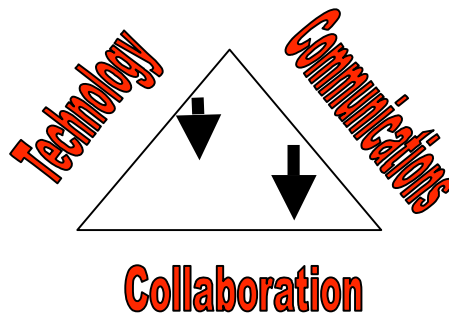


# **Pine Grove Area School District**

## **Mission Statement**

**Promoting, Growth, Achievement, Success, and  
Direction for ALL Children!**

**P.G.A.S.D. for ALL Children!**



The strategic planning team believes the PGASD should strive to enhance school educational opportunities for all students; that a culture of continuous improvement must permeate the work of the Board; administration, faculty, support staff, and students; that communities of learners be created throughout the district; that a more practical application approach to teaching, learning, and assessment be created to make learning relevant; that remedial programs be created to build basic skill development and comply with the Pennsylvania standards; that the application of technology saturates all that we do to prepare students for career pathways.

## **SCHOOL BOARD OF DIRECTORS**

Mrs. Rosemary Kramer	President
Dr. Richard Russell	Vice President
Mr. Jeffrey Stump	Secretary
Mr. David Lukasewicz	Treasurer
Mrs. Tammy Donmoyer	Member
Mrs. Carolyn Folta	Member
Mr. Clinton Koontz	Member
Mr. Gerald Lengel	Member
Mrs. Patti Minehan	Member

The Board of School Directors of the Pine Grove Area School District announces the following schedule of meetings for the 2009-2010 school year: Committee of the Whole meets at 6:00 on the second Thursday of each month with the regular Board meeting the following Thursday at 7:00. Meetings are held in the Middle School Library. The following committees will meet as needed: Building and Grounds, Curriculum, Finance, Legislative, Transportation, Policy, Extra-Curricular and Personnel. All meetings, except Personnel Meetings, are open to the public.

## **ADMINISTRATIVE STAFF**

Mr. Robert Grantier	rgrantier@pgasd.com	Superintendent
Ms. Andrea Flocken	aflocken@pgasd.com	Assistant to the Superintendent
Mr. Alan Baxter	abaxter@pgasd.com	Business Manager
Mrs. Lori Zechman	lzechman@pgasd.com	Assistant Business Manager
Mrs. Trudy Reichert	treichert@pgasd.com	Food Service Director
Ms. Charlotte Golden	cgolden@pgasd.com	High School Principal
Ms. Melissa Mekosh	mmekosh@pgasd.com	Assistant High School Principal
Mr. Scott Dimon	sdimon@pgasd.com	Athletic Director
Mr. Steve Brill	sbrill@pgasd.com	Middle School Principal
Miss Jennifer Bowen	jbowen@pgasd.com	Elementary School Principal
Mrs. Susan Tesno	stesno@pgasd.com	Director of Special Education
Ms. Looyee Figueroa	lfigueroa@pgasd.com	School Psychologist
Mrs. Joanne Brindle	jbrindle@pgasd.com	Admin. Asst. to the Superintendent
Mr. Henry Snyder	hsnyder@pgasd.com	Director of Maintenance
Mr. Keith Lehman	klehman@pgasd.com	Director of Grounds
Mr. Donald Brown	dbrown@pgasd.com	Technology Coordinator
Mr. Dennis Morgan	dmorgan@pgasd.com	Network Specialist
Mr. Todd Lengle	tlengle@pgasd.com	Technology Specialist
Ms. Barbara Ritzheimer	britzheimer@pgasd.com	Technology Coach

## **PINE GROVE AREA MIDDLE SCHOOL STAFF**

Mr. Steve Brill	sbrill@pgasd.com	Principal
Mrs. Holly Brill	hbrill@pgasd.com	Guidance/Student Services
Mrs. Sarah Edge	sedge@pgasd.com	Nurse
Mrs. Jennifer Sitcosky	jsitcosky@pgasd.com	Principal Secretary
Mrs. Melanie Daubert	madaubert@pgasd.com	Secretary
Mrs. Linda Venzl	lvenzl@pgasd.com	Special Ed. Secretary

### **SUPPORT STAFF**

Mr. Allen Aungst Jr.	Maintenance
Mr. Gary Lehman	Custodian
Mr. Steve Seiger	Custodian
Mrs. Mary Bohr	Cleaning Staff
Mrs. Mary Daubert	Cleaning Staff
Mrs. Nancy Kintzel	Cleaning Staff
Mrs. Debra Wessner	Cleaning Staff
Mrs. Margaret Schnoke	Cook
Mrs. Leah Frantz	Kitchen Staff
Mrs. Jodi Freeman	Kitchen Staff
Mrs. Barbara Hikes	Kitchen Staff
Mrs. Cherie Kaufman	Kitchen Staff
Ms. Tracey Krause	Kitchen Staff
Mrs. Karen Lengle	Kitchen Staff
Mrs. Kim Mutschler	Kitchen Staff
Mrs. April Reinbold	Kitchen Staff
Mrs. Maryann Wike	Kitchen Staff
Mrs. Tina Joseph	Cafeteria Aide
Mrs. Linda Zimmerman	Cafeteria Aide

### **ACTIVITIES ADVISORS**

Band Director	Mr. Schrack
Junior High Basketball Coach-Boys'	TBA
Junior High Basketball Coach-Girls'	Miss Brindle & Miss Donmoyer
Cheerleading	Miss Kunetz
Choral Director	Mr. Althouse
Community Service	Miss Arnold
Envirothon Club	Mr. Drey
Football Coach	Mr. Sampson
Library Club	Ms. Kohr
Peer Mediation Advisor	Mrs. Brill
PTO	Mrs. Mars
Spelling Bee Advisor	Mrs. Bohn
Student Council Advisors	Mr. Griffiths & Mrs. Ellex
Volleyball Coach	Mr. Kreitzer & Mr. Wessner
Junior High Wrestling Coach	Mr. Schneck & Mr. Moore
Yearbook	Miss Rudy & Miss Kohr

## MIDDLE SCHOOL TEACHERS

Mr. Jay Althouse	jalthouse@pgasd.com	Vocal Music & Chorus
Miss Linda Arnold	larnold@pgasd.com	7 <sup>th</sup> Grade Science
Mrs. Tracey Bohn	tbohn@pgasd.com	6 <sup>th</sup> Grade Math & Social Studies
Miss Amanda Brown	abrown@pgasd.com	6 <sup>th</sup> Grade Lang. Arts
Mr. Theodore Butler	tbutler@pgasd.com	7 <sup>th</sup> Grade Social Studies
Mrs. Theresa Celaschi	tcelaschi@pgasd.com	Foreign Language
Mrs. Shirley Clements	sclements@pgasd.com	6 <sup>th</sup> Grade Lang. Arts
Mrs. Marianne Debuski	mdebuski@pgasd.com	PSSA Reading
Mr. Jack Drey	jdrey@pgasd.com	6 <sup>th</sup> Grade Science & Health
Mrs. Delia Edling	dedling@pgasd.com	Emotional Support
Miss Selena Egan	segan@pgasd.com	Life Skills
Mr. Nicholas Einsig	neinsig@pgasd.com	Learning Support
Mrs. Randi Ellex	rudloff@pgasd.com	5 <sup>th</sup> Grade Lang. Arts
Mr. Paul Felty	pfelty@pgasd.com	6 <sup>th</sup> Grade Science & Health
Mrs. Mary Franko	mfranko@pgasd.com	Learning Support
Mr. Russell Frantz	rfrantz@pgasd.com	Health Physical Education
Mr. Michael Griffiths	mgriffiths@pgasd.com	Physical Education
Mrs. Barbara Hikes	bhikes@pgasd.com	7 <sup>th</sup> Grade Math
Mrs. Linda Horst	lhorst@pgasd.com	Physical Education
Mr. Jack Kenneff	jkenneff@pgasd.com	PSSA Math
Mr. Robert Kimmel	rkimmel@pgasd.com	8 <sup>th</sup> Grade Science
Miss Heather Klinger	hklinger@pgasd.com	5 <sup>th</sup> Grade Math & Social Studies
Ms. Amanda Kohr	akohr@pgasd.com	Librarian
Mrs. Carol Krammes	ckrammes@pgasd.com	Learning Support
Ms. Jennifer Kunetz	jkunetz@pgasd.com	Computers
Mrs. Melissa LaSalle	mlasalle@pgasd.com	6 <sup>th</sup> Grade Math & Social Studies
Mr. Gene Lizardi	glizardi@pgasd.com	Learning Support
Miss Caitlin McCormick	cmccormick@pgasd.com	7 <sup>th</sup> Grade English
Mrs. Mary Beth McKeever	mmckeever@pgasd.com	7 <sup>th</sup> Grade Reading
Mrs. Kim Morgan	kmorgan@pgasd.com	Family & Consumer Sciences
Mr. Todd Rizzardi	trizzardi@pgasd.com	8 <sup>th</sup> Grade Math
Miss Kelly Rudy	krudy@pgasd.com	5 <sup>th</sup> Grade Science & Health
Ms. Pam Ryan	pryan@pgasd.com	Art
Mr. Matthew Schrack	mschrack@pgasd.com	Instrumental Music & Band
Miss Lindsey Semar	lsemar@pgasd.com	8 <sup>th</sup> Grade Reading
Mrs. Julianne Sidleck	jsidleck@pgasd.com	5 <sup>th</sup> Grade Science & Health
Mr. John Skinner	jskinner@pgasd.com	8 <sup>th</sup> Grade English
Mrs. Judy Skinner	jaskinner@pgasd.com	Gifted & Enrichment Support
Mr. Ronald Stump	rstump@pgasd.com	8 <sup>th</sup> Grade Social Studies
Mr. Stephen Thomas	sethomas@pgasd.com	Industrial Arts
Mrs. Carol Warner	cwarner@pgasd.com	5 <sup>th</sup> Grade Math & Social Studies
Mrs. Tara Zulick	tzulick@pgasd.com	5 <sup>th</sup> Grade Lang. Arts

## **HOMEWORK HELPLINE & TEACHER VOICE MAIL**

From any touch-tone phone you can receive your child's homework for the day or leave a message for their teacher. Dial 345-2731 and then dial 511 when the auto-attendant begins to talk. Follow the directions for the Homework Helpline. Dial 345-2731 and then the teacher's voice mail extension to leave a message.

<u><b>Teacher</b></u>	<u><b>Homework Number</b></u>	<u><b>Voice Number</b></u>	<u><b>Teacher</b></u>	<u><b>Homework Number</b></u>	<u><b>Voice Number</b></u>
Mr. Althouse	565	375	Miss Klinger	574	310
Miss Arnold	563	373	Ms. Kohr	NA	324
Mrs. Bohn	554	362	Mrs. Krammes	542	306
Mr. Brill, Principal	NA	331	Miss Kunetz	545	309
Mrs. Brill	652	360	Mrs. LaSalle	541	371
Miss Brown	557	366	Mr. Lizardi	544	308
Mr. Butler	556	384	Miss McCormick	566	372
Mrs. Celaschi		397	Mrs. McKeever	562	313
Mrs. Clements	555	363	Mrs. Morgan	540	303
Mrs. Daubert	NA	361	Mr. Rizzardi	569	382
Mrs. Debuski	573	397	Miss Rudy	575	314
Mr. Drev	558	367	Ms. Ryan	538	301
Mrs. Edge	NA	335	Mr. Schrack	564	374
Mrs. Edling	562	372	Miss Semar	570	383
Miss Egan	547	317	Mrs. Sidleck	574	311
Mr. Einsig		307	Mrs. Sitcosky	NA	330
Mrs. Ellex	575	315	Mr. Skinner	572	385
Mr. Felty	559	368	Mrs. Skinner	616	304
Mr. Frantz	553	338	Mr. Stump	527	327
Mrs. Franko		319	Mr. Thomas	539	302
Mr. Griffiths	553	318	Mrs. Warner	575	316
Mrs. Hikes	567	378	Mrs. Zulick	574	312
Mrs. Horst	560	370			
Mr. Kenneff	653	332			
Mr. R. Kimmel	568	381			
Dolphin Team	574	NA	Team Discovery	576	NA
Penguin Team	575	NA	Team Explorers	577	NA

### FORWARD

All students enrolled in the Pine Grove Area School District are expected to conduct themselves in accordance with the rules of the system and the school. Administration and faculty are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in the Pennsylvania Public School Code.

The Board of School Directors has granted authority to administration and faculty to maintain appropriate decorum within the building and classrooms and to make and enforce reasonable rules and regulations to govern the students' behaviors.

### WHO OWNS THIS SCHOOL

Surprisingly, You do! Your parents and all taxpayers are legally required to pay taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the schools by discouraging or reporting such activity. REMEMBER, most trouble starts as fun!

Pine Grove Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by civil rights or grievances procedures, contact the District Office at Pine Grove Areas School District, School Street, Pine Grove, PA 17963 Telephone (570) 345-2731. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the respective building principal.

### ARRIVAL AT SCHOOL

Students should be unloaded by passenger car at the front of the building on School Street when arriving to school in the morning. Cars should not be in the circle during the time buses are unloading.

No students are allowed outside of the building after they have arrived to school. Middle school bus students must get off the bus in front of the middle school - not the high school or any other location.

### BREAKFAST

Students should follow the directions for the breakfast program including reporting times (to avoid being tardy) and seating. Loitering at breakfast is not permitted.

### ATTENDANCE POLICY

The Pine Grove Area School District recognizes that attendance is a vital component to success in education and all students, regardless of age, will be subject to disciplinary actions for inappropriate attendance, lateness, or tardiness.

State law requires that a parent must send his/her child to school between the ages of 6 and 16, and the child must attend regularly. According to the school laws of Pennsylvania, all absences are unexcused except those caused by illness of the pupil, quarantine, death in the immediate family and certain religious holidays. A student absent from school must present a written excuse to the attendance office stating the dates absent and the reason for his/her absence. This note must be signed by the parent or guardian. This excuse is due the day the pupil returns to school. **If the student fails to turn in an excuse within five school days that he/she is present, the absence becomes an illegal absence.** A phone call by the parent or guardian is necessary before an emergency "Needed at Home" excuse will be considered. Whenever a student is ill and a doctor's services are obtained, the student is expected to provide a DOCTOR'S EXCUSE.

**Three unlawful absences will result in notification to the parent/guardian that legal action will be taken upon the fourth such absence.**

Students arriving late to school, after 7:35, must sign-in in the office.

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If students must leave the building because of illness or any other emergency, they must sign out in the office. Students who fail to follow the proper procedure will be considered truant.

Students leaving school for dental or doctor appointments must report to the office and sign out. In both cases, these absences will count against their attendance records.

### ABSENCES

- A. **Illegal Absences:** Under the compulsory school attendance regulations, parents/guardians of students who have accumulated three (3) illegal absences must be issued a First Offense Warning. Any subsequent illegal absences will result in the filing of a citation with the District Magistrate. Regular attendance is necessary to insure the continuity of the educational process. Regular attendance is desirable to develop proper habits, the feeling of mastery through success, interest in school and a sense of responsibility. These are important character building aspects which have a definite effect upon students later in life. It is essential that parents/guardians and school authorities plan for anticipated absences together whenever possible. This will assure fulfillment of the school's aim to help pupils plan and accept responsibility for their actions. Attendance will be strictly enforced, according to State Attendance Law and School Guidelines. Parents and/or students may be fined and students may have their future driver's license suspended under state law.
- B. **Lawful (excused) Absences:** Excused absences include the following: sickness, quarantined, impassable roads, school bus not making designated run, a short term family emergency, death in the immediate family, pre-arranged medical or dental appointment, authorized school activities, approved educational field trips, emergency domestic permit or other urgent reasons.
- C. Arrival to school after 11:00 AM will be counted as a half day of absence and leaving before 11:00 AM will also count as a half day of absence.
- D. A written excuse must be turned in within three school days of an absence or it will be changed to an unlawful absence.

### SCHOOLWIDE EFFECTIVE BEHAVIOR PLANS

The Pine Grove Area Middle School believes that all students should have the opportunity to learn in a safe and caring environment. We also believe that students need to earn certain privileges, and, therefore, developed a school-wide management program to promote these beliefs.

Each student who attends the Middle School will have a monthly management calendar designed to promote achievement, responsibility, and success. Teachers, parents, and students will work together to monitor monthly progress. Students who do not meet the monthly expectations will not be invited to attend activities such as dances, assemblies, intramurals, clubs, celebrations, etc., for the following month. Each student will have the opportunity to start with a new calendar on a monthly basis.

### CARDINAL RULES

1. Be on time and prepared.
2. Be respectful to others.
3. Be responsible.
4. Follow directions.
5. Keep hands and feet to self.

### STATEMENT OF STUDENT RESPONSIBILITIES

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. Students should respect the rights of teachers, students, administrators and all others involved within the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the student to conform to the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with those rules and regulations.
  - b. Volunteer information in matters relating to health, safety and welfare of the school community and the protection of the school property.
  - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. Assist the school staff in operating a safe school for all persons.
  - e. Be aware of and comply with state and local laws.
  - f. Exercise proper care when using school facilities and equipment.
  - g. Make up work when absent from school.
  - h. Pursue and attempt to satisfactorily complete the course of study prescribed by the state and local school authorities.
  - i. Report accurately and not use indecent or obscene language in conversation or writing.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies self-control, character, conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, students may form a correct attitude towards it, and not only do their part in making their school an effective place of learning, but also develop the habit of self-restraint which will make students better people. **Students are expected to respect one another and to this end bullying behavior will not be tolerated.**

A student who is referred to the office by a teacher will be dealt with in the following manner. When a teacher sends a student to the office, it is an indication that prior corrective measures that were taken by the teacher have gone unheeded by the student or the infraction committed by the student was serious enough to warrant his/her being removed from the classroom immediately. Teachers have the right to impose initial disciplinary consequences for inappropriate behavior in consultation with school administration.

## **DISCIPLINE CODE DEVELOPMENT**

This Discipline Policy was formulated by a committee comprised of students, parents, teachers and administrators. It was formally approved by the Board of Education in October 1985 and revised in 1998. This policy manual is to provide an environment that is conducive to learning. The objective of our discipline code is to help our students to develop a sense of citizenship and social responsibility.

## **DISCIPLINE POLICY**

1. When a student has committed Level II, III, and IV violations, a parent/guardian conference will be held.
2. The Discipline Policy applies to all school activities.
3. At the time of each suspension, the parent/guardian will be notified of the suspension by letter. The third suspension letter will also include notification to the parents/guardians that the fourth suspension will result in a hearing with the Superintendent.
4. The administration shall develop procedures for gathering documentation on all violations.
5. A student who is on suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension.

Every time a student is sent to the office for disciplinary reasons, a report of the referral will be returned to the teacher, and a copy of the incident and the action taken will be sent home to the parent/guardian if appropriate.

## **EXPULSION POLICY**

The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.

The student under seventeen (17) years of age who is expelled has forfeited his/her right to an education in the schools of this district, but has not been excused from compliance with the compulsory attendance statute.

Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education.

The Board directs the Superintendent to assist the parent(s)/guardian of such a student in placing the student in an appropriate educational program other than in this district.

If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education.

**DISCIPLINE CODE  
LEVEL I**

**EXAMPLES AND RECOMMENDATIONS:**

1. Cheating or lying (A-K)
2. Cutting class (A-K)
3. Eating or drinking in unauthorized areas (A-K)
4. Gambling (A-K)
5. Horseplay or scuffling (A-K)
6. Inappropriate wearing apparel (hats, thongs, shorts, tank tops, sunglasses. Etc)(A-K)
7. Loud boisterous noises (A-K)
8. Minor defacing of school property (writing on desks, walls, books, etc.)(A-K)
9. Possession/use of non-instructional items (squirt guns, etc.) (A-K)
10. Public displays of emotion and affection (A-K)
11. Running in the classrooms, class, cafeteria, locker rooms, etc. (A-K)
12. Tardiness to school or class (A-K)
13. Throwing objects (pencils, erasers, snowballs, etc.) (A-K)
14. Sleeping in class (A-K)
15. Violation of classroom procedures established by teacher (A-K)
16. Disruption to the educational process (A-K)
17. Other (A-K)

**DISCIPLINARY OPTIONS, RESPONSES**

- A. Verbal Reprimand
- B. Personal Talk
- C. Isolation Within Classroom
- D. Withdrawal of Privileges
- E. Detention (as per building guidelines)
- F. Special Assignments
- G. Telephone Call or Written Communiqué to Parents
- H. Parental Conference
- I. Guidance Referral
- J. Attendance Policy
- K. Confiscation of Material

**DISCIPLINE CODE  
LEVEL II**

**EXAMPLES AND RECOMMENDATIONS:**

1. Continuation of Unmodified Level I misbehaviors (A-K)
2. Acting in an insubordinate manner (A-K)
3. Bus Disturbance (A-K)
4. Cafeteria disturbance (A-K)
5. Cutting class (repeated offenses) (A-K)
6. Dressing in such a manner as to cause disruption in the educational process (A-K)
7. Failure to complete assigned detention (A-K)
8. Failure to provide proper ID upon request (A-K)
9. Falsification of records, excuses, passes, schedules, etc. (A-K)
10. Leaving school grounds without permission (A-K)
11. Loitering in unauthorized areas of the school building/grounds (A-K)
12. Misbehavior at a school sponsored activity (A-K)
13. Possession of obscene material (A-K)
14. Showing flagrant disrespect to school, in word and/or gesture (A-K)
15. Violation of computer policy (A-K)
16. Truancy (A-K)
17. Use of obscene language or gestures (A-K)
18. Sexual Harassment (A-K)
19. Other (A-K)

**DISCIPLINARY OPTIONS/RESPONSES**

- A. Warning
- B. Office Detention
- C. Withdrawal of Privileges
- D. In-School Suspension
- E. Out-of-School Suspension
- F. Parental Conference
- G. Attendance Policy (three days in-school suspension)
- H. School Transportation Privileges denied
- I. Confiscation of material
- J. Referral to outside agency

**DISCIPLINE CODE  
LEVEL III**

**EXAMPLES AND RECOMMENDATIONS:**

1. Continuation of Unmodified Level I and /or Level II misbehaviors (A-J)
2. Blatant defiance of a school employee, directive (A-J)
3. Assault and/or battery on another student (A-J)
4. Dissemination of unauthorized materials (A-J)
5. Extortion (A-J)
6. Fighting (A-J)
7. Indecent exposure (A-J)
8. Intimidation: threat to student(s) and/or school personnel (A-J)
9. Leading or participating in a walkout (A-J)
10. Theft/possession/sale of another's property (A-J)
11. Vandalism (Minor) (A-J)
12. Violations of the Vehicle Code (A-J)
13. Sexual Harassment (A-J)
14. Violation of computer policy (A-J)
15. Use and or possession of tobacco products (A-J)
16. Other (A-J)

**DISCIPLINARY OPTIONS/RESPONSES**

- A. Temporary removal from class
- B. In-School Suspension
- C. Out-of -School Suspension
- D. Parental Conference
- E. Withdrawal of Privileges
- F. Restitution of property and damages
- G. Recommendation for outside agency
- H. Referral to appropriate law enforcement agencies
- I. Confiscation of material
- J. Charges under the Pennsylvania Crimes Code

**DISCIPLINE CODE  
LEVEL IV**

**EXAMPLES AND RECOMMENDATIONS**

1. Continuation of Unmodified Level I, II and/or III misbehavior (A-J)
2. Assault and/or battery on school personnel (A-J)
3. Arson (A-J)
4. Bomb Threat (A-J)
5. Engaging in any other conduct contrary to the criminal code or ordinances of the commonwealth/community on school grounds or at school sponsored activities (A-J)
6. Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community (A-J)
7. Harassment of school personnel (A-J)
8. Leading or participating in a riot (A-J)
9. Possession/use/furnishing/selling of controlled substances (Alcohol or Drugs) (A-J)
10. Possession /use/transfer of dangerous weapons or explosives (A-J)
11. Setting off incendiary devices (fire crackers, smoke bombs, etc.) (A-J)
12. Unwarranted pulling of fire alarm (A-J)
13. Vandalism of school property or personal property of school personnel (A-J)
14. Sexual Harassment (A-J)
15. Violation of computer policy (A-J)
16. Other (A-J)

**DISCIPLINARY OPTIONS/RESPONSES**

- A. All proven offenses in Level IV have a mandatory ten days full suspension with an informal hearing
- B. Referral to appropriate Law Enforcement Agencies
- C. Recommendation of Psychological Services
- D. Recommendation for Alcohol/Drug Rehabilitation
- E. Restitution
- F. Confiscation of materials
- G. Formal hearing with the Board of School Directors
- H. Expulsion
- I. Alternative Education Programs
- J. Charges under the Pennsylvania Crimes Code

## **BUS CONDUCT**

### **At School Bus Stop**

- Be at authorized school bus stop five minutes before designated time and wait one half-hour after designated time.
- Wait until the school bus comes to a complete stop before attempting to enter the school bus.
- The bus driver will not pick up students at places other than the authorized bus stop.
- Exchanging buses is prohibited, except in emergency situations upon approval of the principal.
- Students are not permitted to exchange bus stops without the written permission of parents and the principal.

### **While on the Bus**

- Bus driver is in charge at all times.
- Observe the same conduct as in the classroom.
- Be courteous, do not use profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.
- Keep aisles clear.
- All large musical instruments shall be placed in the area designated by the bus driver. Small musical instruments shall be held by the student.

### **Unloading and Loading at School Building**

- Upon arriving at school, students must report immediately to the school building or assigned areas and remain there.
- Students are not permitted to approach the school bus at the school loading zone until the school buses have been brought to a complete stop.
- Walkers are not permitted to walk through the bus area during dismissal.
- Students should follow all instructions during evacuation drills or actual emergencies.
- Personal vehicles are not permitted in the bus loading and unloading zone.

### **Disciplinary procedure**

- The bus driver is in full charge of the bus and students and therefore has the authority to take initial disciplinary action as required by students' actions.
- Should any student violate any of these rules, it may be reported by the bus driver to the appropriate principal.
- The administration of each school has the authority to determine the appropriate disciplinary action including suspending the bus privileges of any student who violates school bus rules.

### **Extra-Curricular Trips**

- The above rules and regulations apply to any trip under school sponsorship.
- Students also must comply with any additional regulations established by the chaperone.

### **Change in Pick-up or Delivery**

- Parents: Transportation is provided for bus students to and from the student's home unless a parent requests a permanent change for reason of child care. If a temporary change in pick-up or delivery of a child is necessary, a parent must complete a request form through the transportation department. This procedure is being followed to protect your child. **NO BUS CHANGE WILL BE MADE WITHOUT A COMPLETED PARENTAL REQUEST FORM.** No student will be permitted to board or ride any school bus unless he or she presents a valid pass to the driver. Request forms must be submitted in advance according to transportation department guidelines.

## **SCHOOL BUS SURVEILLANCE SYSTEMS**

Vehicles that provide student transportation in the Pine Grove Area School District may be equipped with video and audio surveillance equipment. Students are to be reminded that their behavior will be recorded and any disciplinary decisions may be based on the surveillance review.

### **STUDENT PASSES**

Students are not permitted in the halls during school hours unless they are accompanied by a teacher or have a pass. Each student is issued a hall pass with their planner at the beginning of the school year. They are responsible for this pass. After this pass is full or if a student loses his/her pass, the student may purchase a second pass for 25 cents. A third pass may be purchased only if the student shows that the second pass has been completely filled. Hall passes are a privilege extended to students, if they abuse this privilege, the office may revoke their pass privileges.

### **STUDENT VALUABLES**

Students should not bring a large amount of money or valuable items to school. If they wear glasses or watches, students need to keep track of them at all times. Students are responsible for their personal property - not the school. If it is necessary to bring more money than needed to pay for lunch, students may keep the extra money in the office for safe keeping. DO NOT leave valuable items in the lockers.

### **LOCKERS AND DESKS - SCHOOL PROPERTY**

Lockers and desks are school property and are provided for the convenience of the student therefore, **STUDENTS SHOULD HAVE NO EXPECTATION OF PRIVACY IN REGARDS TO THEIR ASSIGNED LOCKER.** Students may use the lockers and/or desks to store their school supplies and personal belongings.

School authorities have the right to search a student's locker or desk and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to the search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker or desk contains material which pose a threat to the health, welfare and safety of students and/or school personnel, students' lockers and desks may be searched without prior warning.

Students should not keep any valuables in their lockers. Pine Grove Area takes pride in the fact that there are no locks on our lockers. Students may use their own lock on a locker provided that the office has a copy of the key or combination.

### **BACKPACKS/BOOK BAGS**

Backpacks and book bags will be permitted to carry books into and out of school. NO backpacks or book bags will be permitted into the classrooms unless approved by the principal on an individual basis. Students will be permitted to go to their lockers throughout the day.

### **LAVATORY POLICY**

Students should visit the lavatory during the passing of classes and/or lunch time. Students will be permitted to go to the lavatory during classes only when it is an emergency. A student is required to have a hall pass when out of a class to use the lavatory.

### **DISMISSAL - EARLY**

Any student who wishes to be excused early from school for whatever reason must present a note to the main office signed by a parent and containing the following information:

- Reason for request for early dismissal.
- Place and time of appointment. Administration reserves the right to verify appointments.
- Name of person with whom appointment is to be held.
- Home or business phone number where parent can be contacted for verification. Students desiring an early dismissal should present their note to the attendance office before 7:55 A.M.

### **DISMISSAL UNAUTHORIZED**

Under NO circumstances may a student leave school without the permission of the office or school nurse. Students may not leave school during lunch. Students claiming illness are required to report to the nurse. Failure to comply with this policy will be considered a truancy and will be handled accordingly. Refer to Board of Education Policy on Attendance.

### TARDINESS TO CLASS AND/OR SCHOOL

Any student who is tardy without proper documentation (7:41 to 10:59) will have a record kept which will accumulate the number of times that each student is late. Students who are late to class will also have the occurrences accumulated if they are sent to the office by their teacher for being late.

1<sup>st</sup> thru 3<sup>rd</sup> time - Written Warning

4<sup>th</sup> to 6<sup>th</sup> time – 1 hour After School (3:00-4:00 pm)

Every additional 3 times – 1 hour After School (3:00-4:00 pm)

### CHANGE OF ADDRESS

Any student who moves during the school year or has a change in phone number should report the new information to the office immediately. Changes to parent/guardian work numbers or emergency contacts should also be reported.

### EDUCATIONAL TRIPS

If a trip is being planned during the school year, and it is of an educational value, the parent/guardian is required to complete an Educational Trip Form. It is recommended that the form is submitted to the office for approval at least one week prior to the trip. The parent/guardian will be notified when and if the trip is approved. The absence will be classified as an excused absence but will be counted against perfect attendance. These forms are available in the middle school office. Students are responsible for all missed work during an educational trip. Assignments should be collected from teachers before the trip. **School Board policy permits only 5 educational trip days per year.**

### PLAGIARISM

Plagiarism is defined as taking the work or ideas of others and passing them off as one's own. Teachers reserve the right to develop their own penalties for plagiarism which could be a 0% on an assignment. Recently much plagiarism has occurred through the use of Internet resources. Students should be careful to use research information in an appropriate manner.

### TRUANCY LAW

Act 29 of Special Session #1 of 1995 significantly changed the rules relating to enforcement of the compulsory attendance laws.

Previously, parents/guardians could be fined or jailed under Section 1333 of the School Code for compulsory attendance violations. The fines were \$2 for the first offense and \$5 for subsequent offenses. If the offender did not pay the fine(s), a jail sentence of up to five (5) days could be imposed.

The new statute is considerably tougher than the prior Act. Now, upon violation, fines of up to \$300 can be levied, parents/guardians can be required to complete a "parenting program," or parents/guardians can be required to complete up to six (6) months of community services to the District.

Additionally, students themselves are at risk for attendance violations. The new statute provides that if the parents/guardians show that they took every reasonable step to assure attendance, for children over 13, the student can be fined \$300, adjudicated and/or loses driving privileges for ninety (90) days to six (6) months. Students under 13 can be referred to delinquency proceedings.

Under the new law, Districts are now affirmatively charged with initiating summary proceedings and given the responsibility of developing anti-truancy plans outside of the scope of persons who may arrest and/or institute proceedings. Previously, only the School District could do so. Now, local and state police can be involved in arresting truant students and, if a District policy so provides, can be authorized to commence truancy proceedings.

### HOMEWORK POLICY - MAKE -UP

If a student is absent due to illness, the student is responsible for finding out what tests and assignments were given. Beginning with the first day the student returns to school, he/she will have the number of days absent to make up the work. **Students should use the Homework Hotline when they miss school.**

Any previously assigned tests, class work or homework will be due on the date the student returns to school. For example: If a student is present the day a test or homework is assigned but absent the day it is due, it will be due the day the student returns to school. Any rescheduling will be up to the teacher's discretion.

If more than one day of absence occurs between the time the test or work is assigned and the day it is due, the teacher will make arrangements with the student to make up the test or work on an alternate day.

### **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious or economic background.

Respect and obey the judgment of your teachers and you will be respected as well. They are not only your teachers and adults, but are considered to be your parents during the school day. Treat all other adult employees of the school with courtesy. These include custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

### **DRESS GUIDELINES FOR SCHOOL POLICY STATEMENT**

(see School Board Policy #221)

An individual's grooming, the way he/she behaves do have a bearing on how others react to him/her. Dress and grooming should be neat and clean. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and the health of self and others, or is a violation of any statute, it would not be permitted in school. Within these limits the final decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.

### **GUIDELINES**

Clothing which refers to drugs, alcohol, racism, sexual innuendoes and satanic symbols are unacceptable. In addition clothing which is too revealing and that is disruptive to the educational process is considered unacceptable. Although this is no attempt to include all items, the following list contains examples of apparel which are **UNACCEPTABLE** during the school day:

1. Tank shirts, spandex shorts, pants, slacks, and excessive baggy pants
2. Bare midriff and bare back apparel
3. All shorts or skirts must not be higher than two inches above the knee
4. Shirts and pants with holes
5. Coats, jackets and fatigue jackets
6. Articles which are soiled with grease, oil, paint, or dirt.
7. Handkerchiefs and neckerchiefs are not to be worn around the head, arms, legs, etc.
8. Unsafe footwear – flip flops, beachwear, and footwear with wheels
9. Torn or ragged clothing
10. Sunglasses, gloves and hats
11. Apparel that has rivets (this may cause damage to school furniture)
12. No half-shirts or halters
13. No low cut, revealing tops
14. FOOTWEAR MUST BE WORN AT ALL TIMES DURING THE SCHOOL DAY.
15. Mesh shirts may be worn over another shirt

- A. Teachers who feel that a student is not following the dress code should call the office and give the student's name to office personnel.
- B. The principal will make a determination of the alleged infraction.
- C. If it is determined that appropriate attire is not being worn, the student will be isolated from the normal school routine until appropriate clothing is obtained for the first offense. The second offense is detention and the third offense is in school suspension.
- D. If repeated infractions occur, the Principal or his/her designee may utilize one or more of the Discipline Code options.

### **CONFERENCES**

Teachers welcome the opportunity to meet with pupils and/or parents/guardians to review progress.

- A. Pupils: Pupil/Teacher conferences are arranged during a pupil's study time, and/or before or after classes, and are conducted in a conference room in the school, guidance office or in a classroom.
- B. Parents: Parent/Teacher conferences are held in school and arranged at a time that is convenient for both the parent/guardian and the teacher. If a teacher wishes to request a parent/teacher conference, they should arrange the meeting in conjunction with the student's other teachers if necessary. Parental requests for parent/teacher conferences may be arranged by the guidance counselors, teachers, or the principal. Parents are encouraged to call

their child's teacher to request a conference. The pupil's guidance counselor or principal could be available to attend parent/teacher conferences.

### **SUGGESTIONS FOR GOOD STUDY HABITS**

A student who studies well:

- brings notebooks, paper, pens or pencils and other materials necessary to class.
- is an active participant in the classroom, listens well, and takes part in discussions.
- asks questions if he/she doesn't understand the discussion or if he/she has a problem.
- plans his/her work and schedules time for homework each day, making sure he/she understands the assignment before he/she leaves class.
- uses what he/she learns and sees how each subject applies to others.
- strives to do his/her best and not to settle for anything less.

### **HOW TO STUDY**

1. Attitude is important - think positively and work independently or in groups when warranted. Seek help only when you have exhausted your own resources, then ask questions of others. Use library resources or other resources when needed.
2. Learning requires concentration. Keep your mind on what you are doing. It will take less time.
3. At home, have a defined, well-lit, quiet place to study. You will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations and directions. If the assignment is not written, make notes for yourself. Then outline what you have learned.
5. If the assignment is a long term project, do a little of it each day. Don't wait until the last minute. It will be easier and you will do a better job. Students should plan to study.

### **PROMOTION/RETENTION POLICY**

Students who fail two major subjects or one major and 2 minor subjects will be retained unless provisions are made to make up the class through options such as summer school. Students must receive a minimum grade in a subject to be eligible for summer school.

### **ELIGIBILITY- SPORTS**

Article IX, Section 2 of the PIAA Constitution sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing "at least" four full-credit subjects), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

A student will not be allowed to participate in interscholastic athletic competitions if he/she is failing more than one major subject (a subject that meets every day all year) or one major and two minor subjects (a subject that meets one semester or less).

The principal of each PIAA member school has the right to exclude any athlete who, because of bad habits, improper conduct, or who would not represent his/her school in a becoming manner. Any athlete who has suffered serious illness or injury must be determined to be physically fit by the school physician before being eligible. Article IX Section 2 Letter C. A Code of Conduct was recently developed which further outlines requirements for student-athletes.

### **MARKING SYSTEM**

Report Cards: Report cards are issued at the end of each quarter, or nine week session. Percentages are used to designate a pupil's progress.

90 - 100	=	A - Excellent	I - Incomplete
80 - 89	=	B - Above Average	W - Withdrew
70 - 79	=	C - Average	M - Medical
60 - 69	=	D - Passing	
0 - 59	=	F - Failure	

Incomplete work must be made up 10 school days after the end of the marking period. If this is not done, the incomplete will change to a failing grade. No extra credit will be applied to grades over 100%.

Distinguished Honor	GPA 95% No Grade Below 90%
High Honor	GPA 90% No Grade Below 85%
Honor Roll	GPA 80% No Grade Below 78%

In order for a student to pass a major subject, his/her grade from the two semesters, must average a 60% or more. No summer tutoring will be permitted for failures unless they are approved by the principal. A certified summer school will be recommended

### **EXAMS**

- A. The 5<sup>th</sup> and 6<sup>th</sup> grade students will not be required to take semester or final exams. Their final grades will be based on the grades given during the four (4) marking periods.
- B. The 7<sup>th</sup> and 8<sup>th</sup> grade students shall be given semester examinations in all subjects. The score obtained on the examination given at the end of the first semester shall be averaged in with the second marking period grade. The score obtained on the examination given at the end of the second semester shall be averaged in with the fourth marking period grade.

### **REPORTING PUPIL PROGRESS**

The primary purpose of our school is to provide maximum opportunity through which pupils can achieve their greatest learning potential, each according to his/her own abilities. It is therefore necessary that teachers evaluate pupil achievement and report pupil progress to both the pupil and parent/guardian, and recognize proficiency levels through the following:

- (1) a program of pupil and parent/guardian conferences when needed
- (2) interim progress reports
- (3) the issuing of report cards
- (4) the honor roll system
- (5) phone calls
- (6) e-mail
- (7) letters
- (8) Ed-line

### **INTERIM PROGRESS REPORTS**

Teachers prepare reports of commendations and unsatisfactory progress using interim progress reports. Interim progress reports may commend a pupil for outstanding achievement or progress, or it may indicate low achievement in a course and suggest ways to improve. Midway through each of the four (4) marking periods, and at such other times as a teacher may feel is appropriate, interim progress reports are issued to parents/guardians. The following criteria are used:

- A. An interim progress report could be sent to parents/guardians of students who have demonstrated exceptional achievement in class or study assignments.
- B. An interim progress report could be sent to parents/guardians of pupils who have shown significant improvement since the last parent contact.
- C. An interim progress report could be sent to parents/guardians of pupils whom the teacher feels are not working to the best of their abilities.
- D. An interim progress report could be sent to parents/guardians of pupils who are failing or are in danger of failure for the report period and/or course.

### **SPECIAL EDUCATION**

The goal of the special education program is to motivate students to strive to reach their maximum potential, utilizing their own abilities and support services provided by the educational community of the Pine Grove Area School District.

An individualized educational program (IEP) is formulated to accommodate the specific needs of each identified student. This specific program is developed utilizing the regular education and special education planned courses of study.

Success for individual students is accomplished by providing positive experiences and appropriate reinforcements to encourage excellent self-esteem and confidence.

The primary goal of the program is to provide the experiences, knowledge, and the ability to show concern for others, as well as to prepare our students to be productive members of society. Our school strives to provide the necessary skills and knowledge to students so that they can return to regular education classrooms.

Questions regarding the special education programs as well as the gifted program of the Pine Grove Area School District should be directed to the Director of Special Education.

## GUIDANCE SERVICES

Our school guidance counselor is prepared to assist students and parents/guardians on all matters concerning report card grades, scholastic programs, vocational guidance, and personal problems. Students and parents are encouraged to consult with the counselor whenever the need arises. An appointment can be scheduled by calling the school office (345-2731) Ext. 360.

All Guidance Services are aligned with the National Standards for School Counseling Programs. Students in all grades participate in Guidance Classes and maintain a Career Planning Portfolio.

## STANDARDIZED TESTS

### **Foresight Testing**

Foresight tests are given to prepare students for PSSA testing.

### **PA State Assessment System**

Testing is given as follows:

Grades 5 & 8	Writing
Grades 5, 6, 7 & 8	Reading and Math
Grade 8	Science

Students who do not obtain proficient will be required to participate in Study Island and PSSA Math and/or Reading classes.

## SPECIAL PROGRAMS

**SAP - Student Assistance Program:** This program identifies and refers at-risk students to Community Counseling Services. A student can be referred to SAP by a parent, teacher, or themselves. The school will offer a free mental health or drug and alcohol assessment and assist families in obtaining outside counseling services. All services are confidential. Members of the team include: Mrs. Brill, Mrs. Horst, Mr. Griffiths, Miss Arnold, Mrs. Bohn and the Principal.

**CHORUS:** Mr. Althouse is the advisor. Students volunteer to become members. Christmas and Spring Concerts are performed.

**INSTRUMENTAL MUSIC:** Mr. Schrack instructs students who are interested in playing instruments. Christmas and Spring Concerts are performed.

**GUIDANCE SUPPORT GROUPS:** Small group discussions are provided for students who have a particular concern in common. Example: Children of Divorce, New Student, Self-Confidence, Social Skills etc...

## HEALTH SERVICES

Any student who becomes ill while in school must receive permission via a pass from the classroom teacher to report to the nurse, except in emergencies. Under no circumstances will a teacher give any medication to a student.

School Nurse Sarah Edge is the full time middle school nurse. All students receive a vision screening and height and weight measurement every year. 7<sup>th</sup> and 11<sup>th</sup> grade students receive hearing screening. 6<sup>th</sup> and 11<sup>th</sup> grade students need a physical examination, which includes scoliosis screening, and 7<sup>th</sup> grade students receive a scoliosis screening. Parents will be notified if a student does not pass these screening examinations.

**Medication Policy:** Only medication that absolutely must be taken during school hours should be sent to school. It must be sent in the original container, with a prescription label or prescription from the doctor, and a note from a parent or guardian. This includes Tylenol or any over-the-counter medication. The notes and the medication must be turned in to the nurse or the office immediately upon arrival at school. The nurse reserves the right to confer with the doctor who prescribed the medication.

The nurse will see any student who becomes ill or is injured during school hours. She will also assist in seeing that accommodations are made for any student returning to school after a serious injury or illness. Detailed records are kept for each student.

Contact the nurse by calling 345-2731, ext. 335 or email at [sedge@pgasd.com](mailto:sedge@pgasd.com)

## ASTHMA POLICY

In May, 2005, the Pine Grove Area School Board adopted a policy titled "Possession/Use of Asthma Inhalers". This policy requires that all students who have asthma have an Asthma Action Plan signed by parent and physician, and students who

will be carrying an inhaler in school must have on file a form signed by the student, parent, physician, and school nurse, in which all parties agree to certain terms regarding the use of this inhaler in school. The school nurse will give these forms to all students who have asthma listed as a health concern on their emergency update forms.

### STUDENT ACTIVITIES AVAILABLE DURING HOMEROOM/ACTIVITY PERIOD

Peer Tutoring	SAP Activities
Computer Room Usage	Club Program
Library Work - Research	Assembly Programs
Band	Community Services
Chorus	Math Support
Library Club	Publications (Newspaper/Yearbook)
Student Council	Intramurals
Test Make Up	Peer Mediation
Reading Support	Guidance Appointments
Envirothon Studies	
Subject Area Tutoring	

### STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions concerning school matters. The Council tries to promote leadership, initiative, and self-control by setting good examples for the students to follow. It is the duty of the elected representatives to bring to the Council's attention, complaints and suggestions from their classmates and to report the outcome of them back to their homerooms.

### STUDENT COUNCIL OFFICERS – 2009-2010

President	Meagan Rittenbaugh
Vice President	Kelli Reinbold
Secretary	Abbey Riegel
Treasurer	Joshua Schnoke

### ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. These programs provide one of the few opportunities held in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous and will not be tolerated.

### POSTERS

There are several bulletin boards throughout our school. Any announcements placed on these boards must be approved by the office before being put on display. All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Posters can be attached only to surfaces that will not be marked by masking tape. **The use of paste, cellophane tape or thumbtacks is not permitted. Posters can not be attached to painted walls or varnished surfaces.** It is understood that all signs and posters will be taken down after a reasonable length of time.

### CAFETERIA RULES

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Always use a tray.
2. Keep milk cartons, food and waste paper on the tray.
3. Empty all paper debris from trays into the paper containers. Return trays, dishes and silverware to the receiving window.
4. No more than 16 students may sit at a table.
5. Keep tables, benches and floor clean.
6. Speak in a normal tone.
7. Keep the cafeteria lines orderly.

8. Never push or run.
9. Pick up and clean up any food you drop or spill.
10. All food must be eaten at the table.
11. Respect cafeteria workers and cafeteria duty teacher's authority.
12. Failure to follow rules could lead to assigned seating, isolation, detention or suspension.

### **VENDING MACHINES**

Students are permitted to use the vending machines only during designated times. Machines are not to be used between classes or at the end of the lunch period as no food or drink may be removed from the cafeteria.

### **FOOD AND DRINKS**

Food and drinks are permitted only in the cafeteria. Open containers are prohibited and should not be kept in lockers. Teachers may have food and drinks in their rooms for special occasions.

### **HALL TRAFFIC**

Students must proceed through the halls in single file to the right at all times. Hall traffic must be orderly and noise should be at a minimum. Upon leaving a classroom when the bell rings, all students will turn right and under no circumstances are students allowed to break into the opposite moving traffic.

### **FLAG SALUTE & THE PLEDGE OF ALLEGIANCE**

The Pine Grove Area School District Board of School Directors believes it is the responsibility of all citizens to show proper respect for our country and its flag. They ask that the Pledge of Allegiance and Flag Salute ceremony be conducted in school on a daily basis.

1. A student may decline to recite the Pledge of Allegiance and refrain from saluting the flag with prior written approval from the student's parent/guardian.
2. Students who choose to refrain from such participation shall respect the rights of others who do participate in the ceremony by standing and remaining respectfully silent.

### **INSTRUMENTAL MUSIC LESSON PROCEDURE**

All instrumentalists who have completed their first lesson book and/or successfully passed a short audition are included in the middle school band program. All instrumentalists will receive a weekly small-group lesson. This lesson will consist of material from more advanced lesson books. Students will receive separate report grades for instrumental lessons and band to insure regular attendance. Students who do not yet qualify for membership in the band will continue to receive instrumental lessons until such a time when they do qualify.

### **EMERGENCY CLOSING**

Each year there are occasions when it becomes necessary to delay the opening of school and/or conduct early dismissal due to emergencies or weather. In the case of such closure or early dismissal, parents/families will be notified via a mass communication system. Other pertinent information affecting the school community will also be disseminated in this way. Parents will be contacted by phone, e-mail and text message.

### **DANCES - STUDENT COUNCIL RULES**

1. Only Pine Grove Area Middle School students may attend the dances.
2. All students attending the dance MUST have a written permission slip.
3. No one may leave a dance early unless the student has written permission from a parent/guardian, and the note must be given to the advisors at the beginning of the dance.
4. When a student leaves a dance, he/she may NOT re-enter unless special arrangements have been made with the person in charge of the dance.
5. Student council members who are setting up for the dance may enter the dance early.
6. Students should have a parent/guardian pick them up when the dance is over. The time will be listed on the permission slip.
7. All school rules are in effect during the dance (this includes BOTH behavior and proper dress). Attending a dance is a privilege, NOT a right. Undesirable contact will NOT be tolerated. Parents/guardians may be called to pick up their child if she/he violates school rules and may lose his/her privilege to attend any future dances.

8. Dance music ONLY will be played. No music associated with gangs, violence, or of an obscene nature will be permitted.
9. Students who were absent or suspended the day of the dance are not permitted to attend.
10. Students are to stay away from the DJ's equipment. Students should not be on the stage.

### **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles to school which are hazardous to the safety of others, or interfere in some way with school procedures. Such items include: alcohol-based materials, radios, jam boxes, laser pointers, game boys, trading cards, water pistols, gum and candy (unless it is a teacher supervised activity). If students are caught with any of these items, the item will be confiscated and held in the office until the end of the day. If a student is caught the second time, the item will be confiscated and kept until a parent/guardian comes to school to get the article. Parents are requested to help students to understand the necessity for such regulations.

### **CELLULAR TELEPHONES AND ELECTRONIC DEVICES**

(see School Board policy #237)

Cellular telephones or similar devices may **not** be used during the school day. If a phone or electronic device is confiscated, it will be turned into the office and a parent must come to the office to retrieve the phone or device

### **LOST AND FOUND**

All items found are sent to the office. If a student loses something, he/she should get a pass from his/her teacher and go to the office during activity period to look for the missing item in the lost and found box. All found items are kept in the office and may be claimed by the owner. We welcome the parents/guardians of students to also look through the lost and found for items that could belong to their child. The office is not responsible for items placed in the lost and found. Any items not claimed by the end of the school year, will be kept for two weeks after the end of school before it is donated to a charitable organization.

### **DETENTION REGULATIONS**

Detention begins promptly at 3:00 P.M. Lateness will not be tolerated and additional time will be added or rules will be assigned at the discretion of the teacher.

There is to be absolutely no talking during detention. If you have a question, raise your hand and when recognized by the teacher go to his/her desk and ask the question.

Students must bring work to do during detention and no sleeping is allowed.

The student is responsible to provide transportation from school following detention.

The teacher in charge will have complete authority to assign seating. The teacher in charge of detention is granted the power to recommend extra days detention if he/she sees fit.

### **BULLYING / CYBERBULLYING**

(see School Board Policy #249)

Bullying is prohibited in school. Each student is to be responsible and respect the rights of others to ensure an atmosphere free from bullying. Any student who is bullied should report it promptly to an adult or building principal.

### **PEER MEDIATION**

Trained students are available to assist students in resolving conflicts peacefully. Peer mediation is coordinated by the guidance department and is available daily to students.

### **CLUBS**

Clubs are offered three times during the school year. Certain items normally not permitted during school are allowed during clubs under the direction and supervision of the sponsoring teacher.

### **FIELD TRIPS**

When students are on school-sponsored field trips, they are subject to all school regulations and to the discipline of the chaperones and teachers in charge. Students are permitted to be on school property after 11:00 PM if they are attending a school sponsored field trip. Permission slips, which are to be signed by the student's parents or guardians, are required for all field trips which take place away from school. The following rules will be in effect for field trip participation this year:

Students will not be eligible to participate on the school field trips under the following circumstances:

1. Any student who is not academically eligible at the time of the trip to be promoted to the next grade level may not participate in the school trip.
2. Any student who misses more than 20 days of school (unless the absences are due to an illness which is verified by a doctor).

3. Any student who has a Level 4 violation will automatically not be able to participate in any school sponsored field trips.
4. Any student who has filled his/her behavior chart three or more times during the school year will not be eligible to participate.
5. Any student who has had two (2) or more suspensions.
6. Since the field trips are supported by a school-wide fund-raiser, students who do not participate in this activity will pay the cost of the trip which will be due one month prior to the trip.
7. School-wide fundraiser money must be turned in prior to going on the field trip. Money will not be refunded if the student does not participate due to disciplinary/behavioral issues.
8. If a student misbehaves on the previous year's field trip, he/she will not be permitted to participate in next year's trip.
9. Students not participating in the trip are expected to be in school prepared for the school day.
10. The principal may exclude any student from the trip, with just cause, at their discretion.
11. Special rules apply to medications and field trips. This policy is explained on the Field Trip Permission Form.

### **FIRE & EMERGENCY DRILLS**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it so that they are prepared in the event of a fire.

1. When the fire alarm sounds, students will immediately stand and form a single line as they leave the room. No one is to pass another person or break the line of traffic. Running is not permitted. The first students to reach an outside door should hold it open until everyone has left the building. The first group leaving the building should move far enough from the building to make room for others when they exit the building.
2. Students are not permitted to talk during a fire drill and should walk a safe distance from the building and remain in line until the signal is given to re-enter the building. No one is permitted to return to the building until the signal is given by the principal or his/her authorized representative.

### **PHYSICAL EDUCATION RULES AND REGULATIONS**

1. It is recommended that the girls' uniforms consist of a T-shirt, shorts, socks and sneakers.  
It is recommended that the boys' uniforms consist of shorts, T-shirt, socks, supporter and sneakers.  
All students shall be dressed properly for gym class, unless otherwise directed.
2. It is recommended that each person wear sweat pants and a long sleeved sweat shirt to be worn outside in cooler weather.
3. It is expected all students will be in complete uniform by the third class period.
4. Sneakers, uniforms and towels must be marked with the full last name of the student.
5. Uniforms must be washed at least every week.
6. Jewelry of any type is prohibited for safety considerations. Failure to remove jewelry will be considered insubordination. **ALL VISIBLE PIERCINGS MUST BE REMOVED!!**
7. Aerosol cans are not permitted. Deodorant should be stick or roll-on.

### **SCHOOL INSURANCE**

Each year the opportunity is given to students to purchase low-cost group insurance which provides protection in the event of an accident in school, going to and from school, or to any scheduled school activity. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student. All students are encouraged to buy this insurance.

Since the school is not liable for injuries incurred during the normal school day the need for the parent/guardian to assume costs in the event of an accident should be considered in the decision concerning the purchase of the insurance. Students who participate in district sponsored athletics, band, clubs, field trips, and physical education K-12 are covered by a policy purchased by the district. This policy, however, has specific coverages and limitations.

It is the responsibility of the insured party to file all claims with the insurance company. All notice of claims should be given to the company promptly after the accident. The procedures to be followed in filing a claim are:

- (1) Obtain a claim form from the office secretary.
- (2) Take the claim form to the doctor or hospital treating the child's injury for completion of their section of the form.
- (3) Send the claim directly to the insurance company.

### **WHITE – OUT/AEROSOL CANS**

All products similar to and including “white out,” “liquid paper” and “correction fluid” are NOT permitted to be in the possession of, or used by, students during the school day. Some of these products may contain methyl chloroform substance which may be harmful to one’s health. Aerosol cans are not permitted in school in accordance with the substance abuse policy and out of concern for “huffing”.

### **BOOKS**

All textbooks must be covered. Students are responsible for the covering of their textbooks. If and when the cover is no longer usable, students must replace it. When students receive their textbook, they should place their names in the space provided on the inside of the front cover of the book. This should be the only writing which is placed in the book. If a student misuses a book, they will pay to replace it or have it repaired.

### **BOOKS DESTROYED OR LOST**

All books lost or damaged will be billed to the student at replacement (used) cost.

### **STUDENT PLANNERS**

Student planners are provided as an educational tool to assist students. Planners should be considered as textbooks and should be taken care of accordingly. Students will be required to have their student planner with them at all times except during lunch. Any student who loses his/her planner will be required to purchase one from the office. Parents are encouraged to check their child’s planner on a regular basis to monitor their child’s progress.

### **VANDALISM**

The Pine Grove Area School District will prosecute anyone caught vandalizing school property!!!

#### **Sec. 777 (24 PS 7-777) School Code**

If any person shall willfully or maliciously break into, enter, deface, or place any obscene or improper matter upon any public school building, or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind, upon any public school grounds, or upon any public school playground, such persons shall be guilty of a misdemeanor and upon conviction thereof shall be sentenced to pay a fine of not less than \$50.00 and not more than \$1,000 or undergo an imprisonment in the county jail for a period not exceeding six to eight months or both, at the discretion of the court. The court may order the defendant to compensate the school district for any damages it sustained as a result of the defendant’s unlawful conduct.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the Board for formal expulsion proceedings in accordance with the Pennsylvania School Code. The term weapon refers to any loaded or unloaded firearm (including but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms) any explosive, pyrotechnic or incendiary device of any kind, such as a smoke bomb, firecracker, etc.; or any other tool or instrument that is not reasonably related to education such as, but not limited to chains, brass knuckles, night-sticks, ax handles, etc. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or any school event held away from school, or while the student is on his/her way to or from school.

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

1. Local Police
2. Superintendent
3. Parents/Guardians of any and all students involved in the incident

## Unlawful Harassment Policy - Students

### **I. Unlawful Harassment Prohibited**

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

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

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

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **II. Definition of Unlawful Harassment**

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

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

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

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

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

### **III. Delegation of Responsibility**

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

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

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

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

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

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

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

### **IV. Complaint Procedure – Student/Third Party**

The following are the steps to be taken in an unlawful harassment complaint:

1. Reporting
2. Investigation
3. Investigative Report
4. District Action

Appeal Procedure

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

## PGASD COMPUTER/INTERNET ACCEPTABLE USE POLICY

1. Access to the Internet – A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.
2. Child Pornography – Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
3. Computer – Includes any PGASD owned, leased or licensed or employee, student and guest owned personal hardware, software, or other technology used on PGASD premises or at PGASD events, or connected to PGASD network, containing PGASD programs or PGASD or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, PGASD, employee, students and guest: desktop, notebook, powerbook, tablet PC or laptop computers, printers, cables, modems, and other peripherals; specialized electronic equipment used for students’ special educational purposes; global position system (GPS) equipment; personal digital assistants (PDAs); cell phones, with or without Internet access and/or recording and /or camera and other capabilities, mobile phones, or wireless devices: beepers; paging devices, laser pointers and attachments, and any other such technology developed.
4. Electronic Communications Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras, and other capabilities.
5. Harmful to Minors – Any picture, image, graphic image file or other visual depictions that:
  - taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
6. Minor – For purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean the age of minority as defined in the relevant law.
7. Network – A system that links two or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software, and other computers and/or networks to which the network may be connected, such as the Internet, Internet2, or those of other institutions.
8. Obscene – Analysis of the material meets the following elements:
  - Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.
9. Sexual Act and Sexual Contact – As defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3), 18 Pa.C.S.A. § 5903.
10. Technology Protection Measure(s) – A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.
11. Visual Depictions – Undeveloped film and videotape and data stored on computer disk or by electronic means which

is capable of conversion into a visual image but does not include mere words.

### **Purpose**

Pine Grove Area School District (PGASD) provides students (“users”) with access to PGASD electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Students may use the CIS in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of PGASD.

Students’ personal technology devices brought onto PGASD property or suspected to contain PGASD information may be legally accessed by PGASD to insure compliance with this Policy and other PGASD policies to protect the PGASD resources, and to comply with the law. Students are required to fully comply with this policy, and immediately report any violations or suspicious activities to the Building Administrator.

### **Authority**

Access to the CIS systems is a privilege, not a right. The CIS as well as the user accounts and information, are the sole property of PGASD. Users have no privacy expectation in the contents of their personal files or their use of the CIS systems. PGASD reserves the right to monitor, track, log and access CIS systems use.

PGASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet.

*Inappropriate matter* includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property.

### **Responsibility**

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the PGASD cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources.

Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision 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.

### **Guidelines**

Services for students include, but not limited to:

1. *World Wide Web*.. PGASD students will have access to the Web through PGASD’s CIS systems as needed.
2. *Video and Voice Conferencing*. PGASD students will have access to video and voice conferencing to facilitate educational objectives.

### Parental Notification and Responsibility

PGASD will notify parents about the CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for PGASD to monitor and enforce a wide range of social values in student use of the Internet. Further, PGASD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their child/children. PGASD will encourage parents to specify to their child/children what material is and is not acceptable for their child/children to access through CIS systems. Parents are responsible for monitoring their child’s/children’s use of the PGASD’s CIS systems when they are accessing the systems.

### Pine Grove Area School District Limitation of Liability

PGASD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the CIS systems will be error-free or without defect. PGASD does not warrant the effectiveness of Internet filtering. In no event shall the PGASD be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS systems.

### Prohibitions

The use of the CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. PGASD reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time PGASD resources are accessed whether on PGASD property, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another Internet Service Provider or ISP, and if relevant, when a student uses their own equipment.

Students are prohibited from visibly possessing and using their personal computers, as defined in this policy, on PGASD premises and property (including but not limited to, buses and other vehicles), at PGASD events, or through connection to the CIS systems, unless expressed permission has been granted by a teacher or administrator.

### General Prohibitions

Users are **prohibited** from using CIS systems to:

1. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property. Access or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
2. Cyberbullying another individual.
3. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
4. Participate in discussion or new groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
5. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
6. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes.
7. Facilitate any illegal activity.
8. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable PGASD policies); conduct unauthorized fund raising or advertising on behalf of the PGASD and non-school organizations; resell or PGASD computer resources to individuals or organizations; or use the PGASD name in any unauthorized manner that would reflect negatively on the PGASD, its employees, or students. *Commercial purposes* is defined as offering or providing goods or services or purchasing goods or services for personal use.
9. Political lobbying.
10. Install, distribute, reproduce or use copyrighted software on PGASD computers, or copy PGASD software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
11. Encrypt messages using encryption software that is not authorized by the PGASD from any access point on PGASD equipment or PGASD property.
12. Violate the privacy or security of electronic information.
13. Use the systems to send any PGASD information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the PGASD interest.
14. Sending unsolicited commercial electronic mail messages, also known as spam.
15. Posting personal or professional web pages without administrative approval.
16. Post anonymous messages.

### Access and Security Prohibitions

Users must immediately notify their Building Administrator if they have identified a possible security problem. The following activities related to access to the CIS systems, and information prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another.
3. Using or attempting to use computer accounts of others, these actions are illegal, even with consent, or if only for the purpose of "browsing".

4. Altering a communication originally received from another person or computer with the intent to deceive.
5. Using PGASD resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for the promotion of, or the sale of drugs, alcohol, or weapons, engaging in criminal activity or being involved in a terroristic threat against any person or property.
6. Disabling or circumventing any security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias.
8. Using any device that can be plugged into a computer, network or other PGASD-owned technology device that was not issued by the PGASD, for example, personal computers, hardwired phones, and answering machines.

#### Operational Prohibitions

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer “worms” and “viruses”, Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts. The user may not hack or crack the network or others’ computers, whether by parasite-ware or spy-ware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person’s computer, or “looking around”.
2. Alter or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the CIS systems for security vulnerabilities.
4. Attempting to alter any PGASD computing or networking components (including, but not limited to file servers, bridges, routers, or hubs).
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the PGASD’s electronic information.
9. Intentionally destroying the PGASD computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging the CIS systems, networking equipment through the users’ negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or PGASD administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

#### Safety & Privacy

1. Student users agree not to meet with anyone they have met online.

#### Consequences for Inappropriate, Unauthorized and Illegal Use

1. General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, suspensions, dismissal, expulsions, and/or legal proceedings on a case-by-case basis.
2. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful or deliberate violations of this policy.
3. Violations as described in this policy may be reported to the PGASD, relevant school district(s), appropriate legal authorities, whether the ISP, local, state, or federal law enforcement.
4. Vandalism will result in cancellation of access to PGASD CIS systems.

**Use of the CIS systems by any student requires PGASD review the policy with the student and the CIS Acknowledgement and Consent Form be received, read, understood and signed by the student and parent.**

## BOARD POLICY

There are a number of Board policies reflected in this handbook. Any student or parent in need of additional information can obtain copies of District policy from the middle school office. Listed below are examples of policies which can be found in the policy handbook :

100	Strategic Plan	209	Health Examinations
101	Philosophy of Education.Mission	210	Use of Medications
102	Academic Standards	211	Student Accident Insurance
103	Nondiscrimination In School & Classroom Practices	212	Reporting Pupil Progress
105.1	Curriculum Review by Parents & Students	213	Assessment of Student Progress
105.2	Exemption from Instruction	215	Promotion & Retention
106	Guides for Planned Instruction	216	Student Records
109.1	School Library Philosophy & Materials Selection	216.1	Supplemental Discipline Records
112	Guidance Counseling	218	Student Discipline
113	Special Education	218.1	Weapons
113.1	ADD/ADHD Education	219	Student Complaint Process
113.2	Discipline Behavior Management Plan for Exceptional Students	220	Student Expression
114	Programs for Gifted Pupils	221	Dress & Grooming
116	Tutorial Instruction	222	Tobacco Use
117	Homebound Instruction	223	Use of Bicycles
120	Human Development Program	224	Care of School Property
121	Field Trips	225	Students & The Police
122	Co-Curricular Activities	226	Locker Search
123	Interscholastic Athletics	227	Drug Awareness
124	Summer School	227.1	Student Assistance Program
130	Homework	228	Student Government
137	In-Home Instruction	232	Participation In School Affairs
202	Eligibility of Nonresident Students	233	Suspension & Expulsion
203	Communicable Diseases & Immunization	235	Student Rights
203.1	HIV Infection	237	Electronic Devices
204	Attendance	247	Hazing
206	Assignment Within District	248	Unlawful Harassment
207	Do Not Resuscitate Orders	249	Bullying/Cyberbullying
208	Withdrawal from School		

### STATEMENT OF NON-DISCRIMINATION

The Pine Grove Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, gender, age, ancestry, physical handicap or union membership. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to the Superintendent, District Office, 103 School Street, Pine Grove, PA 17963 (570) 345-2731.

### SCHOOL CODE & SCHOOL POLICY

**ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE BY THE MIDDLE SCHOOL ADMINISTRATION. SOME ITEMS ARE STATED IN GREATER DETAIL IN SCHOOL BOARD POLICY OR OTHER DISTRICT GUIDELINES. IN ALL INSTANCES BOARD POLICY AND SCHOOL CODE SUPERCEDES RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK.**