

# **Parkland Middle Schools**

## **STUDENT HANDBOOK**

### **2017 – 2018**

**Student Name** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

**Homeroom #** \_\_\_\_\_

#### **Orefield Middle School**

**Administration:**

Mr. Gombos, Principal  
Mrs. Ouly-Uhl, Assistant Principal  
Mr. Stoudt, Assistant Principal

**Guidance Counselors:**

Ms. Letoski, 6<sup>th</sup> Grade Counselor  
Mr. Poremba, 7<sup>th</sup> Grade Counselor  
Mrs. Strohl, 8<sup>th</sup> Grade Counselor

**Secretarial Staff:**

Mrs. Melicharek, Receptionist  
Mrs. Koren, Secretary  
Mrs. Pany, Secretary  
Mrs. James, Guidance Secretary

2675 PA Route 309  
Orefield, PA 18069  
610-351-5750

#### **Springhouse Middle School**

**Administration:**

Mrs. Minotti, Principal  
Mr. Bartman, Assistant Principal  
Mrs. Thompson, Assistant Principal

**Guidance Counselors:**

Mrs. Bauer, 6<sup>th</sup> Grade Counselor  
Mr. Gross, 8<sup>th</sup> Grade Counselor  
Mrs. Jenkins, 7<sup>th</sup> Grade Counselor

**Secretarial Staff:**

Mrs. Strahler, Receptionist  
Mrs. Allen, Secretary  
Mrs. Yellak, Secretary  
Mrs. Bortz, Guidance Secretary

1200 Springhouse Road  
Allentown, PA 18104  
610-351-5700

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## **MISSION STATEMENT**

The Parkland School District mission is to ensure that each student is empowered with success strategies for lifelong learning by creating a secure, effective learning environment in collaboration with dedicated staff, involved parents, and a supportive community.

## **NONDISCRIMINATION**

In accordance with state and federal law, the Parkland School District does not discriminate, either in the educational programs and activities that it operates or in the employment of personnel, because of handicap, or on the basis of race, sex, color, age or religion. All inquiries regarding this policy should contact Dr. Rodney Troutman, Assistant Superintendent, at the Parkland Administration Building (610-351-5505).

## **POLICY STATEMENT**

Parkland School District policies regarding student conduct, attendance, sexual harassment, and drug and alcohol use are located on the Parkland School District web site [www.Parklandsd.org](http://www.Parklandsd.org). The policies may be viewed under the School Board tab- select the policies/agenda/minutes option. It is highly recommended that parents and students read these policies and become familiar with the content.

## **GENERAL INFORMATION**

### **ACCOMMODATIONS FOR THE DISABLED**

All eleven district schools provide accessibility for the disabled. Parents of a disabled child should contact the director of student services, 610-351-5555, for inquiries regarding appropriate placement of their child. Disabled adults who wish to visit or utilize school facilities should contact the appropriate building principal for information. General questions regarding the accessibility of school facilities for disabled persons should be directed to the office of the assistant superintendent, at 610-351-5505.

### **ASSEMBLIES**

Students should proceed to the auditorium in an orderly and quiet manner and sit according to the flow of traffic. Students should remain quiet and respectful to the presenter. Dismissal from an assembly should be orderly and quiet with a smooth flow of traffic.

### **STUDENT CONDUCT ON BUSES**

Considering that a bus is an extension of the classroom, the district requires students to conduct themselves on school buses in accordance with the Code of Student Conduct established for student behavior in schools and on district property.

While the law requires the district to provide student transportation, it does not relieve the parents/guardians of students from the responsibility of supervision until the time the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The driver has authority over and responsibility for all students on the bus from the point of pick up to the point of discharge, and students are responsible to adhere to his/her directions and instructions.

**To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.**

The building administration will determine and administer disciplinary action; alert staff in cases of a bus delay, emergency or accident; and advise the Transportation Supervisor of delayed arrivals.

Students will be informed annually regarding the authority of the bus driver and the rules for student conduct on buses.

### **Rules for Student Conduct on School Buses**

In addition to the established Code of Student Conduct, the rules for student conduct on school buses require that students will:

At the Bus Stop:

- **BE ON TIME**, plan to be at the bus stop at least 5 minutes early.
- Observe rules of good citizenship and respect private property while waiting for the bus at the designated stop.
- Form a single line when bus is approaching and wait until the bus comes to a complete stop before attempting to enter.
- Parents are responsible for the behavior of their children before the bus arrives.

On the Bus:

- Obey and cooperate with the driver
- Be courteous to fellow students and the driver
- Remain seated while the bus is in motion
- Talk in normal inside voices and not distract the driver
- Keep head and hands inside the bus at all times
- Be responsible for any damage to the bus
- Not litter on the bus nor throw anything out of the windows
- Not engage in horseplay on or around the bus
- Not eat, drink, smoke or use profanity
- Not leave books, lunches or personal property on the bus
- Not bring sharp or blunt instruments not in a proper container on the bus
- Not put items in the aisle, including back packs, musical instruments, athletic gear, etc.
- Cross in front of the bus upon departure, ONLY after the bus has stopped completely and driver has signaled students that it is safe to cross

Bus Misconduct Consequences:

In most circumstances, it is believed that a program of progressive disciplinary measures will be effective in correcting inappropriate bus conduct. Consequences such as warning, assigned bus seat, denial of bus privileges, detention or suspension may be administered at the discretion of the administrator based on the severity and/or frequency of the infraction.

## **VIDEO RECORDING ON DISTRICT SCHOOL BUSES**

### **Purpose**

Parkland School District Policy #810.2 authorizes the use of video and audio recording devices (herein sometimes called “cameras” or “recordings”) on school district buses and vehicles for discipline and security purposes. The school district’s use of cameras for recording audio and video shall be consistent with federal and state law.

### **Definitions**

#### **Official School District Purpose**

- Means the safety and security of all persons on school district property, the protection of school district property, the detection or deterrence of criminal offenses on school property, the monitoring of inappropriate conduct of students or staff for disciplinary purposes, the enforcement of school district policy, rules and procedures, and the protection against inappropriate conduct by others on school district property.

**School Bus**

- Means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

**School Vehicle**

- Means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

**Authority**

The Pennsylvania School Code and the Pennsylvania Department of Education regulations grant school boards authority to adopt and enforce reasonable rules and regulations as the Board may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all employees and pupils attending the district schools including the time necessarily spent in coming to and returning from school. The Wiretap and Electronic Surveillance Act-18.Pa.C.S.A.Sec.5704 authorizes the interception of oral communications for disciplinary or security purposes on a school bus or school vehicle, as those terms are defined in 75 Pa.C.S.A.Sec.102 (relating to definitions), if certain conditions set forth in the Act are met.

**CAFETERIA PROCEDURES**

Cafeteria service is provided for student convenience. A few simple rules will ensure that the cafeteria will function as intended. It is important for students to adhere to the following:

- Students are to behave maturely and considerately during lunch.
- Students are expected to arrive on time for lunch, or are expected to have a late pass upon entering.
- Students are encouraged to bring necessities only to lunch.
- Students must remain in the cafeteria for the entire lunch period unless excused by one of the teachers in charge.
- Students shall remain seated at their lunch tables except when purchasing food, returning trays, using lavatories, and/or visiting the school store.
- Students purchasing food from a single line will wait their turn to be served (no cutting in front of others).
- Students shall return trays to the proper location.
- Students must be certain to clear their tables and place trash in the proper cans that are provided.
- Throwing of food, etc. is strictly prohibited.
- Loud, boisterous conduct of any kind will not be tolerated.
- Electronic devices, cell phones, etc. are prohibited in the cafeteria.
- A lunch supervisor will dismiss students at the end of the period, after trays and trash have been disposed of properly. Students should not leave the cafeteria until they are dismissed.
- The cafeteria staff does not lend money to students for lunch. Students must come prepared to pay for their lunch.

*Failure to comply with any of the above will result in disciplinary action at the discretion of an administrator.*

## Cafeteria & Menus

Meals served in the Cafeteria are part of the National School Breakfast and Lunch Programs. The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

The National School Lunch Program requires that the school offer only milk with a student meal. The school will not offer a student juice or water with their meal. In order for a student to receive a substitute for their milk, a current physician's statement must be on file with the Food Service office and school health room. A current physician's statement must be submitted each school year.

Each building cafeteria operates all cashier functions under a computerized point of sale system. All students are issued a student identification number (PIN), which is their student ID number, and is linked to an account. Deposits may be made with cash, check, or on line. Checks should be made payable to Parkland Food Service Department. The Food Service Department will not accept post-dated checks. Parents can create an on line account at [www.myschoolbucks.com](http://www.myschoolbucks.com) in order to view their child's purchase history, receive low balance notifications, or deposit money using a credit card.

The Food Service Department extends to all Middle School students the privilege of charging meals in the cafeteria. Students are not denied meals; however, if a student charges beyond 3 times, an alternate meal will be served in place of the posted menu for that day. Students with delinquent account balances will receive a notice highlighting the amount of the delinquency. Payment is expected at the time of notice.

The Food Service Department page of our District web site contains additional information concerning the operations of the food service department. Such items include monthly menus, a la carte items, lunch prices, nutritional information, and much more. Please visit our web site at [www.parklandsd.org](http://www.parklandsd.org).

## CELL PHONES AND ELECTRONIC DEVICES

The use of electronic devices, such as ipods, cell phones, electronic readers, hand-held video games, etc. by students during the school day is prohibited.

- If such items are brought to school, they must be placed in the student's locker during the normal school hours. Items placed in the locker are to be **turned off**.
- Students may not use cell phones to make phone calls or text message during school hours. This includes during classes, between classes, during study halls and/or lunch. Students found using their cell phones during school hours will have their phone confiscated.
- **If a phone call must be made, phones are available in the main office.**
- Students may not use their cell phones as entertainment during the school day. This includes playing games, going online, checking time, etc.
- Students are not permitted to use camera phones for the purpose of taking pictures in any Parkland school or on buses. For more detail, see *Camera Phones* section below.
- Failure to comply will result in the following penalties:

### 1<sup>st</sup> offense:

- The student's electronic device will be confiscated.\*
- The student will have to report to the main office at the end of the school day to claim their device.
- If the student is caught using the device during school hours, an after school detention will be assigned.

### 2<sup>nd</sup> offense:

- The student's electronic device will be confiscated.\*



- A parent/guardian must come to the school office to claim the device and sign a contract concerning the student's use of electronic devices.
- The student will receive an after school detention.

**3<sup>rd</sup> offense:**

- The student's electronic device will be confiscated.\*
- The student's device will not be returned until the end of the school year.

**Note: \* Failure to turn the device over to staff member may result in further disciplinary action.**

**Outside of School Hours:**

***On school buses:***

- Students may use electronic devices on school buses as long as the volume is kept reasonably low. Bus drivers may ask students to terminate conversations if they are found to be disturbing or inappropriate.

***On school district property:***

- Students may use a cell phone to make calls /text before and after a school-sponsored activity is in session. If they wish to use phone during the activity, they must receive permission from the advisor. Calls/texting may not disrupt the activity.
- Text messaging is allowed before/after the activity, but not during. Advisors must grant permission for students to text message during a school-sponsored activity.
- Cell phones are permitted at school events, such as plays, athletic events and concerts. All those in attendance are asked to respect the participants and turn off their cell phones. Cell phone rings and/or conversations are disruptive and disrespectful.

**Camera Phones:**

- Cell phones with cameras may not be used to take pictures during and after school hours on school grounds or at school district sponsored events. Camera phones are not allowed in bathrooms, locker rooms, etc. If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to an administrator. The content of the pictures taken will determine the severity of the punishment. If pictures are deemed inappropriate, legal action will be taken.

**Cheating:**

- If a student is caught using a cell phone or other form of technology to aid them in cheating, he/she will have the appropriate penalties for both cheating and cell phone use applied to them.
- Texting or checking texts during a test/exam will result in the student receiving a zero for the test/exam.

Parkland School District is **not** responsible for theft or damage of electronic devices brought onto school district property.

**CHANGE OF ADDRESS AND TELEPHONE NUMBERS**

Please notify the school office **immediately** of any change in a pupil's address or telephone number. Emergency numbers should be continuously updated.

**CHILD FIND**

The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district activities calendar, the district newsletter, and the newspaper (2 times per year). In addition, flyers and brochures are given to each of the non-public schools within Parkland School District borders. The district also sends a letter to each family in non-public schools, making them aware of their ability to access evaluations for special education.

### **CHILD/STUDENT ABUSE**

The Parkland School District is committed to the health, safety and welfare of each student. A written policy and procedures are in place for staff to follow when it has been reported or they have formed a reasonable suspicion that child abuse or neglect has taken place regarding a student.

### **CLASS MEETINGS**

The Parkland School District is committed to the health, safety and welfare of each student. As a result, class meetings have been integrated into the schedule. When scheduled, class meetings will occur during activity period on a day two. Class meetings are designed to give students a comfortable atmosphere to share their thoughts on topics such as bullying, communication, cliques, how to succeed in middle school, and how to handle academic stress as well as peer pressure. Teachers run the class meetings. Teams meet weekly to decide which topics and activities they will implement during each class meeting based on the monthly theme as well as other team and/or school related area of concerns. Class meetings help students understand the code of conduct, their rights and responsibilities, avenues of communication and necessary steps to ensure that they have a positive, healthy middle school experience.

### **COOPERATION WITH LOCAL LAW ENFORCEMENT AGENCIES**

The Parkland School District recognizes the need for complete and mutual understanding between itself and the agencies responsible for enforcing the laws of the Commonwealth and the municipalities in which our schools are located. With this in mind, the District will cooperate fully with the local police departments in matters of violations or alleged violations of the law as covered by the Juvenile Act of Pennsylvania.

### **CONFIDENTIAL COMMUNICATIONS**

The Parkland School District will adhere to the guidelines of the Regulations of the State Board of Education, Chapter 12, Section 12.12 in regards to confidential communications between students and school personnel. Let it be known that in cases where the health, safety or welfare of the student or other persons is clearly in jeopardy, information received in confidence from a student must be revealed to the principal, other appropriate authorities and the student's parents/guardians.

### **DANCES**

Middle School dances are intended for Parkland students of middle school age only. Students are expected to attend dances at the school where they are enrolled. Only Orefield students may attend Orefield Middle School dances; only Springhouse students may attend Springhouse Middle School dances.

- Middle school dances will be held from 7:00pm – 9:00pm.
- Parents are responsible for picking up their children in a timely manner.
- Students will abide by all regular rules and standards of conduct while attending dances.
- The dress code will be in effect and enforced at all Parkland School District functions.
- Students must be in attendance at school on the day of the school dance in order to attend.

### **DISTRIBUTION OF LITERATURE**

No pamphlets, posters, flyers, or literature of any kind may be distributed or posted on the Parkland Middle School campus without the direct approval of the administration.

### **DRESS CODE**

The matter of student dress and appearance is primarily the responsibility of students and their parents. Good dress and grooming is a positive factor in creating an educational atmosphere conducive to serious academic study. Students are expected to maintain an appearance that is neither distracting nor detrimental to the educational process of the school.

Among the articles of dress not permitted at Parkland Middle Schools are the following:

- Tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, tank tops, muscle shirts or other shirts with narrow shoulder straps, midriff shirts which expose the midsection unless covered by another article of clothing, and see-through clothing.
- Dresses, skirts and shorts that are inappropriate in length. (Appropriate is defined as covering approximately **three quarters of the thigh**.)
- Articles of clothing or accessories imprinted with messages pertaining to drugs or alcohol, e.g. any advertisement for any alcohol product or establishment which deals with alcohol; gun or weapon-related apparel; clothing or accessories that may be gang related; vulgar, obscene or profane pictures or sayings; double-meaning slogans; clothing which has been torn, ripped or cut in any way that bares the anatomy or makes the clothing overly suggestive or revealing; and wearing articles of clothing in which undergarments are deliberately exposed to view.
- All hats, caps, bandannas, do-rags, headbands and all other headgear may not be worn once the student has entered the school building. Such items shall be placed in the student's locker until the end of the day.
- As in any public building, shoes must be worn at all times.

If there is a concern regarding the dress or appearance of a student, the teacher may instruct the student to alter that appearance, and if warranted, the student may be referred to an administrator. If the administrator determines the dress or appearance is inappropriate, the problem will be discussed with the student and a parent will be notified to bring a change of clothing to school. Failure to comply with the above will result in disciplinary action at the discretion of an administrator.

### **EATING/DRINKING IN THE SCHOOL BUILDING**

Parkland Middle Schools are exceptional facilities. Students are encouraged to assist in maintaining the character of our buildings. All litter must be placed in the appropriate collection containers. *Food and drink are not permitted in the building during the school day except in approved areas such as the cafeteria. No outside food or drink can be brought into sporting events held in the gymnasium.*

### **EMERGENCY CLOSING OF SCHOOL**

Information regarding emergency closing of schools during periods of inclement weather, etc. will be announced over many of the following local radio and television stations:

WLEV -100.7FM; WAEB - 104.1FM; WAEB - 790 AM; WCTO - 96.1 FM; WFMZ - Channel 69

Parents will also be contacted by a Connect-Ed telephone message, email message or may consult the Parkland School District webpage.

### **FINANCIAL RESPONSIBILITIES**

Students are responsible for any financial obligation incurred including library books, fines, and lunch money. Students will be notified as to their obligations to the school. Obligations must be paid by the last day of the marking period/school year.

Textbooks will be collected and inspected at the end of the school year. Students will be assessed for damage caused to books. It is required that all text books be covered. If students lose their books or cannot return them to their classroom teachers at the end of the year, the student will be responsible for the replacement cost of the book.

### **FIRE DRILLS**

When the alarm is sounded, students will arrange themselves in single file to leave the room. Students should not talk during a fire drill, and students should walk briskly, but not run. The teachers will leave the room last, close the doors, and follow directly behind the class. The first group of pupils to reach the main doors will hold the doors open until everyone is out of the building. They will then join their groups away from the building. Exit directions are placed in each room to inform students of the proper exit to use. Everyone must leave the building.

## FREE/REDUCED LUNCH FEES

Title 1 is one of the largest federal aid programs for elementary and secondary schools. School districts utilize Title 1 funds to pay for educational services and materials for students. Qualifications for Title funds and extra educational services are proportionately connected to the National School Lunch Program.

The application for free or reduced-price meals is distributed to all students at the beginning of each school year, is available at any building, or may be downloaded from the District web site. A new application must be completed and returned to the Food Service office each school year. Following review of each application, parents/guardians are notified of the child's eligibility for either free or reduced-price meals. Any student who was eligible for free or reduced price meal benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school.

## GUM CHEWING, ETC.

The chewing of gum or eating of food in class is at the discretion of individual teachers. No candy, gum, food, beverages, etc., are to be sold or distributed on school property during school hours.

## I.D. POLICY

All students are required to carry a valid school ID card that can be readily presented upon request by school personnel during the school day. A school ID card will be provided to each student at the start of the school year. **A fee of \$5.00 will be charged to re-issue lost cards.** School ID cards may be used for admittance to school sponsored events such as dances, to check out library books, and to purchase lunch in the cafeteria.

## INSURANCE

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and in traveling to and from school. Two plans are available: regular school-hour coverage and 24-hour coverage. Information concerning this accident policy is sent home with students at the beginning of the school year.

## LATE TO CLASS

Students arriving late to an assigned class or area without an admission slip are considered late.

- a. Students who claim valid reasons for being late may request a late slip to be signed by the staff member responsible for the student's tardiness.
- b. Late slips co-signed as indicated above may be returned to the staff member who issued it to negate the late slip.
- c. Such co-signed late slips must be presented **within one school day of their issue.**

### Penalties for Violations of Late-Pass System

- a. Students accumulating three (3) unexcused late slips in one **trimester** will be assigned to one (1) after-school detention.
- b. Fourth late slip: One after school detention
- c. Fifth late slip: One after school detention
- d. Sixth late slip : One In-School suspension
- e. Subsequent late slips will result in an ISS OR a Saturday detention for each late slip.

Each student will start with a clean slate at the beginning of each **trimester**.

## **LAVATORY**

Permission to use the lavatory is required at all times. Students must sign out of class and use a hall pass to visit the lavatory.

## **LOCKERS**

Lockers are provided for the convenience of our students. There are sufficient lockers available in the building for each student to be assigned his/her own locker. Students will maintain lockers for one year only. Lockers are not to be shared, and combinations must be kept confidential at all times. Lockers, which do not operate properly, should be reported to the main office.

The student's use of a locker does not diminish the school's ownership/control of the locker, or the right of an administrator to inspect the locker to insure proper usage of the locker within the guidelines of its intended purpose. Contraband/illegal items stored in lockers will not be treated as "personal property" and are subject to confiscation. The student will be subject to any charges appropriate under the Code of Student Conduct as well as under the law.

## **LOST AND FOUND**

Please label all the children's clothing and possessions to expedite locating lost articles. Check with the school secretary to claim lost articles.

## **NO SMOKING RULE**

The Parkland School District has declared all District property and buildings to be "smoke free." Therefore, no smoking is permitted in the school building or anywhere on campus at any time.

## **OTHER MEANS OF TRANSPORTATION**

Bicycle riders must assume full responsibility for the safety of their bikes if brought to school. If you do ride your bicycle to school, it must be placed in the bicycle rack provided. Skateboards are not permitted on school property, including after school hours and weekends.

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Parkland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Parkland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Parkland School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; annual yearbook; Honor roll or other recognition lists.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want Parkland School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS (PPRA) AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) requires Parkland School District to notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (a.k.a. protected information surveys):

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

### **Parents/guardians may receive notice and an opportunity to opt a student out of:**

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

### **Parents/guardians may inspect, upon request and before administration or use:**

- Protected information surveys or students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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

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

Parents who believe their rights have been violated may file a complaint with: **Family Policy Compliance Office**

**U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

## **PARENT PICK-UP/DROP OFF**

Students are encouraged to use bus transportation provided by the school district.

- If a parent is dropping a student off at school, they must drop their child off at the **designated parent drop-off location** (OMS - the auditorium entrance) (SMS – the main entrance) in order to avoid the busses. Students can enter the building any time after 7:30am and must report to homeroom no later than 7:45am.
- A student who is coming to school after 7:45am must be dropped off at the main entrance of the building. Since the student will be considered late, they must stop in the main office prior to going to class.
- Students who are going to be picked up early for an appointment may be picked up at the main entrance. Parents must come into the main office to sign their child out, and will be required to show identification. **We request that students are picked up no later than 2:20 in order to avoid bus traffic.**

**Acceptable forms of ID include:**

- **Pennsylvania driver's license or Penn DOT ID card**
  - **ID issued by any Commonwealth agency**
  - **ID issued by the U.S. Government**
  - **U.S. passport**
  - **U.S. Armed Forces ID**
  - **Student ID**
  - **Employee ID**
  - **Firearm permit**
- Students who are being picked up by parents at the end of the school day should be picked up at the **designated parent pick-up location** (OMS - the auditorium entrance) (SMS – the main entrance).

## **PERSONAL CONDUCT**

Students are to behave respectfully to one another. Displays of affection, pushing, shoving, and hitting, as well as the use of abusive language in any form is not to occur on school property.

The Parkland School District holds the firm opinion that school is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those students who are not willing to cooperate with this policy.

## **PERSONAL PROPERTY**

Neither Orefield Middle School, Springhouse Middle School, nor the Parkland School District will accept any responsibility for students' personal property when brought to school or to school-sponsored activities.

## **PHOTOGRAPHS**

Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

## **PROTECTED HANDICAPPED**

In compliance with state and federal law, the Parkland School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the director of student services at 610-351-5555.

## **SEARCHES**

Lockers remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, and lockers are subject to random searches.

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

School authorities may inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

School officials are authorized to search a student's personal possessions when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population.

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.

## **SCHOOL SECURITY**

Each School is equipped with a camera security system. Visitors are to enter the school through the main entrance. When arriving at the main entrance, please press the buzzer button "gently" and the building secretary will unlock the door. Visitors are to report to the main office upon admittance.

## **STUDENT STORE**

The student store is a service provided for the students. Various items, including spirit boosters and school supplies, are available for purchase during lunch periods. The store is student/staff-operated.

## **STUDENT SUPPORT TEAM**

The Student Support Team (SST) is designed to identify students who are experiencing barriers to learning. The team is a resource and referral program, not a treatment program. The heart of the program is a core group of school personnel who are specially trained to work with identified students.

## **TELEPHONE USE**

There is no public telephone in our middle schools. Use of the telephone in the main office by students during school hours will be for emergencies only. Students may not use classroom telephones or personal cell phones during the school day.



## **VISITORS**

Visitors are not permitted on the Parkland Middle School campus unless the administration grants permission. Students are asked not to invite family members or visiting relatives and/or friends to visit school classes. All visitors must report to the school office before being granted permission to any other part of the building. An identification badge will be issued to each visitor and must be worn while on the Parkland Middle School campus. In no case should a parent take a child from the school without signing the “check out book” in the office.

## **ACADEMICS**

### **BOOK BAGS**

Book bags are not permitted for use during the school day. Students may use a book bag to carry their books to and from school. Students bringing a book bag to school are to deposit it in their locker before homeroom period.

### **COMPUTER LAB**

Students are permitted to use the computer lab in the library during homeroom and activity periods or during flex periods to take ARP tests or complete school work. Each student must have a pass from a teacher to go to the library to use a computer and must have permission from the librarian.

### **COURSE CHANGES**

All inquiries about course changes should be addressed with the student’s guidance counselor. Course changes prior to the upcoming school year must be requested by **July 1<sup>st</sup>**. Once the school year begins, no course changes will be permitted beyond the last day of the 1<sup>st</sup> marking period, unless there are extreme extenuating circumstances.

### **ESL**

The English as a Second Language Program in the Parkland School District offers qualified students intensive instruction in the language functions of speaking, listening, reading, and writing. The goal of the program is for our English Language Learners to become proficient in English so that they can fully participate in all academic, social, and co-curricular activities offered within the district. Students are identified and assessed as they enter the Parkland School District, and those who qualify for services receive instruction from an English as a Second Language teacher. They also participate in the general academic curriculum as appropriate to their needs. For further information regarding the Parkland ESL program, please contact the Office of Curriculum, Instruction, and Professional Development at 610-351-5540.

### **FIELD TRIPS**

Throughout the school year, educational field trips may be provided which will be used as a device for teaching and learning. These experiences will be relevant and meaningful to the student’s curriculum. Such trips will provide the students with additional educational, social and environmental experiences. Students will be notified in advance of the time, date, destination and purpose of each trip. You may choose for your child not to attend a particular field trip simply by notifying the school office or homeroom teacher prior to the date of the trip. **In order for a student to be permitted to attend field trips, the permission form in the front of this book must be signed by a parent/guardian and returned to his/her homeroom teacher immediately.** Students failing to return this form with a parent/guardian signature will not be permitted to attend field trips during the current academic year.

## FLEX PERIODS

Flex periods (study halls) are provided in a student's schedule to assist in the process of maintaining a consistent level of preparedness for classes and allow an opportunity for make-up work to be completed. Therefore, specific rules for flex periods are prescribed.

1. Students **MUST** report to their scheduled flex at the beginning of each period. **Remember a flex is an assigned class.**
2. Students will be directed to sign-out to all locations for which they have legitimate passes, including the library. Please note: *If passes are forged, disciplinary action will follow.*
3. Students who need to report to another location after they check in to their flex must have a pass, which must be obtained prior to the flex from a classroom teacher. Flex teachers will not excuse students to seek passes.
4. Students who have a pass to take a test/exam will be allowed to sign out first.
5. All flex periods will be termed "quiet study" periods.
6. Students will be permitted to work together only with the permission of the teacher in charge of the flex period.
7. Card-playing, electronic devices and cell phones are prohibited in flex periods.
8. Socializing/talking is prohibited in flex period.
9. All students will have assigned seats in flex period.

Failure to comply with any of the above will result in disciplinary action at the discretion of an administrator.

## GRADES

Grade point averages are determined by adding the appropriate quality points for each letter grade and dividing by the number of major subjects. For the purpose of determining averages, the following point values are to be assigned to letter grades.

A=4, B=3, C=2, D=1, F=0

The final report card includes final grade averages for all courses. Adding the appropriate quality points for each letter grade and dividing by the number of marking periods determines the **final average**. The plus and minus signs are not utilized for this purpose.

Due to a variety of circumstances, a student may receive an **incomplete** on the final report card. All necessary work to remove the incomplete must be done by August 1 of that year or the grade will automatically change to an "F".

## GUIDANCE SERVICES

Guidance services are available for all students. These services include assistance with academic, social, and/or emotional issues including educational planning, interpretation of test scores, occupation/career information or any other question or concern the student would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the guidance office for an appointment.

## HOME ACCESS CENTER

Parents are encouraged to use *Home Access Center*, which offers a secure web-based opportunity to track their child's **attendance** and academic performance, including marking period grades and interim grades. Questions about Home Access Center may be directed to Mrs. Joan McCue at [mccuej@parklandsd.org](mailto:mccuej@parklandsd.org).

## HOMEWORK

Homework is a necessary part of the educational program of each student. The student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory results. Some assignments are long-range in nature and require planned study time in completing the assignment the day before it is due. Homework is not restricted to the assignments made by individual teachers on a day-to-day basis. Homework must also include daily effort to keep up with the progress of one's class.

**If a student is absent for only one day, the student is responsible for obtaining homework from a classmate. It is suggested that each student choose a responsible “buddy” from his or her team for this purpose. If the student is absent for two or more days, parents may request the homework on the second day of absence by calling the main office between 7:45a.m. - 9:00 a.m. We will make every effort to secure work by 3:00 p.m. Homework can be picked up between 3:00p.m. - 3:30 p.m. in the Guidance Office.**

Any student who is aware that he or she will be absent from school for a reason such as an educational family trip is responsible for informing the teachers prior to the date of such absence.

**Students excluded from school through suspension will have the same make-up rights and responsibilities as indicated above, but students will not be provided with formal classroom activities or homework assignments while on suspension.**

### **LIBRARY/MEDIA CENTER**

The library/media center is an integral part of the middle school exploratory curriculum. The library's objectives are to provide materials that will enrich and support the curriculum and personal needs of the user. Middle school students receive orientation in the use of the library facilities including career information resources. The instructional focus for strengthening library skills is reinforced with a unit in the reading curriculum that introduces periodical indexes, reference, and research tools.

To assure efficient use of the library, we encourage students to frequent the library to browse, check out a book, research or take an ARP test. When in the library, students are expected to behave appropriately. All materials borrowed are assumed to be in good condition when checked out unless otherwise reported at that time. Students are held responsible for the condition of those materials upon their return. Students may be responsible to pay a fine for any overdue books in their possession that are not returned at the end of the school year. The library staff is present to help you in any way possible. Just ask for help.

### **MARKING PERIODS**

The school year is divided into six marking periods, each approximately six weeks in length. A report card is issued to all students at the end of each marking period. The Report Card envelope must be signed by a parent or guardian and returned to the issuing teacher.

### **PROGRAMS FOR HIGH POTENTIAL AND GIFTED STUDENTS**

The Parkland School District recognizes its obligation to provide programs for its high potential and gifted students. It is further recognized that many of the basic education courses and activities now being offered in the middle school program are appropriate for these students. In sixth grade, students work with a teacher of the gifted through a pull-out program. Seventh and eight grade students may select specially designed courses suited to our gifted and high potential students.

### **PROGRAMS FOR SPECIAL NEEDS CHILDREN**

In compliance with state and federal law, notice is hereby given by the Parkland School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

*Autism; Deaf-blindness; Deafness; Emotional disturbance; Hearing impairment; Mental retardation; Multiple disabilities; Orthopedic impairment; Other health impairment; Specific learning disability; Speech or language impairment; Traumatic brain injury; Visual impairment; Mentally gifted.*

If you believe that your school age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. Early intervention services are available for young children (age 3 to school age). You may request screening and evaluation at any time, whether or not your

child is enrolled in the district's public school program. Requests for evaluation and screening should be made in writing to the Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104.

### **PROMOTIONAL GUIDELINES**

A student will be promoted to the next grade level when he/she has successfully completed the requirements of planned instruction in the current grade. This may include demonstrated proficiency on individual and/or group projects, written assessments, and oral presentations, to name a few.

Retention may be necessary if the student fails two (2) major subjects OR one (1) major subject and two (2) exploratory subjects. In this case, a student will have the opportunity to make up the work for major subjects during summer school. A student who fails three (3) or more major subjects during the school year may be retained. Due to the progression of the Parkland School District mathematics program, any student failing Pre-Algebra A or Pre-Algebra B must repeat the course in summer school.

### **REPORT CARDS**

Report cards are issued six times per year and are distributed at the end of the school day. End-of-year report cards are mailed to the student's home address within a week after the end of the term. During any time of the year, if a student has an unsettled account, lost books or money owed, his/her report card will be withheld until the account is settled.

### **SCHOOL DAY/WEEK**

Upon arriving at school, students will report to their lockers and then directly to homeroom. Students dropped off at school are required to remain in the lobby area until 7:30 a.m. Homeroom period begins at 7:45 am. Depending upon the cycle day, there will be seven or eight assigned class periods. The school day ends at 2:40 pm. Classes are scheduled on a six-day cycle. Days 1,3,4,6 of the cycle will follow the "Regular" time schedule and Days 2, 5 of the cycle will follow the "B" time schedule.

### **SCHOLASTIC INTEGRITY**

According to Webster's Dictionary, to cheat is to deal with dishonesty for one's own gain. Students, if allowed to practice cheating, establish habits that are detrimental to the well being of both the student and society in general. In addition, because of the competitive aspects of the academic process, fairness demands that we do everything possible to eliminate cheating. The administration, faculty and staff of Parkland School District enforce the following rules consistently.

#### **Definitions of Cheating**

##### **Level I:**

1. Looking on someone else's test or quiz paper or passing on test information during a test.
2. Reporting on a book one has not read or on a performance one has not seen.
3. Submitting reports based on falsified or fictitious data or footnotes.
4. Copying / submitting someone else's work and claiming it as one's own.
5. Allowing another student to copy or use one's work, research or notes for his/her own credit, or doing another student's work for credit.
6. Possessing "crib" notes, electronic devices such as cell phones or other unauthorized materials in class for use during a test or quiz.
7. Being in unauthorized possession of or having made unauthorized use of a test or exam.
8. Using a report or term paper previously submitted as a requirement for a previous class without the knowledge of the current teacher.

##### **Level II**

1. A second Level I offense.
2. Changing or altering a grade or a score on a test or in a grade book or other official record.
3. Stealing testing materials or other academic information.

#### **Penalties for Cheating**

**Penalty for a Level I Offense:** The student will receive an “F” or a zero for the assignment, test, exam, etc. Notification of the offense and the assigned grade will be sent to the home of the student, to the appropriate assistant principal and to the appropriate guidance counselor.

**Penalty for a Level II Offense:** If in any particular class a student continues this practice, he/she shall receive an “F” for the report period. Notification of the offense and the assigned grade will be sent to the home of the student, to the appropriate assistant principal and to the appropriate guidance counselor.

### **SCHOLASTIC HONORS**

Special recognition is given to those students who exhibit academic excellence. Each marking period those students who have attained a quality point average between 3.25-3.74 will be named to the honors list. Those students who have attained a quality point average between 3.75-4.0 will be named to the high honors list. A student named to either of these lists must also have obtained passing grades in all special subjects. In addition, a student who at the end of middle school has maintained grade-point average of 3.5 or higher for all three years, will be named to the Principal’s List.

### **SCHEDULE CHANGES**

Careful planning must be exercised when selecting courses for the next academic school year. Staff assignments, class sizes, materials and course offerings are all dependent upon student requests; therefore, schedule changes must be held to a minimum to maintain the integrity and balance of a master schedule. Requests made prior to July 1<sup>st</sup> will be processed at the written request of the student and parent. Any errors, conflicts, omissions and additions to students’ schedules will be resolved as soon as possible.

### **SPECIAL REQUEST FOR A SPECIFIC SCHEDULING ASSIGNMENT**

Each year principals receive numerous written and verbal requests from parents to have their child placed in a specific assignment. Unfortunately, it is not always possible to honor such requests.

Consideration of educational, academic, and social factors are the primary determinants in placement decisions for every child. Parents having a unique placement concern are invited to share their concerns in writing with the principal by May 15th. Please be advised that it is not possible for principals to provide individual responses to these requests.

### **SUMMER SCHOOL**

Summer school is conducted for the purpose of allowing students to make up courses failed during the school year. The summer school session usually begins during the last week of June and continues through the first week of August. Students are required to provide their own transportation to and from summer school.

Subjects available for make-up are language arts, social studies, science, sixth grade mathematics, pre-algebra A and pre-algebra B. Tuition is charged for each course taken in summer school and is payable at the time of registration.

Daily classes will be one and one half (1 ½) hours in length for each subject. Registration is limited to two (2) subjects and students must attend all sessions in order to receive credit. The regular school rules concerning conduct and appropriate dress will apply.

### **TESTING**

The Parkland School District’s testing program is designed to provide information concerning the proficiency of students in selected grades on standardized tests of academic achievement and aptitude. The results of these tests provide a continuing record of each student’s academic progress in comparison to national norms. They are also a valuable aid in identifying strengths and weaknesses in order to provide the best instructional program for the student.

All middle school students will participate in state mandated tests. The sixth, seventh and eighth grade will take the PSSA (The Pennsylvania State System of School Assessment) reading and math assessments,

which are required by the State Board of Education. The eighth grade will also take the PSSA writing and science tests.

### **TEXTBOOKS**

Textbooks are the property of the Parkland School District. When they are assigned to a student, they are merely on loan. Therefore, students may be required to cover their textbooks and are expected to keep them in good condition. The student is responsible for any damaged or lost book. As a result, there will be a fine that must be paid in order for students to receive their report cards.

### **ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS POLICY**

This policy is very detailed and is influenced by the latest court rulings. The policy can be found on the school district website. Below you will find an overview of the policy. We do emphasize that reading this overview is not a substitute for reading the complete policy. You may access the complete policy at the following web address: <http://www.parklandsd.org/publications.php#policies>

#### **SUMMARY of POLICY #815**

Parkland School District's *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy* consists of six sections: Purpose, Definitions, Authority, Responsibility, Delegation of Responsibility, and Guidelines.

##### **1. Purpose**

The Parkland School District provides employees, students and guests with access to the school district's electronic communication systems and network. Access is provided to users if there is a specific school district-related purpose to access information and research; to collaborate; to facilitate learning and teaching; and to foster the educational purpose and mission of the school district. Incidental personal use of the school computers is permitted for employees as long as such use does not interfere with the employee's job, duties and performance, with system operations, or with other system users. Students may only use the systems for educational purposes. Users may not use their personal computers to access the School District's intranet, Internet, or any other CIS system unless approved by the Director of Information Systems and/or designee, and/or authorized as part of the School District's services for users.

##### **2. Definitions**

This section defines many of the terms used in the policy. For example: the term "computer" is broadly used to include various hardware devices, software or other technologies whether district owned or personally owned that is used on school district premises or accessing our network.

##### **3. Authority**

Access to the district's information systems is a privilege, not a right. All resources, user accounts, and information are the property of the school district. Users have no privacy expectation in their use of the system. The school district reserves the right to monitor, track, log, and access system use to monitor and allocate space. Parkland School District reserves the right to restrict or deny access to prevent unauthorized, inappropriate or illegal activity, or to refer to legal authorities if such violations deem necessary.

##### **4. Responsibility**

Because of the nature of the technology that allows the Internet to operate, Parkland School District cannot completely block access to inappropriate materials. Users must be capable and able to use Parkland's systems and software relevant to their responsibilities and must practice proper etiquette, ethics, and agree to the requirements of this policy.

## **5. Delegation of Responsibility**

The Director of Information Systems and/or designee will serve as the coordinator to oversee the Parkland School District's information systems including the training, setting up of accounts, approval of activities, etc. Student access to the Parkland School District network shall be supervised by the professional staff. Administrators, teachers, and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources.

## **6. Guidelines**

The Guidelines section is the largest part of the policy and broken down into the following categories:

Access to the systems: User accounts will only be used by the owner of the account for authorized purposes. The AUP and other district policies will govern the use of the information systems. Access to all data on, taken from, or compiled using Parkland School District computers is subject to inspection and discipline.

Parental Notification and Responsibility: Parkland School District will notify parents about the district's information systems and the policies governing their use. Parkland will encourage parents to specify to their children what material is and is not acceptable for their children to access through the school district's system.

School District Limitation of Liability: Parkland School District makes no warranties of any kind. In no event shall the district be liable to the end-user for any damages whether direct, indirect, special or consequential, arising out of the use of the system.

Prohibitions: The use of Parkland School District's systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on school district premises or at PSD events unless expressed permission has been granted by Director of Information Systems/ designee. The student will then be supervised in its use.

General Prohibitions: Includes a long list of prohibitions that deal with user behavior and inappropriate and/or illegal activities.

Access and Security Prohibitions: This list of prohibitions addresses the security of Parkland's network and the security of information on our network.

Operational Prohibitions: Prohibits activities that could disrupt services or equipment on our network.

Content Guidelines: Content published on our systems should not reveal personally identifiable information of students and should not contain, or point to, objectionable material. Published electronic communication must conform to Parkland School District policies.

Due Process: Parkland School District will cooperate with our ISP rules, local, state, and federal officials to the extent legally required in investigations relating to any illegal activities conducted through PSD systems. Due process rights will not be violated.

Search and Seizure: Parkland School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of PSD systems. Further, PSD reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events containing school district programs or student data (including images, files, etc.) to insure compliance with this policy and other school district policies, to protect school district resources, and to obtain information/data that the school district reasonably believes involves criminal activity.

Copyright Infringement and Plagiarism: Parkland School District does not permit illegal acts pertaining to the copyright law. Any user violating the copyright law does so at his/her own risk and assumes all liability.

Selection of Material: School district policies on the selection of materials will govern use of Parkland's information systems. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

School District Web Site: Publishers must comply with Parkland School District's policies when submitting content to the school district website.

Blogging: Employees and students who create a blog may not violate the privacy rights of employees and students, may not use school district personal and private information/data, images and copyrighted material in their blog, and may not disrupt the school district.

Safety and Privacy: To the extent legally required, Parkland School District users will be protected from harassment or commercially unsolicited electronic communication. Users may not disclose, use or disseminate confidential or personal information about students or employees.

Consequences for Inappropriate, Unauthorized and Illegal Use: General rules for behavior, ethics, and communications apply when using the systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy may result in disciplinary actions. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent deliberate acts and for incidental or unintended damage related to lost or stolen computers or other equipment.

### **Guideline for Violations of a School District Acceptable Use Policy**

#### **Levels of Violations**

1. No Violation
  - A. A student accidentally comes in contact with an inappropriate site. The student backs out immediately and informs the teacher.
  - B. A legitimate site comes up as a blocked site.
2. Minor Violation
  - A. A student is deliberately searching for restricted and/or inappropriate material.
  - B. Any violations of the *Student Code of Conduct* and/or school district policy at this level.
3. Intermediate Violation (suspendable offenses)
  - A. A repeat offense of a Minor Violation
  - B. Sharing login or password information
  - C. Use of proxy servers or circumvention of network protection to download games, music, videos, etc.
  - D. Any violations of the *Student Code of Conduct* and/or school district policy at this level.
  - E. Modification of computer settings and/or applications.
4. Serious Violation (suspendable and/or prosecutorial offenses)
  - A. A repeat offense of an Intermediate Violation.
  - B. Theft of login or password information.
  - C. Theft of data or material.
  - D. Damage to the computer systems, software, network, etc.
  - E. Intentionally disrupting the network or crashing the network.
  - F. Unauthorized access to network systems and/or data.
  - G. Using the computers and/or network for illegal activities.
  - H. Any violations of the *Student Code of Conduct* and/or school district policy at this level.

#### **Possible Consequences for Violations**

1. Warning



2. Suspension of Internet privileges
3. Suspension of computer privileges
4. Detention
5. School Suspension
6. Removal from computer program (class or lab)
7. Expulsion
8. Prosecution
9. Restitution

## **ATTENDANCE**

### **FREE EDUCATION AND ATTENDANCE**

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

### **ABSENCES/EXCUSES/MAKE-UP WORK**

Students who have been absent from school are required to present an excuse card to their homeroom teacher. This card must be signed by a parent or guardian and should be turned in on the day the student returns to school. The excuse card must be turned in within three (3) days of the student's return or the absence will be classified "unexcused/illegal."

After six (6) days of absence a letter will be sent home notifying parents of their child's absences to date. After ten (10) days of absence from school in any one (1) school year, a physician's certificate of illness may be required for any or all additional days of absence. Any absence not so certified by a physician's certificate of illness may be declared "unexcused/illegal" and all the penalties of this code shall be applicable.

#### **EXCUSED ABSENCES**

Illness; Quarantine; Recovery from an accident; Required court appearance; Death in family; Family educational trips; Educational tours and trips

#### **UNEXCUSED ABSENCES**

Absences that are not due to sickness, emergency, or reasons listed above are classified as illegal. On the fourth day of illegal absence, in addition to school disciplinary action, truancy charges under Act 29 of the Pennsylvania Compulsory Attendance Code must be filed before a Magistrate or District Justice.

It is the student's responsibility to make up all work assigned or covered during his/her absence. Upon return to school students will have two days for each day of absence to make up missed work assigned during the absence. Only work missed during legal absence may be made up and it is the student's responsibility to approach teachers for the make-up assignments.

### **ABSENCE NOTIFICATION**

Parents are asked to telephone the school before 9:00 a.m. on the morning of their student's absence stating the reason for the absence. If no call is made to the school, the office will make all attempts to notify the parent at home or work

O.M.S. Absentee Hotline: 610-351-5900 Ext. 61400

S.M.S. Absentee Hotline: 610-351-5900 Ext. 66711

## EMERGENCY PERMITS

If a student has an appointment (doctor, dentist, etc.) scheduled during school hours, or if an extended period of absence is anticipated (educational trips, etc.), the student must present a written request from a parent or guardian to the attendance office for approval at least one (1) day in advance of that absence. Students will be given an Emergency Permit form to present to all teachers whose classes they will miss during the planned absence in order that their team of teachers may be notified of the impending absence and make advanced assignments. The Emergency Permit is to be returned to the attendance office prior to the actual date of absence. Parents must report to the main office before the student leaves.

## HOME ACCESS CENTER

Parents are encouraged to use *Home Access Center*, which offers a secure web-based opportunity to track their child's **attendance** and academic performance, including marking period grades and interim grades. Questions about Home Access Center may be directed to Mrs. Joan McCue at [mccuej@parklandsd.org](mailto:mccuej@parklandsd.org).

## LATE ARRIVAL AND TARDINESS

Students are to report to homeroom by 7:45 a.m. Students arriving to school after 7:45 a.m. will be considered late to school. Students arriving after 10:00 a.m. will be recorded as a half-day absence and those arriving after 12:15 p.m. with a full day absence.

Lateness will either be excused or unexcused following the same guidelines as full-day absences. Students who have a legal reason for being tardy must bring in a parental note or a note from a doctor or dentist when arriving late or within three (3) days.

Penalties for illegal lateness may range from detention to suspension depending on the frequency. Students who are late three times in a **trimester** may receive a detention; each subsequent late will result in a detention or further disciplinary action.

## TRUANCY

The student who is habitually truant (fourth day of illegal absence) may be sentenced to pay a fine or participate in an alternative adjudication program. The district justice may also suspend the student's driver's license for 90 days or, if a second offense, six months. A child who does not yet have a driver's license shall be ineligible to apply for a driver's license for that same length of time.

## WITHDRAWALS

When withdrawing a child from the school, the parent should notify the Guidance Department in advance so that a transfer card can be prepared for the new district. The pupil who transfers to another district must return all textbooks, equipment, and **library books** before a transfer card and immunization form are issued. The card is then to be presented to the school officials in the new district. By returning part of the transfer card, the new district will receive the necessary records, thus making the transfer complete.

## DISCIPLINE

### STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The student Bill of Rights and Responsibilities is a detailed document that affects all public schools in the State of Pennsylvania. All public schools in the state are required to comply with the documents. Students may obtain information on this document from the Student Activities Office.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students, along with administration and faculty, share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with federal, Commonwealth and school laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.

## **ABUSIVE LANGUAGE**

A student who uses abusive, foul or otherwise offensive language while under the jurisdiction of the Parkland School District, may be excluded based upon administrative discretion.

## **ALCOHOL/DRUGS**

### **Possession, Use or Distribution of Alcohol, Drugs, Narcotics, Marijuana, other Drug-Related Paraphernalia, including look-alike substances or other Dangerous or Controlled Substances**

A student who possesses, uses and or/distributes any of the above-named substances will be subject to the provisions of the Parkland School District Drug/Alcohol Abuse Policy. This policy also defines distribution as delivering, selling, passing, sharing or giving any alcohol, drug, counterfeit substance, anabolic steroid, or mood altering substance as defined by this policy, from one person to another. When penalties are to be imposed, they may be as follows:

1. A minimum of three (3) days exclusion from school.
2. An extended exclusion or permanent exclusion from school at the discretion of the administration/ Board of School Directors.
3. Referral to the Student Support Team (SST) for evaluation.
4. Referral to the proper law-enforcement authority.

## **ASSAULT OF A PARKLAND STUDENT OR EMPLOYEE**

A student who assaults another student or an employee of the Parkland School District while under the jurisdiction of the District may be penalized as follows:

1. A minimum of three (3) days exclusion from school;
2. Extended exclusion at the discretion of the administration;
3. Referral to the proper law-enforcement authority.

## **BULLYING & CYBER BULLYING**

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

**Bullying** is defined as intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing 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. This includes cyber bullying.

Students who are being bullied are encouraged to promptly report such incidents to a teacher, guidance counselor or building administrator.

A student who bullies another student shall be subject to disciplinary action deemed appropriate by the school administrator and may include:

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

## **CUTTING CLASS**

Students who cut classes without proper excusal will receive a zero for all work missed, will not be permitted to make up work missed in that class and will be subject to the following penalties:

- First offense - one after-school detention
- Second offense - one after-school detention
- Third offense - one in-school suspension (ISS)
- Fourth offense – one in-school suspension (ISS)
- Fifth offense and subsequent offenses – three to ten day suspension (3-10) at the discretion of the administration

Note: Study halls and lunch are assigned class periods. Students who do not report to these classes are subject to the penalties listed above.

## **DISCIPLINARY ACTION**

**Detention hall** is a time when a student is assigned to stay after school for an infraction of unacceptable student behavior. An administrator assigns students to Detention Hall. Students who are assigned to Detention Hall are to go to their lockers immediately upon dismissal from the last period of the day. Each student is to have sufficient materials and books to be occupied constructively until the end of the detention period. Students should also pick up their coats, etc. for the trip home, as they will not be permitted to return to their lockers after Detention Hall. Any student who fails to attend an assigned Detention Hall will receive an additional detention hall assignment as a penalty and may be subject to suspension from school for repeated offenses. Detention Halls are held on Tuesday and/or Thursday afternoons until 4:10 p.m. The activity bus that departs at 4:20 p.m. provides transportation.

**Saturday Detentions** are held at Parkland High School from 8:00 a.m. to 11:00 p.m. Parkland School District does not provide transportation for students serving Saturday detentions. Each student is to have sufficient materials and books to be occupied constructively until the end of the detention period.

**In-School Suspension** is held at Orefield and Springhouse Middle Schools. Students who are assigned to in-school suspension will receive their academic subject assignments in advance of their assigned in-school

suspension date(s). The Parkland School District reserves the right to use in-school suspension as a means of discipline in accordance with Section 12.7 of the Regulations of the State Board of Education, Chapter 12. Students who are suspended in-school are prohibited from participating in all school activities, during or after school hours during the suspension period.

The in-school suspension program is a disciplinary alternative designed to correct inappropriate behavior. All one-day exclusions set forth in the preceding Code of Student Conduct will be designated as in-school suspensions for one day.

Students who are **suspended from school** are not provided with assignments from their teachers. It is the student's responsibility to keep current with work missed while on suspension. Suspended students are afforded two days for each day of suspension to make up missed work upon return from suspension.

NOTE: Students on in-school suspension or suspended from school are not permitted to participate in extracurricular activities or attend any school functions during the period of suspension. Suspension begins at the end of the last regular day of attendance and ends the day the student returns to school.

**Parkland Behavioral Recovery Program** is an alternative to out of school suspension and is intended for students suspended in excess of three (3) school days. Here, students attend an alternative education program instead of the regular education program for the length of the suspension. Students who are suspended to the Parkland Behavioral Recovery Program are considered present in school and receive their academic assignments. Students are not permitted to participate in extracurricular activities or attend school functions during the period of suspension to the Parkland Behavioral Recovery Program.

### **DISPLAYS OF AFFECTION**

The Parkland School District holds the firm opinion that school is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those students who are not willing to cooperate with this policy.

### **EXCLUSION OFFENSES**

The following offenses are those which, when committed by a student of the Parkland School District, may lead to exclusion:

1. Repeated class cutting;
2. Vandalism of school or personal property;
3. Violation of any public law, e.g. theft, false alarms, etc.;
4. Smoking on school district property;
5. Possession, use or distribution of alcohol, narcotics, marijuana, drugs or any other dangerous or controlled substances or lookalikes, firearms, weapons, fireworks, explosives, incendiary devices, etc.
6. Assault of a Parkland student or employee;
7. Disruption of the school program by fighting, insubordination, abusive language, etc.;
8. Failure to attend assigned detention (s);
9. Commission of any act which would endanger the health, safety or welfare of students or other school personnel;
10. Deliberate and/or repeated disregard for and/or violation of the Responsibilities of Students. Excluded students are not permitted on school property or at school-sponsored events or activities during the exclusion.

### **FAILURE TO ATTEND ASSIGNED DETENTION(S) or MISBEHAVING DURING DETENTION**

All students who are assigned after-school detention (Room 130, 2:45 pm – 4:20 pm) for violations of this Code will attend on the day(s) assigned unless excused by the administrator in charge. Failure to do so will mean:

- First offense: two (2) after school detentions
- Second offense: one (1) in school suspension
- Third offense: three (3) days exclusion from school
- Fourth offense/subsequent offenses: three to ten (3-10) days of exclusion from school

### **FAILURE TO ATTEND ASSIGNED SATURDAY DETENTION**

Saturday detentions will be held in room C220 of Parkland High School on Saturdays from September to June from 8:00 to 11:00 am. Students who fail to attend an assigned Saturday detention will be assigned two (2) Saturday detentions.

### **FIGHTING**

Both parties involved in fighting on Parkland School District property during school hours or during school activities may be suspended based on administrative discretion. After investigating, the administration will determine the type and amount of suspension and may notify local law enforcement.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

The Parkland School District begins each day with the *Pledge of Allegiance to the flag* by every student and staff member. A moment of silence shall accompany the *Pledge* each morning, with students standing quietly. Students may decline to recite the *Pledge* and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to not participate shall respect the rights of others who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

### **GANGS**

The School Board prohibits gang activity on school property or at any school-sponsored activity or during the time the student is traveling to or from school because the presence of gang activity threatens the safety of the school environment.

A gang shall be defined as three or more individuals with a common interest, bond or activity which are associated with criminal activities or whose purpose includes the commission of illegal acts; and who refer to themselves by a group name or designation. This definition shall also include what is commonly known as a hate group.

The following are deemed closely related to gang activity and are prohibited:

- Wearing, possessing, using, distribution, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign, tattoos or manner of grooming, or other item which indicates or implies membership in, or affiliation with, any gang and/or is representative of any gang.
- Use of any speech, either verbal or nonverbal (gestures, handshakes, etc.), which indicates or implies membership in or affiliation with any gang, and/or is representative of any gang.
- Use of any speech, or committing any act in the interests of any gang or gang activity including, but not limited to: soliciting others for membership in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening, hazing, or harassing any person; committing any illegal act or violation of school district policies; inciting another person to act with physical violence upon any other person or to cause damage to property; painting, writing or otherwise inscribing gang-related graffiti, messages, insignias or signs on school property.

Administration shall report all incidents consistent with procedural guidelines as included in the Student Code of Conduct.

### **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the School Board.

Endangering the physical health shall include but is not limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Parkland School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Further, no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. All complaints will be investigated and the appropriate discipline will be administered to any individual who violates this policy. Students who have been subjected to hazing are encouraged to promptly report such incidents to the principal.

### **INCENDIARY DEVICES**

Possession or use of fireworks, explosives and any other incendiary devices such as matches or lighters are prohibited. Students in violation may be suspended based upon administrative discretion and referred to the proper law enforcement agency.

### **INSUBORDINATION**

A student, who is adjudged to be insubordinate to a Parkland School District employee during the performance of his/her regular duties, may be excluded based upon administrative discretion.

### **LEAVING THE BUILDING WITHOUT PERMISSION**

Students who leave school at any time without administrative permission will receive a zero for all work missed, will not be permitted to make up work missed in that class and will be subject to the following penalties:

- a. First offense- One day exclusion from school (1 ISS)
- b. Second offense- Three day exclusion from school (3 ISS) and
- c. Third offense and subsequent offenses- Three to ten day exclusion from school (3-10 OSS).
- d. Fourth offense- Three to ten day exclusion from school (3-10 day suspension).
- e. Fifth Offense and subsequent offenses- Three to ten days of exclusion from school (3-10 day suspension) as determined by the administrator in charge of the informal hearing.

*These policies apply to all assignment areas, including homeroom, study halls, library, cafeteria (lunch), etc. where a student may be required to be present.*

### **OTHER INFRACTIONS**

Any infraction(s) committed by a student while under the jurisdiction of the Parkland School District and not listed in these guidelines, but adjudged to be detrimental to maintaining good order in the District, or to the health, safety or welfare of its students and/or staff will be dealt with at the discretion of the administration.

### **STUDENT EXPRESSION**

The Parkland Board respects the rights of students to express themselves in word or symbol and to distribute materials as part of that expression, but recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. The School Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Further, they reserve the right to halt the distribution of unprotected materials. It is the responsibility of each building principal to provide an atmosphere in which students can exercise their right of freedom of expression via bulletin boards, assemblies, publications and personal paraphernalia. To protect individuals from obscene and non-school commercial influences, the principal

must first endorse the utilization of any of the avenues of the communications media. All such materials must be pre-approved by an administrator.

No form of student expression shall, 1) libel any specific person or persons; 2) seek to establish the supremacy of a particular religious denomination, sect or point of view; 3) advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students; 4) be obscene or contain material deemed to be harmful to impressionable students who may receive them; 5) incite violence, advocate the use of force, or urge the violation of law, district policy or school regulations; 6) solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

### **TERRORISTIC THREATS/ACTS**

The Parkland School District recognizes the importance and responsibility of providing an environment safe from threatening and violent behavior. The Parkland School District also recognizes that terroristic threats and acts by students present a threat to the health, safety and welfare of the students, staff and community and therefore prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

If an administrator has evidence that a student has made a threat orally, electronically, or in writing against any other member of the school community, that student may be suspended from school for a minimum period of ten (10) days and may be required to have psychological or psychiatric clearance prior to return.

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

**Terroristic act** - shall mean an offense against property or involving danger to another person.

### **THEFT**

The taking of property belonging to the school district or employees, students, representatives or visitors of the school district without permission will result in an exclusion from school. In addition to the school penalty imposed, the student will be liable for restitution and may be referred to the proper law enforcement authority.

### **TOBACCO**

Possession and/or use of tobacco in any form in the school buildings or on school grounds are strictly forbidden. This applies to school-sponsored activities as well as the regular school day. This also includes bus transportation to and from school and activities.

Students in violation may be suspended based upon administrative discretion and referred to the District Magistrate. A student convicted of possessing or using tobacco in a school building, on a school bus or on school property may be fined up to \$50 plus court costs or admitted to alternative adjudication.

### **UNLAWFUL HARASSMENT**

All Parkland School District students have the right to be educated in an environment free of discriminatory practices, including unlawful harassment. The Parkland School District is committed to establishing and maintaining an educational environment free from unwelcome sexual conduct, either verbal or physical, for all students. This policy applies to third parties.

The term harassment includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Parkland School District prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the school. Any student who has been harassed should promptly report such incidents to the designated employees. Complaints of harassment will



be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. In addition, the Parkland School District will take steps to prevent recurrence of any harassment and to correct its effects on the grievant and other, if appropriate.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Examples of 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, or 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.

### **VANDALISM OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS**

Students are responsible for the proper care of all books, supplies, furniture and all other equipment supplied by the school. Students who cause damage to school property including textbooks or furnishings will be held responsible for payment of the damages or for replacement of the item. Disciplinary action deemed appropriate by an administrator will result if the damage is judged to have been deliberate. Parents/guardians shall be held accountable for student actions.

### **WEAPONS**

The Parkland School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. A student in possession of a weapon may be suspended from school for a minimum period of ten (10) days and may be required to have psychological or psychiatric clearance prior to return and may be referred to the proper law enforcement authority.

**Weapon:** The term shall include, but is not limited to any knife, cutting instrument, cutting tool, nonchaku, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

Parkland School District prohibits students from possessing and bringing weapons and replicas of weapons at any time in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

### **SUPPLEMENTARY DISCRETIONARY DISCIPLINE**

Unless otherwise indicated, all of the above infractions may be dealt with through disciplinary measures that supplement actions already prescribed. This supplementary action may include any or all of these:

1. Lunch detention
2. Detention after school
3. Saturday detentions
4. Exclusion in school
5. Exclusion from school
6. Other disciplinary actions, which may be warranted

After the accumulation of twenty (20) days of exclusion from school, a student may be referred to the Superintendent for a review of the case, possibly leading to suspension or expulsion.

## **EXTRACURRICULAR ACTIVITIES**

### **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more extracurricular activities. There are athletic, music, drama, and subject-oriented clubs, student government, publications, intramural activities and interest groups. If you fall behind in your schoolwork, however, extra help and study time takes precedence over any extracurricular activity and you may be requested to drop the activity. Activities will be scheduled during the day (Activity Period) and after school at times convenient to the group or its advisor. No students are to remain in the school building after school unless they are requested to do so or are participating in activities supervised by an adult advisor. Only officially recognized groups may use the school building and its facilities. Bus transportation is normally provided for after-school activities.

The Parkland School District reserves the right to deny co-curricular activity participation to any student under the circumstances and conditions outlined below:

- Upon a fair and reasonable evaluation of a student's attitude, behavior, willingness to participate, cooperation and attendance, the coach/adviser of an activity may deny a student participation in that activity.
- As a result of serious or repeated infraction(s) or violation(s) of school rules, an administrator may deny a student participation in an activity.
- Students are not permitted to participate in co-curricular activities while excluded from school.
- A student who is absent from school may not participate in a co-curricular activity on that date unless the building administrator in charge has granted prior approval.

### **INTERSCHOLASTIC ATHLETICS**

In order for a student to participate in the interscholastic athletic program at Parkland, both the student and the parents/guardians must read and sign the *Parkland Athletic Training Code*. The signed code of conduct agreement must be returned to the coach prior to the opening day of the season. A separate agreement form will be issued and must be signed for each sport in which a student chooses to participate. Athletes must be aware that they will be held responsible for adhering to the standards set forth in the Code and any other rules and regulations distributed by an individual coach to govern a specific team. Prior to a student participating in interscholastic athletics, the student must obtain a medical examination and written parental permission as required by the PIAA. Forms can be obtained from the school nurse. The school district provides insurance coverage for these students. Parents are required to sign a statement that they have read a description of the procedure to be used concerning the insurance policy. All injuries occurring during interscholastic athletics must be reported to the coach who will make a referral either to the trainer or physician/emergency care facility. All injuries that receive outside care by a physician will require documentation to be given to the trainer. The trainer will mail insurance forms after documentation has been received.

**Sixth Grade students are not permitted by the PIAA to participate in interscholastic activities.**

The Board of School Directors has complete responsibility for all athletic activities. It determines schedules, eligibility, financing, awards and any other items directly or indirectly connected to athletics and athletic team participation.

### **INTRAMURAL ATHLETICS**

There are many students who, for various reasons, do not participate in the interscholastic sports program and yet wish for the chance to take part in competitive athletics. Parkland's program of intramural sports should satisfy this desire, for it is open to all. The sports offered are scheduled on a seasonal basis. At various times during the school year, announcements are made about current offerings. Students should listen for announcements and sign up when notified.

### **POLICY ON SPORTSMANSHIP**

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by

generosity and genuine concern for others. Furthermore, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the LVIAC as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. The LVIAC and its member schools reserve the right to eject any spectator whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

#### **Student Participants:**

- Treat opponents with respect; shake hands prior to and after contests as dictated by the sport protocol.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community.

#### **Spirit Groups:**

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.

#### **Parents/Students and Other Fans:**

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches and participants. Be a fan, not a fanatic.

## **HEALTH INFORMATION**

A full-time nurse is available at each middle school to administer the school health and first aid program. The health room is equipped to provide for physical examinations, treatment of minor first aid in case of emergency, and treatment of minor illnesses. If it is necessary for a student to take prescribed medication during the school day, the nurse should be notified and the medication should be kept in the health room. The school nurse cannot be responsible for the diagnosis and treatment of student illness.

## **ADAPTIVE PHYSICAL EDUCATION**

All students registered in any public school are required to participate in some program of Physical Education. In accordance with this regulation, there is an Adapted Physical Education Program available in the Parkland School District in addition to the regular physical education classes. Any student who is unable to participate in a full program of physical education should obtain the necessary forms from the nurse. This includes those students who cannot participate in regular physical education classes for temporary periods of time because of illness, injury, etc. These students should report to the nurse during the morning homeroom period with a pass from their homeroom teacher and a note from their doctor which describes the temporary disability.

## **ATTENDANCE GUIDELINES**

Regular school attendance is expected; however, if the student is ill, he or she should not attend school. Please **do not** send your child to school in the morning **IF:**

- a. a fever of 100 degrees or more is present (students should be fever free 24 hours, without the aid of medications, to return to school)

- b. vomiting or diarrhea is present
- c. there is evidence of a severe head cold, persistent cough or severe sore throat
- d. there is evidence of a suspicious skin rash or other contagious condition.

The school should be notified if your child has a contagious disease such as chickenpox, pink-eye, impetigo, and pediculosis (head lice).

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary for a parent/guardian to send prescribed medication to school with a child, the nurse or health room paraprofessional will provide the appropriate forms for completion.

## HEALTH SERVICES

Students who become ill during the school day must request a pass from the teacher in charge and then report to the nurse in the Health Room. An exemption is made for emergency situations. **Students who become ill or injured are not to use their cell phones to contact parents. Contact with parents will be made by the nurse.** Injuries or illnesses that do not occur at school should be treated at home or by your family physician. If an injury or illness is judged to be a true medical emergency, transportation to a hospital will be arranged via ambulance.

Because of insurance regulations, it is essential that any injury sustained while in school, during school activities or on school buses be reported to the school nurse immediately (no later than 24 hours after the occurrence). For students involved in co-curricular clubs/activities, it is strongly recommended that parents purchase insurance to supplement their health insurance as injuries involving a co-curricular club become the responsibility of the parents' insurance provider.

## MEDICATIONS

For the purposes of this policy, medication shall include medicines prescribed by a physician and any over-the-counter medicines. Before any medication may be administered to any student during school hours, there must be a written request by the parent giving permission of such administration.

When an illness is serious enough to warrant the administration of medication, the parent/guardian should attempt to administer the medication before or after school hours. If it is necessary for a student to take a prescribed medication or over-the-counter medication during the school day, the nurse must be notified by a parent/guardian and the medication must remain in the Health Room. The Health Room personnel will provide the parent/guardian with appropriate medication forms to be completed by the parent/guardian and physician. It is the student's responsibility to report to the Health Room at the time they are scheduled to take the medication. Students should not carry any medications, prescribed or otherwise, with them during the school day. All medications must be placed in the Health Room.

The medication should be sent in the original container and must be labeled with:

- a. the child's name and grade
- b. the name of the medication
- c. the amount of the medication to be taken
- d. the time the child is to take the medication

It is the parent's responsibility to ensure an adequate supply of medication is in the Health Room. Any changes in the dosage or time of administration require new forms completed by the parent and/or physician. If a child needs to have prescribed medication with him/her on any field trip, it is the parent's responsibility to personally notify the school nurse before each scheduled field trip so that arrangements can be made to comply with your request.

Students/parents are reminded of the following: The school district policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing or giving any alcohol, drug, counterfeit chemical, anabolic steroid, or mood altering substance, as defined by policy, from one person to another.

Students are not permitted to self-administer medication during school hours.

## VACCINES

FOR ATTENDANCE IN ALL GRADES, children will need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis\*
  - 1 dose on or after the 4th birthday
  - 4 doses of polio (NEW)
  - 4th dose on or after 4th birthday and at least 6 months after previous dose\*\*  
\*Usually given as DTP or DTaP or if medically advisable DT or Td  
\*\* A 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose.
- 2 doses of measles, mumps, rubella \*\*\*  
\*\*\*Usually given as MMR
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

FOR ATTENDANCE IN 7th GRADE, students must have:

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

ON THE FIRST DAY OF SCHOOL (New), a child must have had a least one dose of the above vaccinations or risk exclusion. If additional doses are still needed, the dose(s) must be received within the FIRST FIVE (5) DAYS OF SCHOOL, if medically appropriate (NEW) or risk exclusion.

These requirements allow for medical reasons and religious/philosophical beliefs. If child is exempt from immunizations, he/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

CONTACT YOUR HEALTH CARE PROVIDER OR 1-877 PA HEALTH FOR MORE INFORMATION

## SCREENINGS

In compliance with the School Code, the Board requires that students in the Parkland School District submit health and dental examinations. Each student shall receive a comprehensive health exam upon original entry, while in sixth grade or for new students if a recent physical exam was not documented. The school physician will conduct these examinations. A private examination at the parents' request and at their expense will be accepted in lieu of the school examinations. Disciplinary consequences resulting in exclusion from school will result if a student does not comply with this section of the policy.

Our school health service provides the student population with the health screening tests as mandated by the Pennsylvania Department of Health. The following screenings are mandated during the listed grade levels on an annual basis.

### Grade 6

Height/Weight/BMI  
Physical Exam  
Scoliosis  
Vision

### Grade 7

Vision  
Height/Weight/BMI  
Hearing  
Scoliosis  
Dental

### Grade 8

Vision  
Height/Weight/BMI

New students will be required to have any of the above screenings, regardless of their grade, based on whether or not the screenings were completed and documented by the previous school. Dental exams are required for students in Grade 7 and for any new student if a recent dental exam is not documented on the student's health record transferred from the previous school.