

# *Fleetwood Area Middle School*

## *Student Handbook 2011-2012*



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## *Mission Statement*

The Fleetwood Area School District is committed to excellence in providing the educational resources and opportunities that empower all students to become life-long learners, productive community members and responsible citizens in a dynamic global environment.

Dr. Paul Eaken .....	Superintendent of Schools
Dr. Bethany Bosold .....	Assistant Superintendent
Mr. Timothy Heffner .....	Board President
Mr. Michael Noll.....	Board Vice President
Dr. Shane Lawrence .....	Board Member
Mrs. Sarah Muzopappa .....	Board Member
Mr. Peter Miller.....	Board Member
Mr. Michael Mayer .....	Board Member
Mr. Thomas Prachar .....	Board Member
Mr. Gary Reinert .....	Board Member
Mr. Kevin Manmiller .....	Board Member
Mr. Christopher Redding .....	Middle School Principal
Mr. Richard Kaskey.....	Assistant Principal

## *Middle School Philosophy*

In order to create an organizational pattern that provides for the developmental changes unique to early adolescent students, a goal of the middle school is to provide for the academic, personal, physical, social, and emotional needs of the student during transition from the elementary school to the high school. The middle school continues the elementary school program, introduces new programs, and provides activities that help prepare students for the experience of high school.

We are proud of our building, staff, students and curricula - we hope that you, also, will be proud of the Fleetwood Area Middle School!



...committed to excellence

## *Faculty and Staff*

### Grade 5 Team

Mrs. Marsden.....	Math
Mr. Rhode .....	Social Studies/Science
Mr. Tice .....	Language Arts
Mrs. Crits .....	Math
Mrs. Piscitelli.....	Social Studies/Science
Ms. Zawaski .....	Language Arts
Mrs. Smith .....	Science/Math/Language Arts
Mr. Fry .....	Social Studies/Math/Language Arts
Ms. Strunk .....	Learning Support

### Grade 6 Team

Mr. Joseph.....	Science/ Grade 8 Math
Mrs. Wood .....	Science/Health
Mrs. Linderman.....	Social Studies/Language Arts
Mr. Troutman .....	Social Studies
Mrs. Rentschler .....	Math
Mrs. Morris .....	Math
Mrs. Yerger .....	Language Arts
Mrs. Soumas .....	Language Arts
Mrs. Wagner .....	Learning Support

### Grade 7 Team

Mr. Hess .....	English
Mr. Didyoung .....	Social Studies
Mrs. Eichenlaub.....	Language Arts
Mrs. Roerig.....	Mathematics
Mr. Shiery .....	Science
Ms. Drozd .....	Learning Support

### Grade 8 Team

Mrs. Behm.....	Math
Mr. Bollendorf.....	Science
Mrs. Kulesky.....	Spanish
Mrs. M. Castiglioni.....	Social Studies
Ms. Sanderlin.....	Learning Support
Mrs. Evanosky .....	English
Mrs. Wuscher.....	Language Arts
Mr. Zech .....	Math

### Related Arts Team

Mr. Bitting .....	Technology
Mrs. Evans .....	Vocal/Jazz/General Music
Mr. Cochran .....	Physical Education
Mr. McMullen .....	Technology
Mr. Cammauf.....	Health/Physical Education
Mrs. Bernet .....	Technology/Math
Mrs. N. Castiglioni .....	Family and Consumer Sciences
Mr. Nygard.....	Instrumental Music
Mrs. Phillips.....	Physical Education
Ms. Rowlands.....	Art

Faculty serving on multiple teams:

Ms. Price .....	Guidance Counselor	Grades 5/6
Mrs. Pors.....	Gifted (E.T.C.)	Grades 5/6/7/8
Mrs. DeCesar .....	Nurse	Grades 5/6/7/8
Mrs. Matteo .....	English	Grades 7/8
Mrs. Cammauf.....	Guidance Counselor	Grades 7/8
Mrs. Bruno.....	Social Studies	Grades7/8
Mrs. Hannum .....	Spanish	Grades 7
Mrs. Kutz .....	German	Grades 7
Mrs. Langston.....	Language Arts	Grades7/8
Mrs. Moore.....	Librarian	Grades 5/6/7/8
Mrs. Murray .....	Emotional Support	Grades 5/6/7/8
Ms. Titus.....	Emotional Support	Grades 5/6/7/8
Ms. Zimmerman .....	German/Spanish	Grades 5/6/7/8
Mrs. Stelmack.....	Science	Grades 7/8
Mrs. Herman.....	Intervention Specialist/Math	Grades 5/6/7/8
Mrs. Shade.....	ESL	Grades 5/6/7/8
Ms. Torres.....	Life Skills Support	Grades 5/6/7/8
Ms. Gropp .....	School Psychologist	Districtwide
Ms. Ike .....	Speech & Language	Grades 5/6/7/8
Ms. Shuey (Hughes) .....	Orchestra	Grades 5/6/7/8
Dr. Katzenmoyer .....	Instrumental Music	Grades 5/6
Mrs. Augustine .....	Learning Support	Grades 5/6/7/8
Mrs. Caruso .....	ELA	Grades 5/6
Mrs. Distasio.....	Intervention Specialist	Grades 5/6/7/8
Mrs. Hall .....	Intervention Specialist/Math	Grades 5/6/7/8

Secretaries, Aides and Annual Substitutes

Mrs. Golinsky .....	Secretary
Ms. Letcher .....	Secretary
Mrs. Pike.....	Secretary
Mrs. Andre .....	Secretary
Mrs. Ziner .....	Clerical Aide
Mrs. Bessey.....	Clerical Aide
Mrs. Watkins .....	Building Aide
Mrs. Heist .....	Building Aide
Mr. Marshall.....	Security
Mrs. Reinert.....	Learning Support Aide
Mrs. Gray.....	Learning Support Aide
Mrs. Rodriquez .....	Learning Support Aide
Mrs. Malick.....	Learning Support Aide
<b>To Be Announced.....</b>	<b>Learning Support Aide</b>
Mrs. Hermany.....	Emotional Support Aide
Ms. Wagner.....	Life Skills Support Aide
Mrs. Hamm.....	Life Skills Support Aide
Mrs. Stitzel .....	Life Skills Support Aide
Mrs. Kaskey .....	Life Skills Support Aide
Mrs. Hoch.....	Library Aide
Mrs. Nelson.....	Nurse Aide

## *FAMS 2011-2012 Regular Bell Schedule*

	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
<b>Start 8:15</b>	Period 1	8:15 - 8:56	<b>8:15- 8:56</b>	8:15 - 8:56
	Period 2	8:59 - 9:38	<b>8:59 - 9:38</b>	8:59 - 9:38
	Period 3	9:41 - 10:20	9:41 - 10:20	<b>9:41 - 10:20</b>
	Period 4	10:23 - 11:02	10:23 - 11:02	<b>10:23 - 11:02</b>
	Period 5	<b>11:05 - 11:44</b>	11:05 - 11:44	<b>11:05 - 11:44</b>
<b>Lunch 11:47-12:26</b>	Period 6	11:47 - 12:26	<b>11:47 - 12:26</b>	11:47 - 12:26
	Period 7	12:29 - 1:08	12:29 - 1:08	12:29 - 1:08
	Period 8	<b>1:11 - 1:50</b>	1:11 - 1:50	1:11 - 1:50
	Period 9	<b>1:53 - 2:32</b>	1:53 - 2:32	1:53 - 2:32
<b>Recess 2:40-3:00</b>	Period 10	2:35 - 3:10	2:35 - 3:10	2:35 - 3:10

**Enrichment & Remediation Schedule**  
**Daily 7:30 a.m. - 8:00 a.m.**

### **2 Hour Delay Schedule**

School Begins .....10:15  
 School Ends .....3:10

### **Early Dismissal Schedule**

School Begins .....8:15  
 School Ends .....12:45

*Lunch will be served on Early Dismissal Days*

# *FAMS 2011-2012 Activity Day Bell Schedule*

School Opens .....8:08

Students to Lockers .....8:08 – 8:15

	<u>Grade 6 Period</u>	<u>Grade 7 Period</u>	<u>Grade 8 Period</u>	
8:15 – 8:53 .....	1 .....	1 .....	1 .....	38 Minutes
8:56 – 9:32 .....	2 .....	2 .....	2 .....	36 Minutes
9:35 – 9:55 .....	Activity .....	Activity.....	Activity.....	20 Minutes
9:58 – 10:34 .....	3 .....	3 .....	3 .....	36 Minutes
10:37 – 11:13 .....	4 .....	4 .....	4 .....	36 Minutes
11:16 – 11:55 .....	5 (Lunch) .....	5 .....	5 (Lunch) ....	39 Minutes
11:58 – 12:37 .....	6 .....	6 (Lunch) .....	6 .....	39 Minutes
12:40 – 1:16 .....	7 .....	7 .....	7 .....	36 Minutes
1:19 – 1:55 .....	8 .....	8 .....	8 .....	36 Minutes
1:58- 2:34.....	9 .....	9 .....	9 .....	36 Minutes
2:37-3:10.....	10 .....	10 .....	10 .....	33 Minutes

## **Grade 5 Lunch = 11:58 – 12:37**

### **Career Planner Meeting Dates**

September 22, 2010	Day 3
November 9, 2010	Day 5
December 21, 2010	Day 2
February 1, 2011	Day 1
March 16, 2011	Day 1
May 2, 2011	Day 5

### **Bully Prevention Class Meeting Dates**

October 13, 2010	Day 5
December 2, 2010	Day 1
January 11, 2011	Day 5
February 24, 2011	Day 5
April 12, 2011	Day 2
May 24, 2011	Day 2

## *FAMS 2011-2012 Two (2) Hour Delay Bell Schedule*

Period 1 .....	10:15 – 10:44.....	29 Minutes
Period 2 .....	10:47 – 11:14.....	27 Minutes
Period 5 .....	11:17 – 11:56.....	39 Minutes <b>(Lunch – Grades 6 &amp; 8)</b>
Period 6 .....	11:59 – 12:38.....	39 Minutes <b>(Lunch – Grades 5 &amp; 7)</b>
Period 7 .....	12:41 – 1:08.....	27 Minutes
Period 8 .....	1:11 - 1:38 .....	27 Minutes
Period 9 .....	1:41 - 2:08 .....	27 Minutes
Period 3 .....	2:11 - 2:38 .....	27 Minutes
Period 4 .....	2:41 - 3:10 .....	29 Minutes

# *FAMS 2011-2012 Early Dismissal (12:45) Bell Schedule*

## *LUNCH WILL BE SERVED*

School Opens .....8:08

Students to Lockers .....8:08 – 8:15

	<u>Grade 6 Period</u>	<u>Grade 7 Period</u>	<u>Grade 8 Period</u>	
8:15 – 8:42	1	1	1	27 Minutes
8:45 – 9:12	2	2	2	27 Minutes
9:15 – 9:42	3	3	3	27 Minutes
9:45 – 10:12	4	4	4	27 Minutes
10:15 – 10:42	7	7	7	27 Minutes
10:45 – 11:12	5 (Lunch)	5	5 (Lunch)	27 Minutes
11:15 – 11:42	8	8	8	27 Minutes
11:45 – 12:12	6	6 (Lunch)	6	27 Minutes
12:15 – 12:45	9	9	9	27 Minutes

### **Grade 5 Lunch = 11:45 – 12:12**

**No Recess for Grade 5 on Early Dismissal Days**

## **Board Policy**

Copies of the Board Policy book are available in the main office. It is a valuable resource for understanding the policies set forth by our school board. These policies are the root of our administrative guidelines and practices.

## **Student Code of Conduct**

Everyone involved with the Fleetwood Area Middle School shares in the responsibility of developing and maintaining a climate which is conducive to wholesome learning and living.

Fleetwood Area School District students are expected to behave in a manner which shows respect for themselves, others, and their school.

Students are further expected to maintain good school attendance, work as diligently as possible to achieve academic excellence, and to conform to all school rules and regulations.

Our staff works to handle all discipline issues within their individual classroom. When that is not possible, a referral is generated. When issues are referred the following guidelines are followed.

### **Levels of Misconduct and Subsequent Consequences**

The following is a list of student misconducts and subsequent disciplines. This list is divided into four levels of misconduct, from minor misbehavior to more serious misbehavior. Since it would be impossible to conceive of every possible misconduct, this listing is not meant to be all inclusive; instead, it should be viewed as a listing of examples of misconducts and their subsequent disciplines. Certain misconducts will lead to exclusion from school (in-school suspension, suspension, or expulsion).

#### **Level I**

Minor misbehavior on the part of the student which impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school.

Examples:

Minor classroom disturbances, tardiness, failure to complete assignments, coming unprepared for class, gum, food or drinks in unauthorized areas, failure to meet deadlines, loitering, littering, hallway and pass offenses, cafeteria disruption, public demonstration of affection.

Discipline:

Warning, parental contact, lunch detention(s), or after school detention(s), and/or may involve written assignments related to the offense or letters of apology.

## **Level II**

Misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school or impacts adversely on the school operation or public image. Also, repeated Level I misbehaviors.

Examples:

School tardiness, bus misconduct, truancy, class cutting, disruptive, lewd or rude behavior, abusive or obscene language, forgery, cheating on tests or assignments, smoking or possession of tobacco, cutting detention, harassment of others, sexual harassment, misconduct on field trips, during public programs, at athletic events, and/or assemblies, leaving school without permission, ignoring or disregarding safety rules and regulations, possession of electronic devices during school hours (including cell phones), possession and/or use of matches or lighters.

Discipline:

Level I options, behavioral contract, Saturday Morning Detention, In-School Suspension (I.S.S.), Out-of-School Suspension (O.S.S.).

## **Level III**

Acts directed against persons and property and drug and alcohol related incidents.

Examples:

Insubordination, bullying, minor vandalism, theft or possession of stolen property, threats, harassment.

Discipline:

Level I and II options, mandated out-of-school counseling, arrest, prosecution, citation.

## **Level IV**

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

Examples:

Continued harassment, continued bullying, fighting, assault and battery, extortion, bomb threat, false alarm, possession or use of weapons, arson, violation of district's drug policy #227, vandalism, other criminal acts, lewd behavior, possession and/or use of explosive devices and smoke bombs.

Discipline:

Level I, II, and III options and drug and alcohol assessment/rehabilitation.

## *Disciplinary Consequences:*

**A.M. Teacher Detention(s)** - There are many effective ways to deal with inappropriate behavior. However, if a teacher detention is necessary, the following procedures will be followed. The student will be given a 24 hour notice. The teacher detention form will be given to the student. The parent/guardian will sign the form and it will be returned to the assigning teacher the next day in class. The A.M. teacher detention will be served at 7:30 a.m., with the assigning teacher, the morning after the signed detention form was returned with the assigning teacher unless arrangements have been made to serve it at another time. Failure to serve a teacher detention, at the assigned time, after the teacher has made arrangements with the parent will result in an after school detention.

**Please Note:** If the signed form is not returned the day after its issuance a phone call home must be made by the assigning teacher. The original detention date may stand, but arrangements must be made with the parent. If a parent is unable or unwilling to make arrangements for the student to be here for the detention, or the student fails to report for the detention, forward it to the office as a referral.

**PM Detention(s):** Detentions conclude at 4:15 and are conducted on selected days beginning at 3:15 under the the supervision of an administrator or designee. Students are expected to bring academic work to complete during detention.

**AM Detention(s):** Detentions begin at 7:30 and conclude at 8:15. Detentions are conducted under the the supervision of an administrator or designee. Students are expected to bring academic work to complete during detention. (Students needing transportation to school may request a high school bus pass from the main office.)

**When a detention is assigned the student will bring home a detention notification to be signed by the parent/guardian. The detention notification must be signed and returned to the office prior to serving the detention. This way we are certain that you are aware that your son/daughter will be staying after school and for what reason. THIS IS NOT JUST A PAPERWORK ISSUE IT IS NECESSARY FOR THE SAFETY OF THE STUDENT.**

**Parents/guardians are responsible for transportation arrangements for their son/daughter after detention.**

**Saturday Morning Detention:** Student must report to school on a selected Saturday from 8:00 AM to 10:00 AM for a “study hall like atmosphere.” Saturday morning detentions are assigned by administration.

**In-School Suspension:** A restrictive time out learning program, or I.S.S. staffed by teachers or a paraprofessional, will be conducted everyday. Students who violate school rules that require disciplinary action may be assigned to this program which provides a restricted setting where the student will work on academic assignments. The location for this program may be in the middle school or the high school. If held in the high school, students will be

escorted to this location, from the Middle School office. In-School-Suspension is assigned by administration.

**Out-of-School Suspension:** Students assigned to Out-of-School Suspension will not be permitted to attend school for a specific number of days as assigned by the administrator. If the number of days is to exceed three you will have the opportunity for an informal hearing to discuss the situation. In addition, students will not be permitted to return to school without a reentry meeting involving the student, parent/guardian, and an administrator. Out-of-School Suspension is assigned by administration.

**Students assigned to I.S.S. or O.S.S. are ineligible for any school activities on the day of the I.S.S. or O.S.S.**

**-AND-**

If a student receives multiple suspensions from school they will be ineligible for all school related functions not of a curricular nature. This applies but is not limited to dances, activity nights, intramural activities, 8<sup>th</sup> grade pool party, field trips, etc.

**Citations** - Students can receive a citation for violations of the district's smoking/tobacco policy and disorderly conduct. This means that they will be summoned to the District Justice which can result in a fine of up to \$300.00 and/or assignment to a community service project. FMS students should be reminded of the Fleetwood Borough's smoking ordinance which indicates ***"it shall be unlawful for any minor under the age of eighteen (18) years to use or possess tobacco in any form within the borough of Fleetwood, on any Borough owned property, or any public street, highway, trafficway, alley or sidewalk."***

### **Removal from Class**

Under special circumstances a student may need to be removed from class. That student must be sent to the main office, and the main office must be notified prior to the student's arrival. Students should not be sent out into the hallway. If further disciplinary action is necessary, a phone call home must be placed.

### **In School Suspension Guidelines**

1. Students should report to the Middle School by 8:15 a.m. to be escorted to the I.S.S. room in the high school. Students will return to the middle school prior to dismissal at 3:10 p.m.
2. All textbooks and assignments for the entire day must be in the students possession when they enter the I.S.S. room.
3. Student must be working at all times. If the student fails to bring enough work for the entire day more will be assigned.
4. Talking and sleeping are prohibited.
5. Eating and drinking are prohibited except during the lunch period. The student has two options for lunch:
  - a. bring your own lunch
  - b. purchase a school prepared lunch.
6. Student will not be allowed to leave the I.S.S. room.

7. An infraction of the I.S.S. rules will result in an additional day of I.S.S. A second infraction will require the student to be picked up by a parent to serve an Out-of-School suspension for the remainder of the day. The student will then serve an additional full day of I.S.S. on the next school day they are in attendance.
8. Any infraction of I.S.S. rules accompanied with the failure of the student to comply with a reasonable request of the I.S.S. coordinator will result in a citation for disorderly conduct and an additional suspension.

## **Definitions:**

**Assault and Battery** - The threat to use force upon another and the actual carrying out of said threat.

**Bullying** - A student is being bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other students.

**Cheating** - Copying or plagiarism from another's work or assignment; also, the use of unauthorized notes during testing.

**Class Cutting** - Absence from class or study hall without school approval.

**Classroom Disturbance** - Student behavior that adversely affects the smooth and orderly process of education.

**Disorderly Conduct** - A student is guilty of disorderly conduct by fighting or threatening others, engaging in violent or tumultuous behavior, making unreasonable noise, using obscene language or obscene gestures, or creating a hazardous or physically offensive condition by any act which serves no legitimate purpose (18 PA CS 5503).

**Drug and Alcohol Assessment** - Evaluation of a student's involvement with drugs and/or alcohol by a specially trained drug and alcohol consultant.

**Drug and Alcohol Rehabilitation** - Based on the drug and alcohol assessment, the procedures outlined by the assessment agent that need to be followed to attain sobriety.

**Extortion** - To obtain another's money or property by coercion or intimidation.

**Fighting** - Punching, slapping, pushing, etc.

**Forgery** - The counterfeiting of a signature or other authorization.

**Harassment** - The persistent badgering, irritating, bothering, tormenting, or annoying of another, either in person or in conspiracy with others.

**Hazing** - Any activity that recklessly or intentionally dangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the board. Hazing is prohibited!

**Insubordination** - The failure or refusal to carry out immediately a legitimate directive or direct order by a teacher or administrator.

**Littering** - Not using trash cans for discarded food, waste, or other trash.

**Loitering** - Being in or out of lavatories, in halls, and other unsupervised areas of the building or grounds during, before, or after school.

**Out-of-School Counseling** - Counseling with a public or private counselor, psychologist, or therapist.

**Prepared for Class** - Students are expected to arrive each day prepared for class with the necessary books, notebooks, pencils, pens, etc.

**Sexual Harassment** - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.

**Special Assignments** - Either classroom special assignments in the nature of extra work or special assignments of a disciplinary nature.

**Tardy** - Lateness to class or school.

**Truancy** - Unlawful absence from school.

**Vandalism** - The willful and malicious destruction of public or private property.

**Weapon** - A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Withdrawal of Privileges** - Temporary exclusion from riding school bus, lunch room, A.M. social time, attendance at assemblies and special programs, dances, athletic practices and/or contests, and events, etc.

### ***Supplemental information on disciplinary actions:***

**Failure to serve Detention** will result in further disciplinary action.

**Smoking** or the possession of tobacco products on school property will result in a citation in addition to disciplinary action.

**Drug and Alcohol** offenses will result in the building administrator(s) immediately suspending the pupil who on school grounds sells, uses, possesses, or aids in the procurement of narcotics or restricted drugs including marijuana or any material purported to be such during a time school is in session, or any time during a school activity. "Narcotics" includes opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol,

tranquilizers, amphetamines, glue and other solvent containing substances and those substances listed by schedules in the Controlled Substance, Drug, Device and Cosmetic Act. The punishment will be in accordance with School Board Policy. The building administrator(s) may then proceed with the necessary steps provided in the School Laws of Pennsylvania.

**Disorderly Conduct** charges may result against students who are engaged in disorderly conduct by refusing to follow the reasonable direction of a staff member, fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose. Students who are cited for disorderly conduct will be fined at the district justice level.

**Bullying** is a problem in our schools today. Fleetwood Middle School is no exception. Yearly, we conduct a survey to better understand the magnitude of the problem. This year, you will see and hear about our anti-bullying program. This program is proven to provide results when implemented properly. Bullies, victims, bystanders, staff, parents, and the entire community must work together to implement this program. Please notice that bullying is a Level Three offense in our middle school discipline plan. We are treating bullying and the prevention of bullying seriously. As part of our program we will help victims learn the necessary skills to stop being victims, we will support bystanders in helping to stop bullying behaviors, we will provide consequences to the bully and help them understand that they must stop their bullying behaviors for their sake as well as others. We will communicate actively with parents and guardians about bullying issues. We will create a climate where bullying is not tolerated by anyone.

**Please direct any and all questions regarding discipline procedures to either Mr. Redding (Principal) or Mr. Kaskey (Assistant Principal) at 610-944-7634.**

## *Curricular Information*

Curriculum Review by Parents/Guardians

District policy #105.1 “Curriculum Review by Parents and Students” assures that parents/guardians have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques.

District policy #105.2 “Exemption from Instruction” assures that parents/guardians have the right to have their children excused from specific instruction which conflicts with their religious beliefs. Specific conditions are included in the policy that must be followed for an instructional exemption to be granted.

## *Grading Information*

Grades 6-8

Numerical Grades: Math, English, Social Studies, Science, Language Arts (grade 7-8), Language Arts (Reading and Writing) (grade 6), and World Language (grade 8)

Letter Grades (A, B, C, R, F): Art, Music, Family & Consumer Science, Technology Education/Drafting & Design, Health, Computer, Skills for Adolescence, World Language for grades 6 and 7, Career Education, Chorus, Elective Band and Elective Orchestra

Letter Grades (O, S, R, F): Physical Education

## **Grade 5**

Numerical Grades: Language Arts (Reading and Writing), Mathematics, Spelling, Social Studies, and Science

Letter Grades (O, G, S, N): Art, Computer, Music, Library, Spanish, and Physical Education

## **Remediation Policy**

Remediation is the formal process by which a student seeks extra help from the teacher to understand concepts with which they are struggling to understand. Under certain circumstances and with certain restrictions the student's grade may improve as a result of remediation.

The criteria for remediation are as follows:

- 1) The student's overall grade in the class must be below 70% for the marking period.
- 2) The student must have assignments completed and submitted on time.
- 3) The student must actively participate in class.
- 4) The student must demonstrate consistently appropriate classroom behavior.
- 5) The student must have returned any papers sent home requiring a parent signature.
- 6) The student must seek the help of the teacher.

If a student meeting the criteria scores below 70% on a test, quiz, project, or other assessment they may seek the opportunity to rework that assessment to improve their grade to a score of no higher than a 70% on that assessment. Any student not meeting all of the above criteria will be considered to be putting forth insufficient effort and will not be eligible for remediation.

## **A.M. Assignment/Assessment Notice**

An A.M. Assignment/Assessment Notice is used to inform parents/guardians that a morning time has been scheduled to assist your son/daughter on an assignment or assessment that they either missed, on which they performed below 70% and qualify to work to improve that grade, or generally could benefit from extra time under the supervision of the teacher. When an A.M. Assignment/Assessment notice is assigned the student will be given a 24-hour notice.

The A.M. Assignment/Assessment form will be given to the student. The parent/guardian will sign the form and it will be returned to the assigning teacher the next day in class. The A.M. Assignment/Assessment form will be served at 7:30 a.m., with the assigning teacher, the morning after the signed A.M. Assignment/Assessment form was returned with the assigning teacher unless arrangements have been made to serve it at another time. Failure to serve an A.M. Assignment/Assessment, at the assigned time, after the teacher has made arrangements with the parent may result an after school detention.

Please Note: If the signed form is not returned the day after its issuance a phone call home must be made by the assigning teacher. The original assignment/assessment date may stand, but arrangements must be made with the parent. If a parent is unable or unwilling to make arrangements for the student to be here for the AM Assignment/Assessment, or the student fails to report for the AM Assignment/Assessment, forward it to the office as a referral.

A.M. Assignment/Assessment opportunities are a service we provide. However, if a student fails to show for a properly scheduled morning session without prior notice and a reasonable excuse the teacher is under no obligation to continue to attempt to schedule these times. At times it is possible for the school to arrange transportation for students for A.M. Assignment/Assessment Sessions. Please contact the main office if transportation is an issue.

### *Explanation of Grades - Grade Level 5-8*

<u>Grade</u>	<u>Level of Achievement</u>	<u>%</u>	<u>Rating</u>	<u>Description</u>
<b>A</b>	Superior Achievement	90-100	Excellent	Superior mastery of course material with consistently high performance.
<b>B</b>	Good Achievement	80-89	Good	Course material mastered in a good fashion.
<b>C</b>	Minimum Achievement	70-79	Average	Satisfactory understanding of course material at a minimum competency.
<b>R</b>	Remediation Required			Student must follow remediation requirements of the teacher in an attempt to reach 70% level.
<b>F</b>	Failing (below 70%)			Student did not meet the teachers requirements for demonstrating the necessary effort to achieve and is not eligible for remediation due to insufficient effort or has attempted remediation and was unsuccessful within the time constraints provided.
<b>I</b>	Incomplete			*Student has not completed the course requirements due to extenuating circumstances or extended excused absences.

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement

**\*Any student that have receives an “I” grade, has ten (10) school days from the day the report card is issued to satisfy the requirements of that marking period. Failure to meet the requirements within ten school days could result in an “F” for the course.**

### **High Honor Roll**

Students must have all A’s in major subjects and a limit of one C and no “R’s”, “F’s”, or “N’s” in Special Area subjects (including band, chorus, and orchestra).

### **Honor Roll**

Students must have 4 A’s with no grades lower than B in major subjects and a limit of one C and no “R’s”, “F’s”, or “N’s” in Special Area subjects (including band, chorus, and orchestra).

### **Promotion / Retention Policy**

All students must successfully meet the minimum requirement of 70% for each major subject. If a student fails to meet this requirement, they must attend a summer school program for each class they fail to be promoted. Students, who fail more than two major courses during the school year, will be retained in that grade for the next school year.

Students who fail three or more related arts/exploratory courses must attend a summer school program to be promoted to the next grade level.

The summer course must be approved by the middle school principal. The cost of a summer program including transportation is the responsibility of the parent/guardian.

The principal has the final say in retention or promotion of the student, therefore, administrative considerations can be used in special circumstances.

### **Progress Reports**

Progress reports will be available online at the mid-point of each quarter. An AlertNow message will be sent home requesting that parents/guardians review their child’s progress online. Special arrangements will be made for families who do not have internet access. Please contact the main office if you need alternate arrangements.

## Test (Exam) Administration

A student will not take more than two (2) summative assessments per day. All grade level teams **must establish** a daily test (exam) sign-up sheet to make sure only two teachers administer a **GRADED** exam on a particular day.

### **Three Types of Assessments:**

- Summative assessments provide information as to how well students have done and provide information both for student level decision making and for program evaluation. (administered following instruction) **GRADED**
- Formative assessments provide information to students and educators during the teaching/learning process and provide important information for differentiating instruction. (administered during instruction and provide immediate feedback to teachers) **NON-GRADED**
- Diagnostic assessments are utilized to determine prior student learning and to make initial decisions related to level of instruction, grouping, and instructional strategies. (administered prior to instruction) **NON-GRADED**

## Testing Information

The following standardized tests are administered to students in grades 5-8.

<u>Grade 5</u>	Pennsylvania System of School Assessment (P.S.S.A.) - Math/Reading/Writing
<u>Grade 6</u>	P.S.S.A. – Math/Reading
<u>Grade 7</u>	P.S.S.A - Math/Reading, Orleans Hanna Algebra Prognosis Test
<u>Grade 8</u>	P.S.S.A - Math/Reading/Writing/Science, Grade 8 Algebra I Keystone Exam
<u>Grades 5/6/8</u>	Study Island Math and Reading Benchmark Exams

Further information on testing can be obtained by speaking to a counselor.

## Eligibility for Extra-Curricular Activities

To be eligible for participation in extracurricular activities, a student must pursue a curriculum defined and approved as a full time curriculum. Where required, this curriculum, or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as many local policies established by the local school board. Any student failing two (2) or more subjects or one (1) subject with insufficient effort will be declared ineligible (see below). Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a

student's cumulative work from the beginning of the grading period does not as of any Friday meet the standard provided for in this section, he or she shall be ineligible from the immediately following Sunday through the next following Saturday. Student's grades will be reviewed each Thursday or school day proceeding in order to determine eligibility. Ineligible students will be notified each Friday or the proceeding school day on a weekly basis.

Scenarios of ineligibility:

- in two core courses (i.e. Social Studies and Math)
- one core course and two special courses (i.e. Social Studies, Art, and Music)
- four special courses (i.e. Art, Music, Physical Education, and Computers)
- one course (core or special) due to teacher documented insufficient effort

This documentation must be communicated to parents by 8:00 a.m. on Friday. The middle school guidance department will then follow-up with notification to the parents/guardians that the child is academically ineligible.

The following subjects are defined as core courses: English, Language Arts, Science, Math, Social Studies, and World Language (Grade 8).

Eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis (Friday, 8:00 a.m.) to the guidance office.

Students must be in attendance by 11:00 a.m. to participate in sports competitions, practices and co/extracurricular activities taking place that day.

Back work may be made up, providing it is in accordance with the regular rules of the school or the teacher.

These eligibility rules would supersede all PIAA rules, because these rules are of higher standard than the PIAA rules. An appeal for waiver may be requested by the advisor or coach under unusual circumstances. The review committee will be comprised of the principal and two (2) members of the faculty not associated with any of the extracurricular activities. Faculty members represented on the review committee will be selected by the faculty as a whole.

### **NEW Student Activity Fee**

At their meeting on June 21, 2011, the Board of School Director's approved a Student Activity Fee for the 2011-12 school year. This fee applies to all junior and senior high sports and specific middle and high school activities that are not part of the curriculum and occur outside of the school day – see below.

The fee for the 2011-12 school year has been set at \$100/year for one or more activity for all students in grades 9 – 12 and \$60/year for one or more activities for students in grades 7 and 8. If students are eligible for reduced lunch prices, the fee will be reduced to \$20/year for high school students and \$12/year for middle school students. The activity fee will be waived for students receiving free lunch. For activities that start at the beginning of the year, the

student's eligibility for a fee waiver or reduced fee will be based on the student's eligibility for free/reduced lunch at the end of the 2010-11 school year. For activities that begin in the winter or spring of the 2011-12 school year, fee reduction will be based upon the student's eligibility for free or reduced lunch at the time that the activity starts. This is an annual fee. Once the fee is paid, the student may participate in as many activities as he/she chooses. Payment of the fee will not guarantee a student's placement on a team or game time during the sport. Should the student not be selected to participate on the team or activity, a refund may be requested from the business office if this was the only activity in which the student is going to participate during the school year.

Payment of the fee is due by September 2, 2011 for year-long or fall activities and will be due within three weeks of the start of practices for winter (December 9, 2011) and spring (March 23, 2012) sports. Checks or money orders must be made payable to the Fleetwood Area School District and should be submitted to the business office. Cash will not be accepted.

If your child is planning to participate in a fall sport or activity that begins at the start of the school year, you may fill out the form and return the form along with payment to the business office. Should you have any questions concerning the fee, please feel free to contact the Business Office at 610-944-8111 x 2.

Form available at [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

#### High School Activities

Spring Musical/Play, Marching Band, Jazz Band, Choraliers, Women's and Men's Chorus, Science Olympiad, Band Front, Academic Challenge, Envirothon, FBLA, Interact, Artifact, Outdoor Club, Spirit Club, UN Club

#### Middle School Activities

Jazz Band, Envirothon, Math Counts, Play, Reading Olympics, Science Olympiad

### *Attendance Information and Guidelines*

Students have the responsibility to make up work missed due to absences.

#### *Absences*

If a student has been absent from school, they must return a parental excuse for their absence upon their return to school. Blank excuse forms are available from teachers or in the offices.

In accordance with the Student Compulsory Attendance and Truancy Elimination Plan, all absences will be treated as unlawful until the school district receives and accepts a written excuse from a parent/guardian explaining the reason for a child's absence. The written excuse must be submitted within three calendar days of the student's absence. Failure to do so will result in the absence being permanently recorded as unlawful.

### Unlawful Absence Notification Steps:

The school mails home a three (3) day unlawful letter.

The school mails home a four (4) day unlawful letter requiring a parent to set up a meeting with a Middle School Administrator within one week of receiving notice.

A citation through the District Justice office is issued.

A maximum of ten (10) days of lawful absences, verified by parental notification, may be permitted during a school year. Each absence beyond a total of ten (10) days during a school year will require a written doctor's excuse. The school mails home a ten (10) day and fourteen day (14) total absence letter.

(PA School Code Title 22 Section 11)

As described in the Pennsylvania School Code, the following excuses will be considered:

Excused Absences: illness, religious holiday, quarantine, funeral attendance, approved educational travel

Unexcused Absences: truancy, missed bus, overslept, parental neglect, illegal employment

Unexcused absences are considered unlawful for any pupil under the age of seventeen (17). An accumulation of absences regardless of excuse could result in a violation of the compulsory attendance laws and result in a citation at the District Justice level

### **Late To School/Class**

Students that arrive to school after 8:20 must use the main entrance (located by the flagpole) and report to the main office for a pass. Any student reporting to the first class of the day after 8:20 a.m. and without a pass should be sent to the office. Four late arrivals to school during a semester will result in an Administrative Detention. In all other cases, the teacher should record late arrivals to class. A telephone call home should be placed on the third late to class. An Administrative Detention will be issued upon the fourth late to class and every late thereafter.

### **Perfect and Commendable Attendance Policy**

Students with a 100% or 98% or better attendance with no unexcused or unlawful absences will receive a certificate of award for perfect or commendable attendance.

## **General Information**

### **Accident and Injury Information**

If a student becomes ill, involved in an accident, or injured, he/she must immediately tell the nearest faculty member. This is so that the faculty member can decide what action to take.

## Activity Attendance

Once students have entered the building to attend an activity, they must remain in the building until the activity is over. The only exception to this is if parents come inside and pick them up before the activity ends. Middle school dances are for FAMS students only. ***Middle school students may not attend high school dances.***

## Before and After School

Students should not be in the building without permission before 8:08 a.m. or after 3:15 p.m.

## Agenda

Every pupil will be issued a Fleetwood Area Middle School Agenda at the beginning of the school term. It will be the responsibility of everyone to keep listings of subject assignments and grades in this booklet. Students are required to bring their agendas to class daily. If a student loses their assignment book, they must replace it.

## AlertNow

The Fleetwood Area School District has implemented a rapid notification system called AlertNow which allows the District to quickly contact you by telephone and email. It is important that we have accurate contact information in order for you to receive these notices from the school. The system will use the phone numbers and email addresses currently listed for you in our database system. This information is provided to the District by you when you return the Personal Data Record (PDR) form to school that lists your contact information for the current school year. The PDR forms are provided to you on or before the first student day. ***If your home, work, and/or cell phone numbers have changed, please make the appropriate corrections on the form before returning it to school.*** Changes to this information may be made at any time during the school year.

## Assembly Procedures

When reporting to functions in the middle school auditorium the following procedures should be followed. Fifth and Seventh grade students should utilize the seating on the left and right sides of the auditorium. Sixth and Eighth grade students should be seated in the center seats of the auditorium. Appropriate audience behavior is required at all times.

## Appointments

Regular medical and dental care appointments should be scheduled so that they do not conflict with school hours. However, because we know this is not always possible, we require parental requests the day before or the morning of the appointment. Parents must physically sign out the student in the main office. Students are not permitted to leave the building without a parent or guardian.

## Arrival Procedures

Students may enter the school at 8:08 a.m., at which time they are to report to their lockers and then directly to their first period class.

**Students who need to report early dismissals, must do this before 8:15 a.m.**

**Audio/Video Monitors**

The School Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare, and safety, of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

Students are hereby notified that surveillance equipment will be used on school property or on any school vehicle.

**Bags/Backpacks**

Totebags, napsacks, backpacks, or bags of any kind may not be carried during the school day.

**Bicycles, Skateboards Heelies and Scooters**

Bus transportation is provided for most middle school students. Parents who permit their children to ride their bikes to school should note that the school is not responsible for loss or damage to the bike or accessories. Student bikes should be parked in the bike rack provided. Students must provide their own locks and/or chains if desired. Students must walk their bicycles and carry their skateboards or roller skates/blades once on school property. Due to the number of students and parents using our sidewalks and playgrounds and to ensure everyone's safety, **the district does not allow students to ride their bicycles, scooters, or skateboards or to use roller skates, rollerblades, or heelies on school property.**

**Classroom Assignments for 2012-13 School Year**

It is not always possible to honor classroom assignment requests. Considerations of academic and social factors are primary determinants in placement decisions. Parents wishing to share placement concerns should contact the building principal in writing by **May 1, 2012.**

**Closing of School Information**

In the event that inclement weather conditions make school bus travel dangerous, the Fleetwood Area School District will have school closings announced over the media:

- |                    |   |   |
|--------------------|---|---|
| <b>Radio:</b>      | WEEU Reading 850 AM<br>WRFY Reading 102.5 FM<br>WLEV Allentown 100.7 FM | WIOV Ephrata 105.1 FM<br>WAEB Allentown 790 AM & 104.1 FM<br>WRAW Reading 1340 AM |
| <b>Television:</b> | Channel 69 – Allentown  | Channel 8 - Lancaster   |

**DistrictWebsite:**     [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

Closing School Operations will be precipitated (hopefully) by 6:00 a.m. Should it become necessary to close schools early (once in session), secondary schools will be dismissed first, followed by the middle and elementary schools. Please have a prearranged place for your child to go in an emergency closing situation when you are not home.

If a late start is necessary on the day an early dismissal is scheduled, the early dismissal will be cancelled and dismissal time will be 3:10 for middle school students.

### **Counseling and Consultation Services**

The services of two counselors are available to all students at the Middle School. Students are encouraged to see a counselor any time during or immediately before or after school hours. Appointments may be scheduled during school hours. The counselors also meet with each grade level team weekly during the school year.

Parents are encouraged to contact the counselors for information or consultation conferences any time between 7:30 a.m. and 3:15 p.m.

### **Custody Forms**

When families are involved in divorce, separation, or custody proceedings, it is important for the school to be informed so that we can provide the best supports for the child.

School personnel should be informed of the following:

- Where and with whom does the child reside.
- Who has access to the child during school hours.
- Custody agreements or a court order granting custody. *(This form will be kept on file and only needs to be resubmitted if a change in custody occurs).*

**Additional forms for providing this information are available in the office and on the district website ([www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)).**

### **Disciplinary Ineligibility**

Students who accumulate multiple disciplinary infractions or infractions that warrant multiple suspensions from school will be ineligible for all school related functions not of a curricular nature. This applies, but is not limited to, dances, activity nights, intramural activities, eighth grade pool party, clubs, field trips, etc.

Furthermore, it is the discretion of the principal as to whether eligibility for interscholastic athletics or field trips should be denied for disciplinary reasons.

### **Dress Guidelines**

(Including Aerosol Sprays, Cologne, Perfume, Body Spray, etc.)

The following standards will be observed in the Fleetwood Area Middle Schools:

1. Due to many cases of students and staff with asthma and upper respiratory related health concerns, the following are not permitted on school property including locker rooms and student assigned lockers:
  - a. Aresole Sprays (example: AXE Deodorant)
  - b. Perfume/Cologne Sprays
  - c. Body Sprays
2. Pants must be worn at the waist. No sagging allowed. No undergarments should be visible.
3. Shirts, blouses, and dresses must completely cover the abdomen. Shirts or tops must cover the waistband of pants with no visible midriff. No tank tops or cut shirts. Low-cut blouses and see-through clothing is not permitted.
4. Head apparel, except for religious or medical purposes must not be worn in school.
5. Clothing and accessories, such as patches, jewelry, and notebooks, must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy, such as alcohol, tobacco, and illegal drugs.
6. It is recommended that skirts, dresses, or shorts be fingertip length.
7. Prohibited items/styles include, but are not limited to: (1) chains, (2) studded or chained accessories, (3) sunglasses, (4) sleep wear, (5) articles with sleeves covering hands, (6) apparel that is extremely tight fitting or extremely loose fitting, (7) wrist/neck/headbands, and (8) pacifiers.
8. Writing on skin is not permitted and should not be visible.
9. Articles which could be dangerous to students or property may not be worn.
10. Coats and jackets are not to be worn in the building.
11. Articles which are torn or ragged, or are soiled with grease, oil, paint, or dirt, may not be worn.
12. The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.
13. The principal may allow exceptions in special circumstances or occasions, such as holidays or special performances, and may further prescribe dress in certain classes, such as physical education and science labs.

Any student not attired in accordance with the policy shall be subject to the following:

1. Correct the violation or spend the remainder of the day in In-School Suspension.
2. Repeat offenders shall be subject to additional measures, which include parent conferences, in-school suspension, and out-of-school suspensions.

We want to be proud of the way our students dress! A student's individual dress indicates both self-respect and respect for others. While the school accommodates a wide variety of individual tastes, inappropriate dress is not acceptable.

### **Educational Trips/Excused Absence Request**

The Superintendent or a designee must approve educational trips and/or excused absences. Please complete and submit the Educational Trip/Excused Absence Request form before the date of a planned educational trip/excused absence. [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. All schoolwork must be completed within the same number of school days as the educational trip/excused absence with a maximum of five school days upon the student's return to school, unless special arrangements are made with the teacher assigning the work. Missing work requests should be submitted no sooner than one week prior to the scheduled trip. It is recommended that students report to school by 7:30 am upon their first day returning to school following an educational trip absence. This time should be used to check in with their teachers, receive extra instruction, and/or hand in the assignments completed during their absence from school.

### **Financial Obligations**

Students who incur financial obligations such as library fines, bills for damage to school property, shop bills, borrowing of lunch money, etc. are expected to pay all outstanding debts by the end of each marking period. Students who do not comply with these terms will be issued detention until all debts have been settled.

### **Gifts**

We respectfully request that you abide by the district policy which prohibits the exchange of gifts between students and teachers.

### **Gum Chewing**

Gum chewing is prohibited in the Fleetwood Area Middle School. Any student caught chewing gum will receive an Administrative Detention.

## Hallway and Locker Rules

1. Walk in the hallway on the right side.
2. Conversational tone of voice only.
3. Keep hands and feet to self. (No touching)
4. No public displays of affection at school.
5. No food or beverage in the hall.
6. Use your assigned locker only.
7. Keep hallway litter free.
8. Keep your locker clean and organized.
9. Do not give anyone your locker combination.

## Locks

Students are expected to keep their lockers locked at all times. The Fleetwood Area School District is not responsible for lost or stolen items being kept in unlocked lockers. A fee of \$5.00 will be charged for lost locks.

## Lockers

Hall lockers and gym lockers will be assigned to students. These are to be kept neat and orderly. All lockers are the property of the Fleetwood Area School District and may be opened and/or searched by authorized school district personnel. School lockers are school property, loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning. **Students should be aware that they have no expectation of privacy relative to the lockers.**

## Lost and Found

Students are expected to assume the responsibility of caring for their own possessions. A lost and found area in the main office should be checked regularly for lost items. Consult with office secretaries for valuables such as watches, purses, and jewelry. The office will receive any articles found and they will be kept for two weeks.

All items found in students' lockers at the end of the school year will be available for pickup in the main office until June 30. **Any unclaimed items remaining on school premises after that date will be donated to charity.**

## Non Discrimination in School and Classroom Practices

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities.

## Complaint Procedure:

A complainant has the right to be accompanied by a third party during all steps of this

procedure.

### Step One

1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence to the building principal.
2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after the receipt of the complaint.

### Step Two

1. If not satisfied with the principal's decision, the complainant shall appeal the decision in writing to the Compliance Officer (Superintendent or a designee) within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendars after receipt of the appeal.

### Step Three

1. If not satisfied with the decision of the Compliance Officer, then complainant may appeal the decision to the Board at its next regular Board meeting by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.
2. The Board shall conduct a review and issue a decision within thirty days following the Board meeting at which the complaint was heard.

### **Pagers, wireless phones, electronic devices, laser devices, P.D.A.'s**

Items not necessary for instruction, such as personal stereos, pagers, cell phones, electronic games, and laser devices, are not permitted to be used or carried during the school day. Please store these items in your locker if they are needed for after school activities. Please also remember that it is never advisable to bring valuable items to school. The school is not responsible for items that are lost, stolen, broken, or vandalized. P.D.A.'s and similar devices may be used for non-wireless functions only.

If a student is known to have a cell phone in his/her possession, the cell phone will be taken by the teacher and given to the office. The student may pick up the cell phone in the office at the end of the school day. A detention will be issued.

ADDITIONALLY: Trading cards, playing cards, tech-decks and aerosol cans are not permitted in school.

### **Parent/Volunteer Clearances**

The Fleetwood Area School District has established specific guidelines regarding various volunteer services associated with its schools. These guidelines help to ensure the safety of our children who might be working directly with a volunteer **not** under the direct supervision of a school district employee. Certain volunteers (see examples below) will be required to fill out two forms that all newly hired employees of the district must already fill out. These forms

are the Act 34 Criminal History Check and the Act 151 Child Abuse History Clearance.

These forms are available in each building office and should be filled out and sent directly to the central administration office or to the central administration office via any building office, in the envelope provided. **All information will be treated as confidential.** The results of the Acts 34 and 151 checks will be sent directly to the potential volunteer's home. We would then ask to be given a copy of the Act 34 and 151 checks prior to volunteering. This procedure will only need to be done once. **There is no need to repeat this procedure year after year as long as an individual remains on our volunteer list. It is the responsibility of the parent/guardian to pay for fees associated with obtaining clearances.**

Misdemeanor offenses will not be cause for disqualification from volunteering. Only felony and/or drug convictions, as well as founded report of child abuse, will be cause for disqualification. The district would like to thank everyone for the continued volunteer support given to our schools. We are hopeful that everyone will understand that this procedure is aimed at further ensuring the safety of all our students.

**Examples of people needing to fill out Act 34 and Act 151 Clearances:**

Volunteer coaches, weight room monitors, tutors, library helpers, field trip chaperones, remediation and enrichment helpers, etc.

**Examples of people that do not need to fill out Act 34 and Act 151 Clearances:**

Classroom helpers, special event (e.g. field days, holiday parties, Santa's Workshop) helpers, clerical volunteers, etc.

**Passes**

No student should be in the halls or unassigned areas without a signed hall pass. Students who are in the hallway without a signed pass will be subject to disciplinary action. Students who violate school rules may have hall pass restrictions.

**Pass Cards**

When a student misuses hallway privileges a pass card may be issued. The pass card will enable the student to leave the classroom twice a day. Pass card procedures will be explained to the student prior to implementation.

**P.D.R. Forms**

Student **Personal Data Record** Forms (P.D.R.) provide the school with the necessary information for contacting parents/guardians.

**P.D.R. forms are sent to all students before the school year begins. Please complete and sign the form entirely and consult your physician, if necessary, for information about the treatment of any special medical problems.**

Any and all special medical problems should be reported in order for the school to inform the nurse and other necessary personnel. All information remains confidential.

## **Pets in School**

Various occasions occur when it would be appropriate for students to bring pets to school. All such occasions are to be arranged in advance with the classroom teacher. Once approved, all pets are to be brought to school by a parent/guardian and must leave with that parent/guardian.

## **Public Displays of Affection**

Students are prohibited from engaging in any public displays of affection while on school property. Any violation of this rule will result in disciplinary action.

## **Recess Periods (Grade Five)**

All fifth grade classrooms conduct a daily recess period, which is twenty (20) minutes in length. At recess time, all children must go outdoors for fresh air, recreation time, and physical activity. We strongly urge you to have your child dress appropriately for existing weather conditions. We ask that parents submit a doctor's excuse/note when requesting that their child not participate in recess.

## **Six Day Cycle**

The Fleetwood Area Middle School operates on a six day cycle. Each day of the cycle is numbered one through six so that special area subjects are never missed due to vacation or snow days. Announcements are made each morning to tell the children and staff the cycle day and signs are posted at the main entrance and exit doors to alert everyone to the numbered day. Announcements are also made at the end of each day to tell the students what cycle day the next school day will be. We have found this cycle schedule to be an effective means of insuring that special area subjects are taught continuously throughout the year.

## **Student Expression**

Students have the right to express themselves unless such expression is likely to interfere with the educational process, school activity, discipline and order on school property or at school functions, threatens harm to the school or community, encourages unlawful activity, or interferes with another's rights. This includes verbal, written, or symbolic expression. Students are required to obtain permission from the principal for any materials that they wish to post or distribute on school property. Any behavior that violates this policy will be subject to disciplinary action. This is in compliance with Board Policy #220 Student Expression.

## **Student Insurance**

Through a group plan, accident insurance is available to all students at a low cost. All students involved in the Middle School athletics and intramural programs are required to either purchase the student insurance or have a parent sign an insurance waiver indicating that they are insured in a manner satisfactory to them. The cost of the insurance and filing of claims is the responsibility of the individual student and parent. Insurance forms are

available in the school office.

### **Student Records**

Students who wish to review their school records may contact a counselor for an appointment. Both permanent and cumulative records are housed in the guidance suite.

The basic information contained in records includes: grades, achievement and ability test results, reading records, progress reports, as well as miscellaneous outstanding achievement, or other significant information deemed important to help students in career decision making. A typical record review session would involve discussing the educational implications of the information as mentioned above. Although levels of ability and achievement may be discussed, a review of actual test scores on the tests measuring mental ability (I.Q. scores) are not included as part of the record review. Such scores will only be reviewed with a parent or legal guardian present.

Health records are maintained by the school nurse. Parents are encouraged to share any information with the school nurse that may be helpful in updating the current health records.

### **Student Sales**

Students will not be permitted to sell anything in school without the principal's approval.

### **Telephone Use**

A phone has been placed on the counter in the main office for approved student use. Students wishing to use the office counter phone must have a pass from a teacher. Call requests during the school day must have a legitimate emergency purpose. All calls to inform parents of illness or injury will be made by the school nurse.

### **Textbooks**

Students are responsible for the condition of their books during the period of time for which they are used. Textbooks should be covered while on loan to students. Students who damage or lose textbooks will be required to pay the replacement cost for the book.

If a book is lost, the student should report the loss to the subject teacher. A new book will be issued to a student. Payment must be made for the lost book at this time. If the lost book is found, the money paid will be refunded upon evidence of the book being returned and presentation of a district receipt.

### **Transfer and Withdrawal Information**

Parents should notify the school of a pending transfer and/or withdrawal of a child. Please do this two or more days in advance of the withdrawal. In this manner, a withdrawal authorization can be prepared and student obligations resolved prior to leaving. The student's permanent record, as well as reading and standardized test scores, will be sent upon receipt of a pupil transfer card from the new school. Parents may receive a copy of materials sent

upon request.

## **Visitors**

Parents and other adult visitors are asked to report to the main office to sign in and receive a visitor's badge. The main entrance is equipped with cameras and a security guard. Therefore, please stop in the main office without being asked to do so. This will avoid any embarrassing situations. The safety of our students is of the utmost importance.

## **Working Papers**

Students wishing to acquire working papers should report to the High School Office with some type of proof of age, such as a birth certificate.

## ***Tiger Assistance Program (TAP)***

The Tiger Assistance Program (TAP) is an intervention program staffed by teachers, guidance counselors, the school nurse, administrators, and appropriate agencies from the community. The TAP Team members are trained in the Student Assistance Program (SAP) to identify and refer "High Risk" students for appropriate treatment.

### ***What is the Student Assistance Program (SAP)?***

The Commonwealth of Pennsylvania's Student Assistance Program (SAP), which is administered by the PA Department of Education's Division of Student and Safe School Services in partnership with the PA Department of Health's Bureau of Drug and Alcohol Programs, and the PA Department of Public Welfare's Office of Mental Health and Substance Abuse Services, is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and their students.

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

***Referral*** - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The

students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.

***Team Planning*** – The SAP team gathers objective information about the student’s performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student’s academic and personal success to include in-school and/or community-based services and activities.

***Intervention and Recommendations*** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

***Support and Follow-Up*** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent’s right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents’ role and responsibility in the decision-making process affecting their children’s education and is essential to the successful resolution of problems.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a Commonwealth approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents and students.

The training of team members by a Commonwealth approved training provider, ensures the board of school directors, school administrators, parents, students, and the public that team members have received up-to-date professional training consistent with accountable standards and appropriate procedures. Guidelines for the Commonwealth Student Assistance Program training system contain training standards and competencies for SAP team professionals.

For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment. The team’s effectiveness in helping the student and the parent remove the barriers to learning and improve student performance depends on the training of the individual team members, maintenance of the student assistance process, level of administrative commitment and board support, active parent and student involvement and the available resources both in school and the community.

<http://www.sap.state.pa.us/uploadedfiles/whatisSAP.doc>

## *Bullying Prevention Program*

The faculty and staff of The Fleetwood Middle School have always worked hard to make this school a safe and welcoming place for our students. We have recently adopted and implemented the Olweus Bullying Prevention Program. This program teaches the victims, bullies, and bystanders how to stop bullying. This ongoing program will be an area of emphasis for our middle school.

The goal of Fleetwood Area Middle School is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will happen. We will eliminate bullying incidents in our school, thereby creating a safer, more comfortable place for children to learn.

The following anti-bullying rules have been created and should be posted in every classroom and throughout the building:

- We will not bully other students
- We will help students who are being bullied
- We will include students who are left out
- If we know that someone is being bullied we will tell the teacher or any adult at school, and an adult at home.

The following aspects of our Bully Prevention Program will be implemented on an ongoing basis:

- Teach students that ignoring the bully or trying to work it out with the bully is not effective.
- Be sure that students know that there are many adults within the school and community to whom they can come when reporting an incident of bullying and that we will protect them from any “fall out” resulting from reporting.
- Support classroom rules consistently.
- Thoroughly train all adults concerning bullying prevention and provide specific strategies to intervene effectively and consistently.
- Teach all students that bullying is destructive to both victim and bully.
- Teach coping strategies via planned discussions.
- Provide positive ways for students to resolve conflicts and problems.
- Reinforce the firm and clear message that bullying is not acceptable and will not be tolerated at Fleetwood Area Middle School.

## *Middle School Intervention Program*

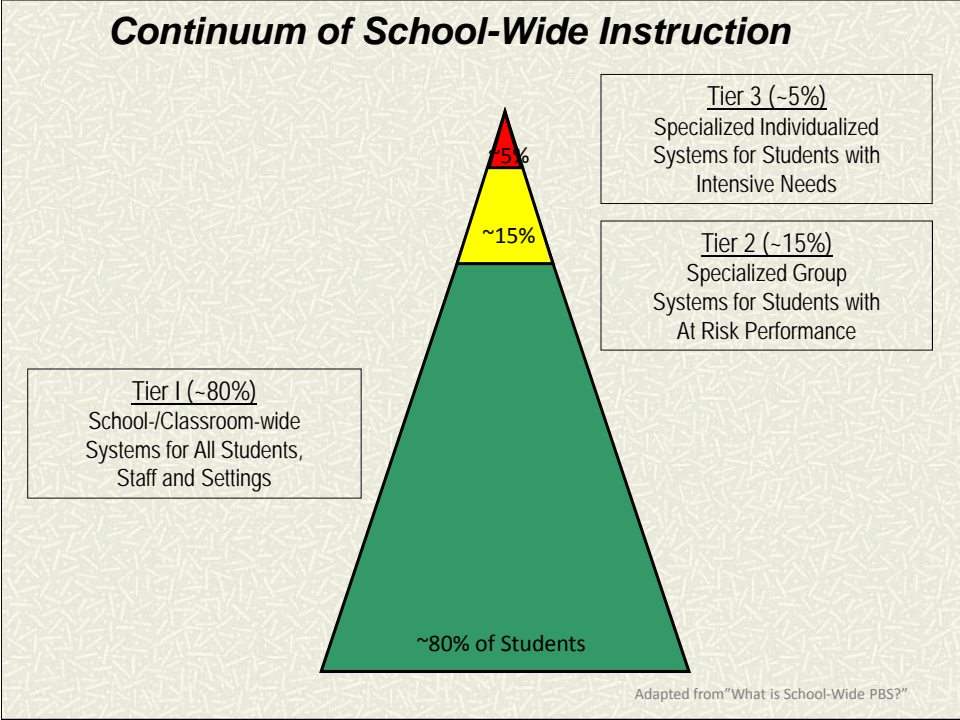
The Middle School Intervention Program is an innovative program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services.

The Middle School Intervention Program is a positive, success-oriented program which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular education classroom.

Any FAMS student who experiences consistent academic or behavioral problems may be a candidate for the Middle School Intervention Program. This includes students beginning to display problems in regular education as well as students with disabilities who are included in regular education programs. Students are identified for middle school intervention services by the classroom teachers, other educators, or parents. This team is coordinated through our intervention specialists. At the core of the process is the belief that all students can learn and that all students matter.

**Working Towards Response to Intervention and Instruction (RTII)**

Response to Intervention / Instruction (RTII) is a systematic approach for meeting the needs of all children. It is a multi-tiered, problem-solving approach that addresses academic and behavioral difficulties of ALL students. It is an integrated school improvement model that is standards driven, proactive, and incorporates both prevention and intervention.



Further information on RTII can be obtained by speaking to a counselor.

**Target Time**

Target Time serves as our school’s RTII Tier I intervention by assessing and providing for all students’ instructional needs. Target Time includes a research based core reading and math program called Study Island. Study Island also serves as a benchmark for students to determine instructional needs in math and reading at least three times per year.

## **What is a Benchmark?**

A benchmark is a short test administered throughout the school year that give teachers immediate feedback on how students are meeting academic standards.

## **Student Teachers**

Teachers may have one student teacher per year.

## **Use of Facilities**

Staff members requesting to use an area other than their classroom during the school day or after school hours must complete the FASD Request for Use of School Facilities form. Please check the in-house use box at the top right hand corner of the form. Examples of locations that would require a form to be completed include, use of the auditorium, gymnasiums, cafeterias, and the courtyard. Reasons for completing this form include proper set-up and notification to appropriate staff members. When requesting the auditorium, please communicate with the music department prior to completing the Use of Facilities form. This is necessary due to the fact that the auditorium is used for instructional purposes by the music department throughout the course of the school day.

## **Health Services Information**

A Comprehensive health examination is mandated by the State Department of Health for all children when they begin school and again in grades 6 and 11. For the purpose of maintaining continuity of medical care, parents are urged to have their family physician perform the examination. Forms for the physician to complete are available at school.

The state also mandates dental examinations upon original entry to school and again in third and seventh grades. This can be done by the family dentist. Forms for the dentist to report the examination are available through the school nurse. The school dentist will be scheduled for one morning to complete examinations. In order for the examination to be done by the school dentist a request must be made by the parent.

Parents are notified by mail, in advance, of the school physical and dental examination. Parents are also notified either by phone or mail of any problems found during examinations.

## **Periods of exclusion**

A student who has been diagnosed by a physician, or is suspected of having a disease by the school nurse, shall be excluded from school for the indicated period of time for the following diseases:

Diphtheria - two weeks from the onset of or until appropriate negative culture tests

Measles - four days from the onset of the rash

Mumps - nine days from the onset or until subsidence of swelling

Pertussis (whooping cough) - four days from the onset or seven days from the institution of appropriate antimicrobial therapy.

Rubella (German Measles) - four days from the onset of rash.

Chicken pox - six days from the last crop of vesicles or when all vesicles are dry

Respiratory streptococcal infection including scarlet fever - not less than seven days from the onset if no physician is in attendance or twenty-four hours from institution of appropriate antimicrobial therapy.

Acute contagious conjunctivitis, Tonsillitis, Trachoma - twenty-four hours from institution of appropriate antibiotic therapy.

Impetigo, Ringworm (all types) - after medical treatment or until judged non-infective by the school nurse.

Body lice, Head lice - until **all nits are removed** and student is checked by the school nurse. ALWAYS INFORM THE NURSE ABOUT HEAD LICE SO CLOSE CONTACTS CAN BE CHECKED. NO ONE WILL BE TOLD THE NAME OF THE INFECTED CHILD.

Scabies - after medical treatment

### **Immunizations Required for Entrance to School**

Current Pennsylvania state law requires, that prior to attending a public school for the first time, a child must be immunized against the following mentioned communicable diseases:

<b>Diphtheria and Tetanus</b>	4 doses (4th dose must be after 4th birthday)
<b>Polio</b>	3 doses
<b>Measles</b>	2 doses (1st dose after 1st birthday)
<b>Mumps &amp; Rubella</b>	1 dose (after 1st birthday)
<b>Hepatitis B</b>	3 doses for students starting school since 1997
<b>Varicella</b>	1 dose

### **ATTENTION PARENTS**

Immunization Updates for 2011-2012

Immunization requirements for school attendance in Pennsylvania have changed. Beginning with the 2011/2012 school term, students in ALL GRADES will need the following immunizations:

- *4 doses of tetanus and diphtheria (1 dose on or after 4<sup>th</sup> birthday, usually given as DTP, DtaP, DT, or Td)*
- *3 doses of polio*
- *2 doses of measles and mumps (usually given as MMR)*

- 1 dose of rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

Children ENTERING 7<sup>th</sup> GRADE in 2011/2012 need the following in addition to those vaccines listed above:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine(MCV)

**PLEASE CONSULT YOUR DOCTOR TO SCHEDULE AN APPOINTMENT FOR VACCINE UPDATE, AND RETURN DOCUMENTATION OF VACCINATION TO YOUR SCHOOL NURSE.**

### **Guidelines for the Administration of Medication During School Hours**

The Fleetwood Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child’s physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

1. Students are not permitted to keep medications in their possession during school hours. However, students may carry asthma inhalers, if they are capable of self administration. Reminder: a “Request to Administer Medication” form (signed by the parent/guardian and the doctor) is needed to carry an inhaler.
2. Any medication, prescription or nonprescription, to be given during school hours must be delivered directly to the school nurse or the office.
3. Prescription medication must be brought to school in the original container in which it was purchased, with a pharmacy label indicating the child’s name, the name of the medication and the date and time to be give. (A pharmacist will give you the medication in two labeled containers if you request it). The “Request to Administer Medication” form **(M1)** must be completed and signed by the prescribing doctor as well as signed by the parent/guardian.
4. Over-the-Counter (OTC) medications must have a “Request to Administer Medication” form completed by the doctor and parent. For form to be faxed to the family doctor the parent must contact the family doctor to be sure he/she will sign the M1 form. These must be in the original container and be labeled with the student’s legal name.

**Please check with the school nurse before sending OTC medication to school, because there are standing orders from the school doctor for medication for minor illness that the nurse may administer.**

5. In the absence of the certified school nurse, the building nurse or designated staff will administer the medication.
6. A medication log will be kept for any child receiving prescription and non-prescription medication at school.
7. Prescription and nonprescription medication will be kept in the nurse's office.

## **Illness**

Students will be excluded from school by the nurse or health room aide for the following:

- vomiting
- communicable diseases
- diarrhea
- suspected fractures
- temperature above 100.6
- concussion

Students will be cared for in the health room until a parent or person designated by the parent can come to school for the student. In order to accommodate other students who might need medical attention, ill students should be picked up by the parent or other care giver as soon as possible. Students should never be sent to school with any of the problems listed above.

Please notify the school when work or home phone numbers change, so there is no difficulty reaching you in an emergency. When you complete the Student Personal Data form at the start of school, please allow the nurse to share necessary health information with the teachers and bus drivers to help provide for your child's safety at school or on the bus.

## **Cafeteria Information**

### **Computerized Debit System**

1. Each student is issued a five digit personal identification number (PIN). A picture of the student is also taken and imported into the PIN database.
2. Money is deposited into a child's account. The deposits can be made with a check or cash. We ask that a you deposit at least \$19.00 (for 5th and 6th grade students) or \$20.50 (for 7th and 8th grade students) , covering ten days of lunches. This does not include ala carte items.
3. After a child chooses what he/she wants for lunch, he/she will approach the cashier and enter his/her PIN on a key pad. The child's account and photograph will appear on the cashier's computer touch screen. The cost of the items will automatically be deducted from the account without the need of any exchange of cash.
4. When a child's account reaches a \$5.00 balance, he/she will be notified, so he/she can make a deposit sometime during those next three days, thus avoiding a zero balance.
5. Students who receive free or reduced lunches would follow the same procedures as outlined above. Their automatic debits would be made at a free or reduced lunch rate.

6. Students' accounts can be set up with or without spending restrictions. The cost of a student lunch is \$2.00 for fifth and sixth grade students, and \$2.15 for seventh and eighth grade students. The reduced lunch price for all students is .40. Some students buy two lunches each day or a lunch and an ala carte item as listed on menu. If a parent wants to have a child debit only \$2.00/\$2.15 each day, then this restriction will appear on the cashier's screen, thus preventing the child from overspending their daily allowance.

Your child does not have to participate in this system. We have the capabilities to process cash only customers. If your child only buys lunch once or twice a week and packs a lunch on the other days, he/she can still participate in the debit system. After his/her initial deposit, his/her account would only be debited on days a lunch is purchased.

Deposits can be made before your child(ren) begin school. Checks should be made payable to "FASD Food Service". Deposits can also be made via the Lunch Pre-Pay (see instructions at the end of this section).

The debit system eliminates the need for students to carry cash with them on a daily basis, and allows you to send in deposits from a minimum of ten days up to as many days as fits your budget. The option (Meals Only or Meals and/or A La Carte) that you select will remain the same each time you send in any additional payments unless you make changes on the deposit envelope.

### **Free and Reduced Lunch Programs**

In recognizing the need for helping meet the nutritional needs of children and to comply with Public Law 91-238 and the regulations of the United States Department of Agriculture, the Fleetwood Area School District, beginning January 1, 1977, made available to children of eligible families, a reduced price or free lunch. An income scale is used to determine eligibility of children for inclusion in the program.

Parents who feel that their children may be eligible should complete the application form and return or present the form to their school office where the child attends. The information will be forwarded to the food services, where the applications are then reviewed. Parents are informed of their children's eligibility within 10 school days. In deciding if children are eligible for either a free or a reduced price lunch, consideration is given to unusual circumstances such as seasonal unemployment and similar emergency situations.

If an application is rejected, the reason for rejection will be clearly stated in a return notice. This notice will also tell how and to whom an appeal may be made. All applications will be handled privately and information will be kept in strict confidence. Children who receive free or reduced price lunches will be treated in the same manner as those who pay the full price. In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability.

**REPORTING CHANGES:** If a child receives free or reduced price meals because of their parents or legal guardians income, they must tell the school if their household size decreases

or their income increases by more than \$50 per month or \$600 per year. If a child receives free meals because they receive food stamps or AFDC, parents or legal guardians must report to the school when they are not receiving food stamps or AFDC for their children. Parents or legal guardians may then fill out another application giving income information.

REAPPLICATION: Parents or legal guardians may apply for free and reduced meals anytime during the school year. If they are not eligible now, but a change, like a decrease in household income, an increase in household size, becoming unemployed or getting food stamps or AFDC for their children, occurs you should complete a new application. This program only covers the cost of menued meals. Ala carte items and additional meals will be charged full price.

### **LunchPre-Pay - Parent/Student Account Access**

See instructions for sign-up at [www.lunchprepay.com](http://www.lunchprepay.com)

For Assistance Contact:

Jeff Woodall, FASD Food Service Coordinator

[jwoodall@fleetwoodasd.k12.pa.us](mailto:jwoodall@fleetwoodasd.k12.pa.us) 610-944-8111 ext 1600

### **Library Procedures and Information**

1. Library Use - The Fleetwood Middle School Library has two locations: The 7/8 Library is for the use of seventh and eighth grade students, and the 5/6 Library is for the use of fifth and sixth grade students. Teachers will bring students to the library for lessons, research, and book selection. In order to use the library at other times during school hours, each student must have a library permit signed by a teacher.
2. Permits - Each student must have a permit signed by their teacher in order to use the library during school hours. Ask the teacher of the class you are in for a permit. Students must write the reason for the visit on the permit.
  - a. Report directly to the library without making any stops.
  - b. Sign your name and time on the sign-in sheet, and put your permit in the permit box as soon as you enter the library.
  - c. When ready to leave the library, sign out and stamp the back of your permit.
  - d. Return directly to the classroom and do not make any stops on the way.
3. Behavior
  - a. Be courteous and considerate of other students. Talk only when necessary and in a quiet voice so that you do not disturb others in the library.

- b. Handle materials carefully. If you notice any book or other material that needs repair, show it to the librarian. Do not try to fix it yourself because special supplies must be used.
- c. Put books or other materials you are not signing out back in the proper place. If you are not sure where they belong, place them on the book truck marked "TO BE SHELVED".
- d. Use time in the library wisely. If you are wasting time, you will be sent back to by our study or class.
- e. Computer resources must be used appropriately and in accordance with the district's *Acceptable Use Policy*.

**FAILURE TO RESPECT THE RULES OF THE LIBRARY WILL RESULT IN THE LOSS OF LIBRARY PRIVILEGES.**

- 4. Circulation - Library circulation is computerized using bar codes both for students and for materials. Each student is asked to memorize his or her bar code number so that the checking out process can be done quickly.
  - a. All materials may be borrowed for two weeks and books may be renewed. Exceptions are Reference Books and books reserved by certain teachers for use by their students. Reference Books are for OVERNIGHT USE ONLY and must be returned before 1<sup>st</sup> period the following day.
  - b. Students who do not return overnight reference books on time will be restricted from borrowing materials for a period of 10 or more school days.
  - c. Fines are charged for overdue books at the rate of \$.05 per school day.
  - d. Students are responsible for paying for books and magazines that are lost or damaged. For this reason, students may NOT borrow materials for other students.
  - e. Students may have up to 5 items out at a time as long as the student does not owe either an overdue book or fine.
  - f. Students may request that books be reserved for them. They completing an "FMS Library Loan Request" form.
  - g. Current magazines remain in the library, but back issues maybe signed out. Ask the library aide or librarian for the magazines you would like from the workroom. Student may borrow up to 2 magazines at one time.

## **District Transportation Guidelines**

**THE SCHOOL BUS IS AN EXTENSION OF THE CLASSROOM AND, AS SUCH, IS RULED BY THE DISTRICT'S DISCIPLINE POLICIES (POLICY #218)**

Bus transportation is provided for qualified students. Students are encouraged to ride their bus.

However, students may walk, ride a bicycle, or be brought or picked up in a car by the student's parent or guardian.

Because safety is a major concern of the district, all parties must cooperate to develop proper bus riding habits. Guidelines for developing and promoting safety include, but are not limited to, the following:

1. It is expected that the student be at his/her assigned bus stop five (5) minutes before the scheduled departure as the driver must maintain a rigid schedule and cannot wait for tardy riders. Students should remain at their designated bus stop and off private property at all times. In the event the bus has not arrived within fifteen (15) minutes of the scheduled departure, students may return home. The district transportation office (610-944-8111) should be notified if this occurs. Kindergarten students need a responsible adult to be at the bus stop for pick up and drop off.
2. Students are to get on and off their assigned bus at their designated bus stop. Parents requesting that their child(ren) be allowed to get off the bus at a different stop or for permission for their child(ren) to ride a bus other than the one assigned, must submit a request, in writing, to the building principal (or designee) at least three days in advance, when possible. Acceptable reasons for such requests include – if the student's parents are out of town, or in case of an emergency. Spending the evening at a friend's, going to a dance, going to work, playing games, or doing school projects/homework elsewhere are not legitimate reasons.
3. Students will have one designated morning pick-up stop (home or babysitter) and one designated afternoon drop-off stop (home or babysitter). The pick-up location may be different from the drop-off location; however, the pick-up and drop-off locations must be consistent each day for the entire school year. Requests for permanent bus stop changes must be submitted in writing at least three (3) days prior to the date of the requested change. Emergency requests may be accepted for a limited number of reasons.
4. When boarding the bus, all students are to wait until the approaching school bus comes to a complete stop. A single line should then be formed and students are to enter the bus one student at a time.
5. Once inside the bus, all students are to immediately take their seats and are to remain seated until reaching their destination. After the bus has made a complete stop, students may leave their seats. Elementary students will be assigned seats and middle school students will be assigned areas on the bus.
6. When exiting the bus, all students must exercise extreme caution in following the directions of the driver. When crossing a road, students must walk in front of the bus, when given the signal by the bus driver.
7. Only the bus driver may give permission to open and close the windows as she/he deems necessary. When windows are open for ventilation, hands, arms, and heads are to remain inside the bus windows. Nothing may be thrown out of the windows.
8. Only students with assigned bus stops may ride the bus to and from school. Walkers may not ride a school district bus, except for field/co-curricular trips.
9. Eating, drinking, gum/tobacco chewing, and/or smoking are prohibited on the bus.

10. To insure safety, students are prohibited from having live animals, guns/firearms, explosives, squirt guns, glass items, bicycles, skis and poles, items that roll or anything of a dangerous or objectionable nature on the bus.
11. The application of cosmetics on the bus (hair spray, nail polish, perfume, etc.) is prohibited.
12. The use of any electronic equipment (ex. cell phones, cameras, electronic games, ipods, mp3 players, etc.) that interferes with bus safety is prohibited. The district and transportation company are not responsible for lost or stolen items.
13. The driver has the authority to refuse to allow students to carry onto the bus any item that cannot comfortably fit on one's lap or is potentially dangerous. Parents should make other arrangements to transport such items if they are necessary for school work.
14. Only those musical instruments that can be held on the lap or between the knees should be carried onto the bus. Instruments are not to be removed from their carrying case while on the way to or from school. Snare drums, baritone horns, and baritone saxophones may not be transported on the school bus.
15. Gym bags, band instruments, or any school project may not be placed in aisles or areas near the entrance or emergency doors, and such items will not be allowed on the bus unless they can be held on the pupil's lap without endangering his/her safety or the safety of others.
16. The bus driver is in authority at all times when serving as driver of the school bus, and as such, may assign seats and expect cooperation from all students. Conduct expectations are the same as in school.
17. Buses are equipped for audio/video surveillance.
18. Rules of courtesy should be followed at all times.
19. A Bus Conduct Report form will be issued when the bus driver deems necessary. Disciplinary action will be initiated by the building principal and will be communicated to the parents.
20. Parents/guardians will be expected to arrange transportation for any pupil whose bus privileges have been suspended.

## **LEVEL I**

- Failure to follow rules
- Aggravating other students
- Littering on the bus
- Moving from seat to seat or in the aisles when the bus is in motion
- Climbing over seats
- Spitting
- Tussling
- Failure to comply with the reasonable request of the driver, including assignment of seat
- Putting head, hands, or another part of the body outside of the bus
- Abusive language to other students

- Use of squirt guns or other water propellants
- Throwing things on the bus or out of the bus
- Being on the wrong bus or getting on or off at the wrong stop
- Bringing live animals (including pets) on the bus

### **DISCIPLINARY OPTIONS**

- Verbal reprimand (warning)
- Changing or assigning seat
- Parental contact
- Detention(s)
- Bus suspension (1-3 days)

### **LEVEL II**

- Harassing other students
- Abusive language to the driver
- Vandalism (restitution is required)
- Insubordination
- Fighting
- Behavior in a manner which would distract the driver, such as yelling, pounding on wall, floors, or ceiling of the bus
- Unmodified Level I misbehavior

### **DISCIPLINARY OPTIONS**

- Assigned seat
- Parental contact
- Behavioral contract
- Detention(s)
- Probational status
- In-school suspension
- Out-of-school suspension
- Saturday detention(s)
- Bus suspension (1-10 days)
- Possible notification of local law enforcement

### **LEVEL III**

- Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol
- Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
- Tampering with or operating the emergency door except in cases of emergency
- Leaving or entering the bus via the emergency exit unless directed to do so by driver
- Tampering with the bus controls
- Behavior which constitutes a safety concern of a serious nature
- Smoking

- Unmodified Level II misbehavior

### **DISCIPLINARY OPTIONS**

- Detention(s)
- Drug and alcohol assessment/rehabilitation
- Out-of-school suspension(s)
- Saturday detention(s)
- Bus suspension (5 days - semester - entire year)

### **LEVEL IV**

- Acts which result in violence to another person or property or which pose a direct threat to the safety of others. Examples: Fighting, assault and battery, extortion, bomb threat, false alarm, possession or use of weapons or look alikes, arson, drug dealing, vandalism, harmful substances, other criminal acts, continuation of Level III misconduct, etc.

### **DISCIPLINARY OPTIONS**

- Can take any or all of the following forms including Level I, II, and III options: suspension, expulsion, and drug and alcohol assessment/rehabilitation, referral to local law enforcement.

## **School Bus Rules**

***The ability to ride the school bus is a privilege not a right.***

All students are expected to adhere to the following rules.

- All bus loading and exiting will be done in an orderly fashion.
- Students need to cooperate and follow the direction of the bus driver.
- Students will sit in their assigned seat/area when applicable.
- Students must get on and off at their assigned bus stop.
- Fighting, wrestling, or any type of horseplay on the bus will not be permitted.
- No vandalism to the bus of any kind will be tolerated. Any incidents will be reported to the proper authorities, which may include local law enforcement.
- The use of abusive, foul, or obscene language on the bus will not be tolerated.
- Students are not permitted to eat or drink while on the bus.
- Yelling, or loud noises while on the bus are not acceptable. Speak in an appropriate tone.
- No tobacco products are permitted.
- Remain seated when on the bus and keep hands/feet inside.
- The application of cosmetics on the bus, (hair spray, nail polish, make-up, etc.) is prohibited.
- Keep the school bus clean.
- Observe the same conduct on the bus as in the classroom.

# *School District Policies*

## District Policy 218.1 Weapons

### Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### Definitions

SC 1317.2

18 U.S.C. Sec. 921

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, replica of a weapon, chemical agent such as mace, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A weapon does not include any device which is authorized by the school for a legitimate educational purpose such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

A firearm means the following:

1. Any weapon, including a starter gun, which will or is designed to or may readily, be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device.

The term does not include an antique firearm.

Destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

## Authority

SC 1317.2  
Pol. 233

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

## Delegation of Responsibility

SC 1317.2  
20 U.S.C. Sec. 1400 et seq  
Pol. 226, 2333  
SC 1303-A

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

Any district employee or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the building principal who shall conduct a complete investigation. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not report this information in a timely manner to school personnel. Upon confiscation of a weapon, the building principal shall immediately notify and/or summon the local police; the Superintendent; and the parents/guardians of any and all students involved in the incident.

Upon reasonable suspicion that a student possesses a weapon, the building principal will request the student to voluntarily empty his/her pockets, remove any coat, book bag, or purse to be searched by a school official in the presence of another adult witness in accordance with Board policy.

If a student refuses to permit a search, the building principal shall immediately summon the local police and request assistance. Parents/Guardians shall be notified as soon as possible.

The building principal will cooperate with the Superintendent to develop a public statement regarding the incident and will determine the most effective method of informing school personnel of the incident.

The Superintendent shall inform Board members of the incident as soon as measures have been taken to eliminate any immediate danger associated with the incident; all steps pursuant to this policy have been complied with; and it is reasonable and practicable to do so.

The building principal or designee shall coordinate the informal hearing procedure; conduct an investigation; secure written statements and anecdotal records substantiating the charges; and provide information and notification requirements for expulsion proceedings.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

### Guidelines

#### SC 1317.2

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

### Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

### References

- School Code – 24 P.S. Sec. 1303-A, 1317.2
- State Board of Education Regulations – 22 PA Code Sec. 403.1
- Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912
- Gun Control Act – 18 U.S.C. Sec. 921, 922
- Individuals with Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.
- Gun-Free Schools Act – 20 U.S.C. Sec. 7151
- No Child Left Behind Act – 20 U.S.C. Sec. 7114
- Individuals with Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

## **District Policy 222 Tobacco Use**

### Purpose

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

### Definition

18 Pa. C.S.A. Sec. 6306.1

### Authority

35 P.S. Sec. 1223.5

20 U.S.C. Sec. 7183

18 Pa. C.S.A. Sec. 6306.1

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district shall initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.

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

### Guidelines

SC 1303-A

18 Pa. C.S.A.

Sec. 6306.1

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

### References

- School Code – 24 P.S. Sec. 510, 1303-A
- State Board of Education Regulations – 22 PA Code Sec. 403.1
- Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1
- School Tobacco Control – 35 P.S. Sec. 1223.5
- No Child Left Behind Act – 20 U.S.C. Sec. 7114
- Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.
- Board Policy – 000

### Penalties

1st Offense - One (1) day in-school suspension and citation issued.

2nd Offense - Two (2) days in-school suspension and citation issued.

3rd and subsequent offenses - Possible out-of-school suspension and citation issued.

### **District Policy 226 Searches**

#### Purpose

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

#### Authority

SC 510

Title 22 Sec. 12.14

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of

which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

### Delegation of Responsibility

Title 22 Sec. 12.14

Pol. 225

The Board authorizes the administration to conduct random general searches of lockers and backpacks when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Students, parents/guardians and staff shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures.

The Superintendent or designee shall develop procedures to implement this policy.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

School officials are authorized to search a student's personal possessions (such as backpacks/purses) or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

### Guidelines

Title 22 Sec. 12.14

Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

### References

- School Code – 24 P.S. Sec. 510
- State Board of Education Regulations – 22 PA Code Sec. 12.14
- Board Policy – 225

## **District Policy 248 Unlawful Harassment**

### Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

### Authority

43 P.S. Sec. 951 et seq  
Title IX  
20 U.S.C. Sec. 1681 et seq  
29 CFR Sec. 1606.8(a)

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

### Definitions

29 CFR Sec. 1606.8(a)  
66 ed. Reg. 5512 Sec. 1604.11(a)

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### Delegation of Responsibility

Pol. 103

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### Guidelines

#### Complaint Procedure – Student/Third Party

##### Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

##### Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

### References

- Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.
- Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

- Harassment Regulations and Guidelines
- Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)
- Federal Register – 66 Fed. Reg. 5512
- Board Policy – 103, 806

## **District Policy 249 Bullying and Cyber Bullying**

### **Purpose**

The Board is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. The Board recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

### **Authority**

SC 1303.1-A  
Pol. 218, 220, 248

All forms of bullying and cyber bullying by school district students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

### **Definitions**

SC 1303.1-A

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

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

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

Cyber bullying shall mean forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My Space. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

### **Delegation of Responsibility**

## SC 1303.1-A

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

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

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

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

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

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

Students shall be encouraged to report bullying or cyber bullying complaints to school district employees and their parents/guardians. Parents/Guardians are encouraged to report suspected bullying to the building principal.

All employees who receive a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that bullying or cyber bullying has occurred, a referral must be submitted to the building principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

The building principal or his/her designee will inform parents/guardians as appropriate.

### Guidelines

SC 1303.1-A

Pol. 218, 233, 236

Title 22 Sec. 12.3

SC 1302-A

Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

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

### Education

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

### References:

- School Code – 24 P.S. Sec. 1302-A, 1303.1-A
- State Board of Education Regulations – 22 PA Code Sec. 12.3
- Board Policy – 000, 218, 233, 236, 248

## **District Policy 815 Acceptable Use of Internet, Computers, and Network Resources**

### Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

The use of the computers, Internet, and other network resources shall be consistent with the educational objectives of the district.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### Definitions

18 U.S.C. Sec. 2256  
18 Pa. C.S.A. Sec. 6312  
20 U.S.C. Sec. 6777  
47 U.S.C. Sec. 254  
18 Pa.C.S.A. Sec. 5903

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

A technology protection measure is a specific technology that blocks or filters internet access to visual depictions that are obscene, child pornography, or harmful to minors.

#### Authority

24 P.S. Sec. 4604

20 U.S.C. Sec. 6777

24 P.S. Sec. 4610

47 U.S.C. Sec. 254

Pol. Pol. 103, 103.1, 104, 218, 218.2, 233, 248, 249, 317, 348

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory
2. Lewd, vulgar, or profane
3. Threatening
4. Harassing or discriminatory
5. Bullying
6. Terroristic

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

#### Delegation of Responsibility

24 P.S. Sec. 4604  
20 U.S.C. Sec. 6777  
47 U.S.C. Sec. 254  
47 CFR Sec. 54.520  
SC 1303.1-A  
Pol. 249

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other

appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators or central office administrators in conjunction with the network administrator shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyber bullying awareness and response.

### Guidelines

47 U.S.C. Sec. 254  
47 CFR Sec. 54.520  
SC 1303.1-A  
Pol. 237, 249, 814

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity
2. Commercial or for-profit purposes
3. Non-work or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyber bullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Using student email accounts. Special arrangements may be made with the network administrator for a temporary account for a specific class project with the approval of the teacher, building principal, and network administrator. The account shall be terminated at the completion of the project. Prior approval for Listserv is required for students.
22. Placing a non-district owned computer or device on the network without the permission of the network administrator.

## Security

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

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

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal or the Superintendent.

### Consequences For Inappropriate Use

24 P.S. Sec. 4604  
Pol. 218, 233, 317

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

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

References

- School Code – 24 P.S. Sec. 1303.1-A
- PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312
- Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.
- U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.
- Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256
- Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777
- Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254
- Children’s Internet Protection Act Certifications, Title 47, Code of Federal
- Regulations – 47 CFR Sec. 54.520
- Board Policy – 103, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

**District Policy 815.1 Parent Permission to Use Student Photograph and/or Student Work on Fleetwood Area School District**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

The Fleetwood Area School District maintains a web site to post information of interest about the schools and to share student work with the community.

The district's URL is: <http://www.fleetwoodasd.k12.pa.us>

We may want to use your student's photo, writing, or artwork on school web pages. These documents can be viewed by people on the Internet, so we are requesting your permission for use. For security reasons no names or initials will be used on any pages. A student will be notified when his or her work or picture is included, and a copy of any documents will be printed out for the student, if requested. Please sign and return the slip below to allow your child's picture or work to be included. This permission slip will remain on file for the remainder of the current school year.

I/We understand that our son or daughter's photograph, writing, or artwork may be considered for publication on district Web pages on the Internet.

\_\_\_\_\_ I give permission to publish my student's photograph on the Internet.

\_\_\_\_\_ I do not give permission to publish my student's photograph on the Internet.

\_\_\_\_\_ I give permission to publish my student's writing and/or artwork on the Internet.

\_\_\_\_\_ I do not give permission to publish my student's writing and/or artwork on the Internet.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## **District Policy 816 Audio/Video Monitors**

### Purpose

The Board recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district.

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare, and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

### Authority

The Board, after having carefully weighed and balanced the right of privacy of students and staff against the district's duty to maintain order and discipline, has deemed it appropriate to provide for the use of audio/video camera surveillance in its transportation vehicles, in buildings, and on school grounds.

### Guidelines

Pol. 216, 324

The following guidelines shall govern the use of electronic surveillance equipment:

1. The district shall notify its students and staff that surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook.
2. The use of surveillance equipment on transportation vehicles shall be supervised by the district transportation secretary. The use of surveillance equipment in district buildings, on school grounds, and on other district property, shall be supervised and controlled by the building administrator or other responsible administrator.
3. The use of information from surveillance equipment shall be subject to Board policies concerning the confidentiality of student and staff records.
4. Surveillance shall only be used to promote the order, safety, and security of students, staff, and property.

### References

School Code – 24 P.S. Sec. 510  
Board Policy – 216, 324

***Please Note: All School Board Policies pertaining to our students are available on the district website at [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us).***

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