan, Nurse

**Buildings and grounds**

Zach Gump – Director of Buildings & Grounds	
Nate Fraker- Custodian	Christy Smith – Custodian

**SAP (Student Assistance Team)**

Elmer Barrick	Michelle Long
David Bitner	Amy Necci
Erin Brenner	Susan Reutter
Abby Coulter	Melissa Short-Ryan
Karen Doersom	Alex Smith
Danae Klock	Jesse White

**Yellow Breeches Middle School Faculty**

**Special Education**

Caroline Zugell	Allyson Chiavacci
Michelle Long	Bethany Mohney
David Robinson	Brian Rohm
Kristen Trout	Sara Gladhill

**Instructional Support**

Denise Evans	Nicole Stouffer
Kristen Gordon	Jenny Taylor
Katelyn Sanders	Paige Whitman

**Library**

Jaynie Korzi	Rebekah Busenitz
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**Impact**

Susan Reutter	Jill Gettle
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**Language**

Emily Mater	Amy Necci
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**ESL****Gifted**

Karen Doersom	Jen Chamberlin
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**Health and Fitness**

Rachael Reis	Marc Jones
Zach Stroh	

**Creative Arts**

Payge Emlet - Art	Amber Reader – Family Consumer Science
Josh Gutacker – Tech. Ed.	Jason Roach – Music
Michelle McBride – Comp Sci.	Kyle Weary - Music

**6<sup>th</sup> Grade**

Naomi Searle – Read/Eng/SS	Tylor Hykes- Read/Eng/SS
Kara Dayhoff - Read/Eng/Sci	Sarah Deaven - Math/SS

Erin Brenner - Read/Eng/SS	Kim Draper – Sci/SS
Shayne Whitten – Math/SS	Rebecca Streletz - Rdg/Eng/SS

### English and Reading

Heather Kuffa– 7 <sup>th</sup> grade	David Bandura – 7 <sup>th</sup>
Michael Miller – 7 <sup>th</sup> and 8 <sup>th</sup> grade	Angela Doland – 7 <sup>th</sup> and 8 <sup>th</sup> grade
Karen Ryan – 8 <sup>th</sup> grade	

### Math

Marilyn Julius -7 <sup>th</sup> grade	Tylor Hykes -7 <sup>th</sup> and 8 <sup>th</sup> grade
Abby Coulter -8 <sup>th</sup> grade	

### Science

Dave Prescott – 7 <sup>th</sup> and	Chris Leese – 7 <sup>th</sup> grade and 8 <sup>th</sup>
Allison Schrom – 8 <sup>th</sup> grade	

### Social Studies

Brandon Deitch – 7 <sup>th</sup> grade	Anne Hoffman – 7 <sup>th</sup> and 8 <sup>th</sup> grade
Kristin Shanabrook - 8 <sup>th</sup> grade	

## SCHOOL DAY INFORMATION

The student day begins at **8:00 a.m.** and ends at **2:45 p.m. (2:15 during the Covid-19 hybrid schedule)** for children in grades 6-8. **If a student is not in their first period class at 8:00 a.m., he/she is considered tardy.**

### ***Yellow Breeches Middle School:***

Walkers or children being dropped off by parents/guardians should not arrive at the building until 7:45 a.m. **Supervision of students will not be provided until 7:45 a.m.** when students are allowed to enter the building.

### **Daily Schedule for Yellow Breeches Middle School**

7:45 A.M. Students Report

7:59 A.M. Tardy Bell Rings

2:45 P.M. Dismissal (**2:15 during the Covid-19 hybrid schedule**)

## **SCHOOL CLOSINGS AND DELAYS**

The district superintendent will assume responsibility for deciding whether schools will be open or closed.

The following media sources will be used to announce delays and closings:

District website [www.smsd.us](http://www.smsd.us)

District automated calling system

Television stations: channels 8, 21, 27, 43, and 15

\* On the morning of a delayed opening, parents should not bring children to school prior to the

announced time.

**\*In case of early dismissal, please ensure that someone is available to receive your child, and ensure your child knows what the procedure will be.**

## **CODE OF STUDENT CONDUCT**

It has been recognized that a positive educational environment is the responsibility of all parties sharing the benefits of the school association. At South Middleton School District, we are aware of the need for the total community to work towards the enhancement of the educational opportunities enjoyed by all. With this in mind, it is necessary to identify individual educational responsibilities. Through a combined effort, we will provide our school and community with the best educational experiences available.

## **DISCIPLINARY PHILOSOPHY**

The character of a school is mirrored in the behavior of the students as they function in the learning process. This behavior should be respectful, courteous, and in keeping with the purpose of attendance in school. The staff of the school needs to establish rules and procedures for student behavior. Parents/guardians and students need to fully understand that the expectation of the staff is always for proper conduct on the part of all students. When this is accomplished, every student will be able to use his/her maximum potential for learning.

Rules provide adequate guidance for children to practice self-discipline. By practicing self-discipline and following school rules, children can help to establish an enjoyable learning atmosphere.

## **GENERAL SCHOOL EXPECTATIONS**

- Students are expected to respect all adults, other students, school property, and other students' property.
- Students are expected to show respect for other students by refraining from teasing, harassing, or bullying.
- Students are expected to show respect for school property by using school equipment and classroom supplies appropriately.
- Real or pretend weapons are not permitted on school property (ex. Buses, school, etc.)
- Students are expected to walk in classrooms, hallways, and sidewalks and keep hands and feet to themselves always.
- Students are expected to practice personal and academic honesty.
- Students are always expected to use appropriate language.
- Students are expected to eat food only in the cafeteria unless the teacher allows a snack in the classroom.
- Pets are not permitted at school nor on school buses for any reason unless approved by the principal.
- Items of value should remain at home. The school will not be responsible for lost or damaged items.
- Items for the purpose of sale or trade are not permitted in school.
- Cell phones and other electronic devices should not be in use during school hours without the permission of a teacher or school staff member. Any items brought to school are the responsibility of the student.

## **DRESS CODE GUIDELINES**

A student's dress, personal appearance, hygiene, and behavior should reflect sensitivity to and respect for others. The fact that the South Middleton School District permits a wide variety of clothing to be worn by students does not imply that all styles worn are equally appropriate. Appropriate dress is a decision that is made by students and their parents/guardians. This decision must be made within the parameters outlined in the student dress code guidelines of the South Middleton School District. Student dress must be such that it does not present a danger to the student or to the health and safety of others. In addition, student dress should not disrupt or interfere with the work, creativity, or order of the classroom or overall operation of the building. It is the expectation of this district that all students will always be appropriately dressed and groomed.

The South Middleton School District recognizes the fact that students may be required to wear certain types of clothing while participating in courses, extra-curricular activities, or other situations that necessitate special attire to ensure the health or safety of the student. Examples of these courses include, but are not limited to, physical education, technology education, science, art, and family and consumer science.

### ***Clothing Guidelines***

1. Clothing that can be considered as a health hazard is not permitted.
2. Shorts, skirts, and dresses must be long enough to reach at least the mid-thigh of the leg.
3. Students must wear undergarments. Exposure of undergarments is not permitted.
4. Low-cut tops, tank tops, halter tops, mesh tops, midriff tops, tube tops, and tops with thin spaghetti-type straps are not permitted.
5. Pants must be worn at the waist. Pant legs are not permitted to be worn below the student's footwear.
6. Gang-related attire or clothing containing inappropriate messages, including those that promote violence, drug, alcohol or tobacco consumption, or contain sexually explicit message is not permitted.
7. Outerwear is prohibited from being worn during class and must be placed in the locker or on coat hooks during the school day.
8. Hats are inappropriate apparel when worn inside a place of business and are not allowed in school.

### ***Footwear***

1. Shoes must always be worn throughout the building.
2. High heels, platform shoes, or shoes without straps around the heel or ankle are not permitted.
3. Flip-flop shoes and steel-toed shoes are only permitted in specific areas such as the pool and shop areas for safety purposes.

### ***Body Piercing***

Body piercing will be restricted as follows:

1. Ear, eyebrows, nose, and tongue piercing jewelry may need to be removed for safety reasons in the following curricular and extracurricular activities:
  - a. Physical Education classes.
  - b. Science and Art classes in which chemicals are used and require that protective eyeglasses be worn that must fit securely around the eyes.
  - c. Technology Education classes where equipment is used and protective eyeglasses must be worn that must fit securely around the eyes.
  - d. Extracurricular activities involving physical contact.
  - e. PIAA requires that all jewelry be removed for all practices and games.
2. Jewelry must be removed whenever body piercings become infected and present a health hazard to the student and/or to others.

### ***Accessories***

1. Sunglasses are not permitted to be worn during the school day unless medically prescribed.
2. Clothing, pins, patches, tattoos, or any other items that encourage violence, drug, tobacco or alcohol use or containing a sexually explicit message are not permitted.
3. Articles that could cause damage to other students or students' property are prohibited.

Since fashions are continually changing, the building principals reserve the right to be the final authority in all issues regarding the student dress code.

Board Approved: July 17, 2000; Revised 4/2013

### **LUNCHROOM EXPECTATIONS**

We believe our students' lunch period should be a pleasant time in their school day. It is natural for all students to want to relax and enjoy this period when they can visit with their friends. It is necessary, however, to maintain some guidelines for our lunchroom, particularly since so many people are using the cafeteria at the same time.

1. Students will respect other students and adults while in the cafeteria.
2. Students will show respect and follow the directions given to them by cafeteria staff, including personnel in the kitchen.
  1. Students will use kind words.
  2. Talking quietly is acceptable.
  3. Sharing food will not be permitted.
  4. Once seated at a table, students should remain seated until they are done eating. At that time, students should take ONE trip to return their tray and/or throw away all trash.
  5. Students should keep their hands, feet, food, and objects to themselves.
  6. Students should always use proper table manners.
  7. Students will clean up around their seats before leaving the table.
  8. Students will wait to be excused by table.
  9. A period of quiet lunchtime may be initiated as needed to maintain order and reinforce appropriate behavior.

### **DISCIPLINE CODE**

The sections above describe the expectations in various aspects of the school day and school community. Below is a description of what may happen if a student fails to follow the expectations.

#### **Level I Infractions**

This is generally minor misbehavior on the part of the student which interferes with orderly classroom procedures or the orderly operation of the school. These types of behavioral problems are usually handled by an individual staff member but sometimes require the intervention of the principal.

#### **Examples**

Failure to complete classroom work or homework

Inappropriate or offensive language

Failure to comply with school or teacher expectations in any area of the school

Behavior that disrupts others in the learning environment  
Disrespectful to bus driver  
Leaving a mess on the bus  
Out of seat while the bus is moving

### **Procedures**

- There is immediate intervention by the staff member on site or on duty; a proper and accurate record of the offense is made, if necessary; the principal intervenes, if necessary.
- There is immediate intervention by the bus driver. Minor behavioral problems are usually handled by an individual bus driver, but sometimes require the intervention of the principal. The incident is documented. The principal intervenes, if necessary. Principal notified by bus driver. The parents/guardians may be notified.

### **Disciplinary Options**

Verbal reprimand  
Teacher interventions  
Special assignment  
Minimal withdrawal of privileges  
Principal notified by staff member  
Parents/guardians notified

### **Level II Infractions**

This level addresses misbehavior where frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions usually result from the continuation of **Level I** behavior and may require the intervention of the principal because the execution of **Level I** options failed to correct the problem. Also included in this level is behavior which poses a serious negative effect on the operation of the school and on the learning of other students.

### **Examples**

Continuation of **Level I** behavior  
Negative student relationships  
Profanity  
Unsportsmanlike behavior  
Academic dishonesty  
Refusal to complete schoolwork  
Not properly participating in bus evacuation drill

### **Procedures**

- The student is referred by a staff member to the principal; the incident is documented; the parents/guardians are notified; a conference may be held with the staff member and parents/guardians.
- There is immediate intervention by the bus driver. The incident is documented. The student is referred by the bus driver to the principal. The parents/guardians

are notified. Conference with principal, bus driver, and parents/guardians may also occur.

### **Disciplinary Options**

Loss of privileges - Recess, Field Trip, Assemblies, Special Programs, etc.

In-school suspension

Detention (Mid-day, after school, lunch, Saturday)

*\* Parents/guardians will be notified of the detention in advance. In such instances, parents/guardians will be required to provide transportation*

Restitution for damages

Loss of transportation rights

### **Level III**

Infractions at this level include behavior previously addressed in **Levels I and II** and acts that are directed against any person(s), property, or the policies and procedures of the school or classroom. These acts might be considered potentially dangerous but can still be handled by the school staff. Corrective measures which the school could undertake depend upon the availability of resources for correcting the situation expeditiously and in a fair manner.

### **Examples**

Continuation of behavior from **Levels I and II**

Assault upon an employee or student – physical or verbal

Throwing objects at another person

Vandalism

Stealing

Forging signatures

Unsafe behavior

Violation of the district tobacco use policy

Violation of the district-controlled substances/paraphernalia policy

Violation of the district weapons policy

Sexual Harassment

Bullying/Cyberbullying

### **Procedures**

- The principal investigates the incident; the principal confers with the appropriate staff; the incident is documented; the principal meets with the student(s); the parents/guardians are notified.
- There is immediate intervention by the bus driver. The incident is documented. The student is referred by the bus driver to the principal. The parents/guardians are notified. Conference with principal, bus driver, and parents/guardians.

### **Disciplinary Options**

Detention

Temporary in-school suspension

Temporary out-of-school suspension  
Loss of privileges - Recess, Field Trip, Assemblies, Special Programs, etc.  
Restitution for damages  
Permanent loss of bus riding privileges

**The preceding is furnished for the purpose of example. There is no intent to restrict examples, procedures, or options to any one level or to infer that every procedure, or option, must be followed at each level. (Board Policy No. 233 “Suspension and Expulsion” is available for review in all building offices and on the School District Website at [www.smsd.us](http://www.smsd.us))**

### **ELECTRONIC DEVICES** **(per Board Policy #237)**

**Definition** - Electronic Devices, a term as used in this policy, includes: all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet, but will not be limited to: laptops, netbooks, mobile cellular phones, smart phones, personal digital assistants, personal media devices (Laptops, e-Readers, iPads, tablet computers, and similar devices) and any other Internet-enabled communication devices or other new technologies developed that are capable of connecting to the District's network or other independent mobile network.

**Guidelines** - The Board prohibits the use of electronic devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities, except when permitted by and under the direct supervision of a teacher for instructional purposes. Student use of electronic devices shall comply with the guidelines set forth by the Acceptable Use Policy for Technology (AUP) and Bring Your Own Technology (BYOT) agreement.

**Privacy** - The Board prohibits the use of electronic devices for the purpose of taking photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities, except when permitted by and under the direct supervision of a teacher for instructional purposes. The unauthorized student recording of oral communications of any individual(s) possessing an expectation that such communications will not be recorded is prohibited and may be punishable under federal and state laws. Use of electronic devices is prohibited in the nurse's office, guidance office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit use of the electronic device in which case the device may be used ONLY to the extent and in the manner that permission was expressly granted.

The Board prohibits the taking, storing, disseminating, transferring, viewing, possessing or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting

and emailing. Because such violations may constitute a crime under local, state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies. Administrators are to confiscate devices implicated in this electronic data transfer and immediately contact law enforcement when possession or distribution of such images is discovered or reasonably suspected.

**Filtered Internet Use** - In addition, the Board prohibits the use of wireless, unfiltered connection to the Internet on any electronic device during the school day, on school property, and during any school-sponsored activities. The District will provide filtered, authenticated, wireless access to the Internet for student use.

**Academic Integrity** - Students will not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Use of electronic devices is prohibited during testing, except where specifically authorized by the teacher or staff member and where the use of such devices is required for the test. The district shall not be liable for the loss, damage, theft, or misuse of any electronic device brought to school; possessed/used during the school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school sponsored activities during the school day; and/or any/all school sponsored activities. The District shall bear no responsibility or provide technical support, troubleshooting, or repair of electronic devices owned by anyone other than the District. The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

**Discipline** - Violations of this policy by a student shall result in disciplinary action (including the range of penalties provided for in the student code of conduct and student handbook) and may result in confiscation of the electronic device. The confiscated item may not be returned until a conference has been held with a parent/guardian or may be turned over to law enforcement officials in appropriate situations. Use of electronic devices pursuant to this policy is a privilege, not a right.

The Board prohibits possession of laser pointers and similar devices on school property, on buses and other vehicles provided by the district, and at school sponsored activities.

Pursuant to Section 1317.1 of the School Code, possession of telephone pagers or beepers by students is prohibited on school grounds, at school sponsored activities, and on buses or other vehicles provided by the District. With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

- A student who is a member of a volunteer fire company, ambulance or rescue squad,

provided that the school principal has been properly informed in writing from the President, or another appropriate officer of the volunteer organization that the student is a bona fide

and active member of the organization. Proper written notification is required at the beginning of each school year.

- A student who has a need for such a device due to the medical condition of an immediate family member, provided that the school principal has been properly informed in writing from the attending physician as to the need for the student to be paged.
- Other reasons determined appropriate by the building principal.

### **COMPUTER USE**

Students at Yellow Breeches Middle School have daily access to computer technology. Each student will be one to one with a Chromebook. The computers are connected to a network which provides access to a district wide network and the Internet.

For a student to be allowed access to the network and Internet, students and parents must read, understand, and agree to the Computer Use Agreement. This policy outlines the rights and responsibilities of computer use as approved by the South Middleton Board of School Directors. The signed forms are kept on file in the building office. A new agreement form will be issued and signed when a student moves to a new building location. The signed form must be on file in the office for a student to participate in computer use.

**Cell Phones** are not recommended to be brought to Yellow Breeches Middle School. If families find it necessary for a child to have a cell phone at school, the phone must be turned off upon entering the building, locked in the student's locker for the remainder of the day and not turned on until exiting the building at the end of the school day.

**Additional information concerning technology at school can be found in the Secondary Handbook under the following sections.**

**Bring Your Own Technology (B.Y.O.T.)**

**Responsible Use Agreement**

**AVAILABILITY OF ACCESS**

**Academic Information**

The following procedure will be in effect for the duration of the Health and Safety Plan and in Response to COVID-19:

- Traditional numerical grading will be used in both the ABABC schedule or should we need to go fully remote at any time.
- A student data committee will be formed to regularly review student grades and to develop student support plans throughout the quarter as needed.
- If a student is still failing at the end of a quarter, they will first receive an Incomplete. They will then be given another opportunity to complete the course with teacher support.
- If the student is still failing after receiving support, a 60% is the lowest grade they will receive.
- Summer credit recovery will then be offered through CAOLA.

Academic classes are graded by percentages. Percentages will be used on report cards/grade sheets. There will be four 9-week marking periods. The report cards will be distributed and/or available at the end of each marking period

Student grades can be accessed through the Sapphire Parent Portal. Use this website to access your student's grades:

<https://smsd-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

Students are responsible for absence excuses, and books and materials issued to them. Report cards will be held until all obligations are resolved.

#### **Letter Grade Equivalences**

A= 93% to 100%

B= 85% to 92%

C= 77% to 84%

D= 70% to 76%

F= less than 70%

#### **HOMEWORK GUIDELINES**

The South Middleton School District believes homework is an effective tool for reinforcing what has been taught in the classroom and enriching the students' understanding of learned materials. Homework fosters initiative, independence, and responsibility in addition to providing necessary integration, practice, and application of skills. Parent involvement is welcome in all facets of the child's education including close monitoring of homework assignments.

If homework is being requested for a child who is absent, contact the school office by 10:00 a.m. **Teachers will gather the assignments which may be picked up between 2:30 and 3:00 in the office.** Teachers have limited unassigned time which makes the preparation of assignments difficult once the student day begins.

If a student is absent from school, make-up work should be completed within the time equal to the number of days the student was absent. For example, a student was

absent two days therefore the make-up work would be expected two day after the student returns to school.

## **BREAKFAST & LUNCH, NUTRITION, & WELLNESS**

### **CAFETERIA POINT OF SALE SYSTEM-check with Nick and Nicole**

All students may purchase both a nutritious breakfast and lunch each day. In addition, students who pack their lunches may purchase milk to drink. Reduced and free lunches are provided to children who qualify according to the guidelines established by the federal government.

South Middleton School District uses a computerized Point of Sale payment system for all school food items purchased in the district's cafeterias. Breakfast and lunch, as well as A La Carte items, are offered at all schools.

Every student has his or her own personal account and PIN number.

Parents/Guardians may set up access to student meal accounts via [www.schoolcafe.com](http://www.schoolcafe.com) to monitor balances, purchases, set account limits and make payments.

Students will not be permitted to purchase A La Carte items, ice cream, extra milk, or extra entrees if their meal account has a negative balance. Any cash brought in will be applied to the student's meal account, not to the purchase of extras. Funds must be available in the student's account in order to charge breakfast, lunch and A La Carte/extra items. Parents may restrict or eliminate the purchases by logging into the student's School Cafe account and selecting "Purchase Restrictions".

Parents/Guardians may also set restrictions by completing a Parental Meal Waiver Form (available through the district website under "food services"). The Parental Meal Waiver form must be submitted to Michelle Myers at the District Office. The daily amount of A La Carte purchases can be limited; however, the school has no way of blocking specific items.

Low balance/Negative balance email notices will be generated via School Cafe and sent to

parents/guardians on a regular basis. It is the parent/guardian's responsibility to monitor the account and ensure it does not fall to a negative balance.

Michelle Myers can be reached at 717-258-6484, extension. 2300, if you have any questions about student meal accounts.

## **STUDENT WELLNESS POLICY**

South Middleton School District recognizes that student wellness and proper nutrition are related to each student's physical well-being, growth, development, and readiness to learn. The South Middleton Board of Directors is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

### **CLASSROOM PARTIES/HOLIDAY CELEBRATIONS**

***All classroom parties and/or celebrations must be approved by the building principal and classroom teacher.***

***Follow the guidelines listed below in order to make healthy choices for classroom party refreshments:***

- Fresh fruits and vegetables.
- Water, 100% fruit juice, or milk.
- Foods with minimal or no trans-fatty acids.
- Food items that contain >2 grams of fiber per serving.
- Foods with a moderate amount of sodium.
- Do not offer any foods of minimal nutritional value.
- All food must be offered in single serving sizes.
- All food items must provide fewer than 250 calories per serving.

The following items listed below meet the guidelines:

- Fresh Fruit
- Fresh Vegetables
- Low Salt Pretzels
- Lightly Salted Buttered Popcorn
- Baked Original Sun Chips
- NutriGrain Bars
- Baked Cheetos Crunchy
- Baked Garden Salsa Sun Chips
- Baked Doritos Chips
- Baked Harvest Cheddar Sun Chips
- Baked Jax Cheese Twists
- Baked Lay's Chips
- Water
- 100% Juices – 8 ounces
- Low Fat or Skim Milk – 8 ounces

## **GUIDANCE SERVICES**

**Counselor: Mr. Elmer Barrick**

**Counselor: Mrs. Danae Klock**

The School Counseling Program's purpose is to help students establish, build and maintain healthy relationships, positive self-concept and constructive coping skills. These three areas are key in helping students accomplish their short-term and long-term goals and meet with success in school and in life. The school counselor will support students in these areas through individual counseling, group counseling and lessons, as well as consulting with families and school staff.

All students and staff will respect the confidentiality guaranteed us by the Constitution and state and federal statutes. Confidentiality can be broken in any case where the school counselor suspects there is any harm or danger being done, either to the student or another.

The YBMS Counseling Hall Pass is initiated by the counselor when he/she wishes to schedule a meeting with a student on a specific day, during an indicated class period and time, to discuss issues related to a student's academic, social-emotional and/or career development. Completed passes will be placed in teachers' mailboxes by the end of the day prior to the scheduled meeting. Teachers are to distribute the passes during the student's first period class on the day of the meeting. If a student is absent, the teacher is asked to return the pass to the counselor's mailbox. At the beginning of class when the meeting is scheduled, the student is responsible for informing the teacher of the scheduled meeting. If a major test or activity prevents the student from keeping the appointment, the teacher should call or e-mail the know that the student will not be coming. The student is to stop by the Counseling Office to speak with the counselor and reschedule the meeting.

## **LIBRARY SERVICES**

The libraries of South Middleton School District offer a wide variety of material to all students in the district. These materials include computer software, magazines, books, and other items associated with a library (IMC) operation.

Library resources are loaned to students for their use and are expected to be returned to the school within a reasonable amount of time and in the same condition in which they were received.

## **PHYSICAL EDUCATION**

A student must have a doctor's excuse to be excused from physical education. For the student's safety, sneakers are required for physical education class. Review the class syllabus for additional information.



## South Middleton School District Student Handbook Addendum

In Effect for the Duration of the Health and Safety Plan and In Response to COVID-19 Additions and amendments have been made to the K-12 Student Handbooks for the start of the 2020-2021 school and will remain in effect for the duration of the Health and Safety Plan approved by the South Middleton Board of school Directors on July 13, 2020.

**NOTE:** a refusal to wear mandated face covering, comply with safety protocol, or comply with home health screenings equates to insubordinate student behavior which will subject the student to discipline relative to insubordinate behavior as outlined in the Handbook/Code of Conduct. Particularly, non-compliance with the Face Covering Order will result in removal from the school grounds and possibly additional discipline measures.

### FACE COVERING IS REQUIRED

As per the Secretary of Health's Order (below), all students must wear a face covering (cloth mask) that covers their nose and mouth inside the school, while on school transportation, and while outside when physical distancing is not feasible.

On July 1, 2020, the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. The order outlines situations when a face covering must be worn. The Secretary issued this Order to continue to protect all in the Commonwealth from the spread of COVID-19, mindful of the need to slow the increase in the number of cases as the Commonwealth reopens and in order to avoid the resurgence that is overwhelming the health care systems and public health systems in other states that have been less successful in reopening than the Commonwealth.

The amended Universal Face Coverings Order, effective August 17, 2020, applies to any individual aged two and older whenever outside the home, including public K-12 schools. Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Any student who cannot wear a mask due to a medical condition should contact their building principal.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#face>

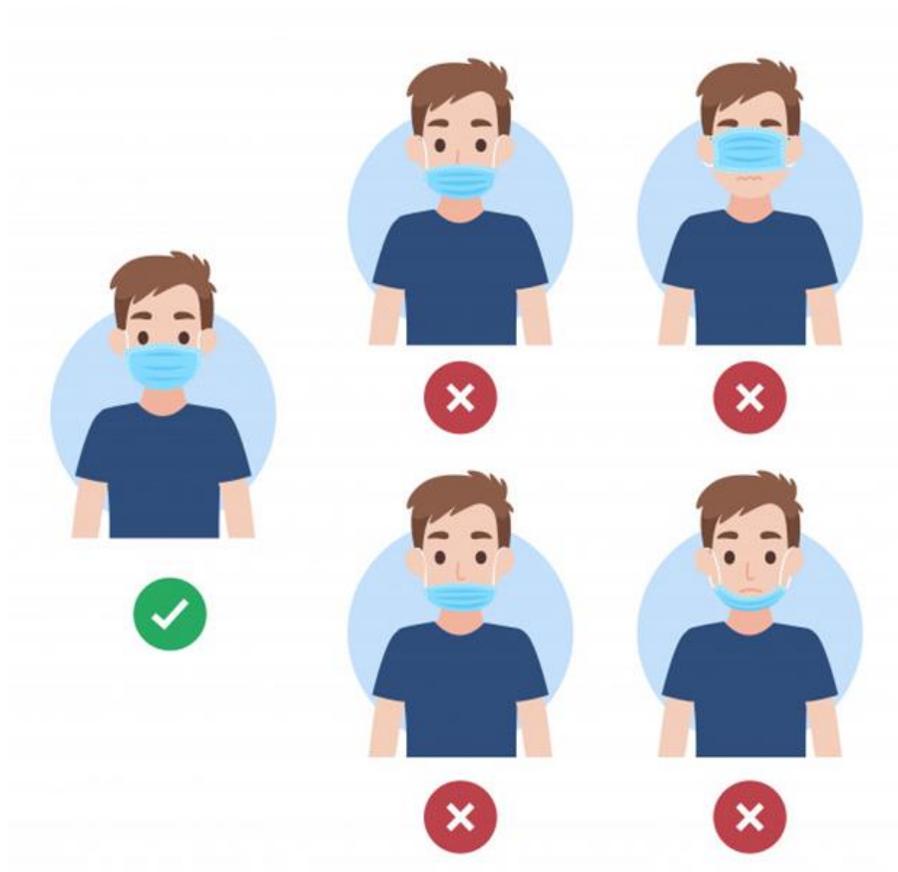
## Under what circumstances will students be permitted to remove face coverings?

Students will be permitted to remove their face coverings in the following circumstances:

1. Eating or drinking when spaced at least 6 feet apart; or
2. When wearing a face covering creates an unsafe condition in which to operate equipment, participate in physical activity, or execute a task; or
3. At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

To learn more about the PA Department of Education’s guidance on face coverings, please visit:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#face>



## **ADDITIONAL SAFETY PROTOCOLS ARE EXPECTED WHILE AT SCHOOL**

In addition to mandatory face covering, students are expected to abide by the following safety protocol:

1. Maintain 6-feet of social distancing
2. Follow required hand washing and hand sanitizing procedures
3. Cover coughs and sneezes
4. Follow established traffic flow patterns in the buildings, classrooms, and on the grounds
5. Avoid any behavior or act which endangers other students or staff

### **Attendance**

The South Middleton School District will be reasonable and practical while operating under the Response to COVID-19 Health and Safety Plan. Students are required to remain at home when sick or displaying symptoms associated with COVID-19. Building administrators will work with each family individually when responding to student absences. In addition, building administrators, counselors, and classroom teachers will support students academically by preparing timely and effective access to learning for each student when health concerns prohibit him/her from attending school.

While operating under the Health and Safety Plan, South Middleton School District administration realizes that school attendance may become a concern for some parents and students. Students are still required to attend school for 180 days for the 2020-2021 school year whether attending in-person, in a blended model, through cyber programming, or in a fully remote setting. Standard attendance policies and procedures will remain in place for this school year as much as possible as found below, *Attendance Procedures*.

### **ATTENDANCE PROCEDURES**

Students can take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not yet attained the age of seventeen (18) years, nor graduated, shall be required to attend school regularly during the entire school year.

Regular Attendance - shall be defined as attending school for a full day on each day during which school is in session. Students are required to attend all sessions unless properly excused by school authorities.

Excused Absences - Students will be excused from regular attendance for the following reasons:

1. Illness - a doctor's note is required after the third consecutive day of absence from school due to illness.
2. Family emergencies.
3. Prearranged doctor and dentist appointments.
4. Religious holidays.
5. Authorized school activities.

- 6. Student educational trips - including family educational trips, college visitation for juniors and seniors, and military and career testing for seniors; all of which require prior administrative approval.

Please Note: Educational Field Trips will not be approved during the “open window” of PSSA/Keystone testing dates These dates change from year to year; please look for these dates in school communication.

**Written Excuses**

Typically, all students are required to present written documentation when absent, tardy, or leaving school early. The following information needs to be included when writing excuses for an absence, a tardy, or when leaving school early: student's name, grade, and homeroom; the date the note was written; the date of absence or tardy or early dismissal; the reason for absence or tardy or early dismissal; and the signature of a parent/guardian or doctor's signature if the student has accumulated ten absences.

**\*This policy will be extended beyond 10 days if the student or someone in the student’s family is in quarantine due to COVID-19, has tested positive for COVID-19, or is experiencing symptoms associated with COVID-19, ensuring as much as practicable that *policies do not penalize students* whose attendance is affected by COVID-19.**

**STUDENTS SHOULD NOT ATTEND SCHOOL WITH SYMPTOMS OF ILLNESS**

Parents/guardians are expected to conduct a home health screening prior to in-person attendance. If your child has any symptoms below, they are to stay home and be reported absent by parent/guardian:

<b>CALL</b>	<b>EMAIL</b>
<b>Dial - 717-258-6484</b>	<b>RICEabsence@smsd.us</b>
<b>Select your child’s building</b>	<b>IFESabsence@smsd.us</b>
<b>Choose option #1</b>	<b>YBMSabsence@smsd.us</b>
	<b>BSHSabsence@smsd.us</b>

**Attendance Accounting**

**In-Person Days: Regular attendance practices will be used K-12.**

**Asynchronous Remote Days for Secondary Students:**

When attending school on an asynchronous remote day, such as an A student on a B day or a B student on an A day, secondary students will need to complete the following three tasks to be credited as “present” for the day:

1. Login to LMS (YBMS=Google Classroom, BSHS=Canvas).
2. Complete attendance form.
3. Complete and submit all learning activities assigned.

Logging in and completing the attendance form do not satisfy attendance requirements without work completion. Students are expected to engage in learning experiences provided by their teachers as evidenced through work completion and submission.

If student's login but are not engaged as evidenced by failure to complete work and/or failure to submit work, additional attendance protocol (see below) will be put into place.

**Synchronous Remote Day for Secondary Students (C Day)**

Regular attendance practices will occur via Zoom.

**Fully Remote Model K-12, if needed:**

Regular attendance practices will occur via Zoom

**Additional Attendance Protocol for Secondary Students**

Attendance Decision Matrix for Students Not Completing Assignment on Asynchronous Remote days

Login (Access)/Completion	Confirmation of Attendance form In LMS	Timely Submission of Assignment for 2 or more classes	Attendance Decision
Evidence of Attendance and Completion	Yes	Yes	Present
No Evidence of Access but Completion	No	Yes	Present
Evidence of Access but not Completion	Yes	No	Present
No Evidence of Access or Completion	No	No	Absent

1. Attendance will still require an initial log into the LMS and completion of the attendance form, and in addition, will require students to complete and submit assigned learning activities in at least one course assigned for completion on asynchronous remote days.
2. Repeated lack of evidence of work completion will result in a plan for support prepared and communicated by the student's educational team
3. Students continuing to not complete learning experiences even with a communicated plan of support will be considered for a Student Attendance Improvement Plan



### HOME HEALTH SCREENINGS ARE REQUIRED

Parents/guardians will be required to perform a home health screening of their child daily. **Students should stay home from school if any COVID-19 associated symptoms are present:**

- temperature of 100.4 degrees or higher
- persistent cough
- nasal congestion
- sore throat
- shortness of breath
- upset stomach
- headache or body aches
- loss of appetite, taste, or smell

Symptoms should be reported to the child's physician and the building nurse (via the absence reporting system) assigned to the child's school building.

I/we understand that HOME HEALTH SCREENINGS are required at home prior to school each morning. If my child is experiencing any of the above symptoms, I/we understand that our child should not come to school; the absence should be reported via the school absence reporting system; and my child's physician should be contacted.

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Student Name

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Grade

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Parent Signature

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Date