

Pine Grove Area School District

2019 – 2020 Middle School Student Handbook (Code of Student Conduct)

**Pine Grove Area Middle School
105 School Street
Pine Grove, PA 17963
570-345-2731
Fax: 570-345-2791**

<http://www.pgasd.com>

Mission Statement

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

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

**This handbook serves to supplement the School Board's discretionary authority to maintain safety, order and discipline in the school zone. The rules in the handbook support, but do not limit, the school's authority. In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. This Handbook may be amended at any time at the discretion of the School District.

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.

ASSURANCE OF NON-DISCRIMINATION SPECIAL EDUCATION SERVICES

Students and parents are assured that the Pine Grove Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The Pine Grove Area School District also provides a variety of Special Education Services. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, please call the building level your student attends.

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!

CLUBS AND ACTIVITIES

ACHIEVE After School Program	Miss Semar & Ms. Ryan
Archery Club	Mr. Griffiths & Mr. Felty
Band Director	Ms. Shughart
Book Club	Miss Semar
Chorus	Miss Pugh
Community Service Club	Mrs. Hitz
Envirothon Club	Mr. Drey
FBLA	Mr. Coombe
Musical Theater Production	Ms Shughart
PGAMS Academic Honor Society	Mr. Stump
PTO Representative	Mrs. Bohn
Spelling Bee Advisor	Mrs. McKeever
Student Council Advisors	Mr. Griffiths & Mr. Coombe
Yearbook	Mrs. Burns & Miss Rudy

ARRIVAL AT SCHOOL

Front Doors open for students at 7:00 am. Students are to report directly to the Lobby. Students are dismissed to go to their 1st Period at 7:30 am. Students coming to school after 7:35 am are considered late/tardy. Students coming into school after 7:35 am are required to sign in at the office. The student will be issued an office pass before reporting to class. 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.

Middle school bus students must get off the bus in front of the middle school - not the high school or any other location.

TARDINESS TO CLASS AND/OR SCHOOL

Any student who is tardy without proper documentation (7:36 to 8:40) 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.

1st thru 3rd time - Written Warning

4th to 6th time - 1 hour After School Detention (3:00-4:00 pm)

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

BREAKFAST

Students should follow the directions for the breakfast program including reporting times (to avoid being tardy) and seating. Once a student goes into the cafeteria for breakfast they must remain there until it is time to report to homeroom. Loitering in the cafeteria after that time is not permitted.

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	EX - Excused
80 - 89	=	B - Above Average	I - Incomplete
70 - 79	=	C - Average	W - Withdrew
60 - 69	=	D - Passing	M - Medical
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%.

HONOR ROLL

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. A certified summer school will be recommended for any course failures.

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 Pennsylvania law, all absences are unexcused with the exception of those caused by illness, quarantine, family emergency, recovery from an accident, required court appearance, death in the family, religious holidays, family educational travel with prior approval, or educational tours or trips with prior approval. A student absent from school must present a written excuse to the 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 student returns to school. If the student fails to turn in an excuse within three school days that he/she is present, the absence becomes an illegal/unlawful absence. A phone call by the parent or guardian is necessary before an emergency "Needed at home." Whenever a student is ill and a doctor's services are obtained, the student is expected to provide a Doctor's excuse.

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, a parent or guardian must sign them out in the office. Students leaving school for dental or doctor appointments must report to the office and a parent or guardian sign out.

ABSENCES

- A. **Illegal/Unlawful Absences:** Refer to School Board Policy #204 (Attendance) for further information. Feel free to stop in the building office to request a copy of the attendance policy.
- B. **Lawful (excused) Absences:** Excused absences include the following: sickness, quarantined, 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. Students who arrive to school after 8:40 a.m. will be issued a ½ day absence. Students who leave prior to 1:45 will be issued a ½ day 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.
- E. If a student is absent from school for 3 consecutive days a doctor's note should be provided upon return.
- F. If a student leaves early, arrives late or is absent from school for any kind of medical appointment a doctor's note should be provided upon return.

SCHOOL WIDE 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. Each student will have the opportunity to start with a new calendar on a monthly basis.

- P** – Promote Safety
- G** – Give Respect
- A** – Accept Responsibility

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, the PGA faculty & staff and themselves.

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 August 1998 and revised in February 2007. 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 may be held.
2. The Discipline Policy applies to all school activities.
3. At the time of a suspension, the parent/guardian will be notified of the suspension by letter.
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.
6. A student on suspension will not be permitted on school grounds until after the suspension has been served.

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 OF CONDUCT
LEVEL I**

EXAMPLES AND RECOMMENDATIONS:

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

DISCIPLINARY OPTIONS, RESPONSES

- A. Warning
- B. Change of clothes
- C. Assigned seating
- D. Withdrawal of privileges
- E. Detention (as per building guidelines)
- F. Special assignments/ work duty
- G. Telephone call or written communication to parents/guardians
- H. Parental conference
- I. Guidance referral
- J. Attendance policy
- K. Confiscation of material
- L. Other consequences as deemed appropriate by the administration

**DISCIPLINE CODE
LEVEL II**

EXAMPLES AND RECOMMENDATIONS:

1. Continuation of Unmodified Level I misbehaviors
2. Acting in an insubordinate manner
3. Bus Disturbance
4. Cafeteria disturbance
5. Cutting class
6. Disruption in the educational process
7. Failure to complete assigned detention
8. Academic misconduct
9. Minor defacing of school property (writing on desks, walls, books, etc.)
10. Violation of safety procedures
11. Inappropriate behavior
12. Falsification of records, excuses, passes, schedules, etc.
13. Minor physical or verbal altercation
14. Leaving school grounds without permission
15. Loitering in unauthorized areas of the school building/grounds
16. Misbehavior at a school sponsored activity
17. Possession of obscene material
18. Showing flagrant disrespect to school, in word and/or gesture
19. Violation of computer policy
20. Truancy
21. Use of obscene language or gestures
22. Out of assigned area
23. Harassment/Intimidation/Bullying
24. Violation of Electronic Device Policy
25. Minor physical or verbal altercation
26. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Warning
- B. Detention
- C. Withdrawal of privileges
- D. Special assignments/ work duty
- E. In-school suspension
- F. Out-of-school suspension
- G. Parental communication/conference
- H. School transportation privileges denied
- I. Confiscation of material
- J. Guidance referral
- K. Referral to outside agency
- L. Attendance policy
- M. Other consequences as deemed appropriate by the administration

**DISCIPLINE CODE
LEVEL III**

EXAMPLES AND RECOMMENDATIONS:

1. Continuation of Unmodified Level I and /or Level II misbehaviors
2. Blatant defiance of a school employee, directive
3. Assault and/or battery on another student
4. Dissemination of unauthorized materials
5. Extortion
6. Fighting
7. Indecent exposure
8. Intimidation: threat to student(s) and/or school personnel
9. Leading or participating in a walkout
10. Theft/possession/sale of another's property
11. Vandalism
12. Flagrant disrespect to school/other's property
13. Sexual Harassment
14. Violation of computer policy
15. Use and or possession of tobacco products
16. Possession or use of any inhalant device (i.e. Vaporizers, Vape Pens, E-cigarettes)
17. Truancy
18. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Temporary removal from class
- B. In-school suspension
- C. Out-of -school suspension
- D. School transportation privileges denied
- E. Parental communication/conference
- F. Withdrawal of privileges
- G. Restitution of property and damages
- H. Referral to outside agency
- I. Referral to appropriate law enforcement agencies
- J. Confiscation of material
- K. Charges under the crimes code
- L. Other consequences as deemed appropriate by the administration

**DISCIPLINE CODE
LEVEL IV**

EXAMPLES AND RECOMMENDATIONS

1. Continuation of Unmodified Level I, II and/or III misbehavior
2. Assault and/or battery on school personnel
3. Arson
4. Bomb Threat
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
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
7. Harassment/Intimidation of school personnel
8. Leading or participating in a riot
9. Possession/use/furnishing/selling of controlled substances (Alcohol or Drugs)
10. Possession /use/transfer of dangerous weapons or explosives
11. Setting off incendiary devices (fire crackers, smoke bombs, etc.)
12. Unwarranted pulling of fire alarm
13. Vandalism of school property or personal property of school personnel
14. Sexual Harassment
15. Harassment/ hate crime
16. Violation of computer policy
17. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Up to ten days of out-of-school suspension with an informal hearing
- B. Referral to appropriate law enforcement agencies
- C. Referral to Student Assistance Program
- D. Restitution
- E. Confiscation of materials
- F. Discipline contract
- G. Formal hearing with the Board School Directors
- H. Expulsion
- I. Alternative education programs
- J. Charges under the Pennsylvania Crimes Code
- K. Other consequences as deemed necessary by the administration

TRANSPORTATION

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 at least three days in advance according to transportation department guidelines.

SCHOOL BUILDING AND BUS SURVEILLANCE CAMERA NOTICE

Staff, students, and parents/guardians should be aware that the School District has surveillance cameras monitoring various public areas on school property, currently including: entranceways, hallways and cafeteria. The cameras record video images on property and video and audio on the busses. Camera recordings are reviewed by school officials for disciplinary and security purposes, and may be provided to the police or used in disciplinary proceedings. Individuals should understand that their actions while in these areas will be recorded and they should have no expectation of privacy in public areas. The use of video cameras in schools and on school busses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video monitoring will not replace the responsibility of staff to monitor students. Video cameras will add a level of verification of student behavior that will not interfere within the educational environment.

STUDENT PASSES

Students are not permitted in the halls during school hours unless they are accompanied by a teacher or have a pass. Hall passes are a privilege extended to students, if abused, the office may revoke the student's pass privilege.

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. The school is not responsible for lost, stolen, and/or damaged personal items. Students are responsible for their personal property. If it is necessary to bring money or valuables to school, students may bring it to the office for safe keeping. DO NOT leave valuable items in the lockers.

SEARCH AND SEIZURES

The School District recognizes that the Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare and safety of all students. Consequently, the school district contends that lockers and desks belong to the school and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrong doing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to insure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the building. Any illegal materials maybe seized. Students may also be asked to empty their pockets, book bags, purses and other personal articles to search for illegal, controlled or criminal material.

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.

Every student will be assigned a school issued combination lock. Students are not to share their combination with other students to protect their privacy. **Students should not keep any valuables in their lockers without a lock.**

BACKPACKS/ BOOK BAGS

Backpacks and book bags will be permitted to carry books into and out of school and then should be stored in the locker. Student are not permitted to carry their bags throughout the day. NO backpacks or book bags will be permitted into the classrooms unless approved by the principal on an individual basis. Students are permitted to go to their locker throughout the day with teacher permission.

LAVATORY POLICY

Students must have their bathroom pass signed by a teacher and sign in/out of the classroom when using the lavatory. 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.
- Name of person who will be picking the student up.
- Place and time of appointment. Administration reserves the right to verify appointments.
- Home or business phone number where parent can be contacted for verification. Students desiring an early dismissal should present their note to the office before **8:00 A.M.**
- Government issued photo identification **must** be presented prior to the release of any student.
- If the person is authorized to pick up the student but is someone other than the parent or guardian, **then the staff will make a copy of the identification each early dismissal for their file.**

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.

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

A student going on an educational trip should complete and return an educational trip form to the office for the principal's approval at least 5 days prior to trip. Upon approval the absence will then be considered an excused absence. Students are responsible for all missed work during an educational trip. Students are limited to 5 educational trip days per school year. (PGASD Board Policy #204.1)

PLAGIARISM

The Modern Language Association (MLA) describes plagiarism as follows: Using someone else's ideas or phrasing and representing those ideas as our own, either on purpose or through carelessness, is a serious offense known as plagiarism, "Ideas or phrasing" includes written or spoken material of course – from whole papers and paragraphs to sentences, and indeed, phrases – but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material discovered on the World Wide Web; another student at our school or anywhere else; a prewriting "service" online or otherwise) which offers to sell written papers for a fee.

Plagiarism is not only related to written works but also to material such as dates, images, music, formulas, websites and other computer or electronic programs.

Teachers reserve the right to develop their own penalties for plagiarism which could be a 0% on an assignment or other consequences as determined by building principal.

TRUANCY LAW

Refer to either the Schuylkill County Truancy Handbook for Parents and Youth or School Board Policy #204 (Attendance). Feel free to stop in the building office to request a copy.

MISSED ASSIGNMENTS AND MAKE-UP WORK

If a student is absent due to illness, the student is responsible for finding out what tests and assignments were given. Students will be given one day for every excused day absent to make up assignments and tests.

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.

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.

DRESS GUIDELINES FOR SCHOOL POLICY STATEMENT

At Pine Grove Area Middle School, family, faculty and students make our school successful. We want an atmosphere that encourages learning and fosters self-esteem. These guidelines will enable us to keep our dress standards in proper perspective and help students take pride in their school and themselves.

1. Clothes must be clean and free of cuts/tears/holes that reveal skin or undergarments above the knee.
2. Obscene/suggestive or offensive clothing and jewelry shall not be worn. Examples: midriff, corsets, see-through clothes, symbols or insignia that suggest hatred towards groups.
3. Clothing/jewelry that advertises or displays tobacco/alcohol/drug products shall not be worn.
4. Tank top straps must be 2" wide. Items not permitted include spaghetti straps, halter-tops, tube tops and off the shoulder tops. Males are not permitted to wear muscle shirts or tank tops.
5. Caps/hats/hoods/sunglasses/bandanas/visors must be removed in the building.
6. Shorts may be worn through the school year. Unacceptable shorts include boxer shorts and "shortshorts." Shorts and skirts should not be revealing.
7. "Dangerous" jewelry (including chains) is not permitted to be worn.
8. Undergarments shall not be visible.
9. Pajamas and slippers are not acceptable school attire.
10. Any footwear that poses a safety hazard is not permitted.

School Administrators have the final responsibility for interpretation and enforcement. (PGASD Board Policy #221)

Violation of these may result in a discipline violation

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, and 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.

EXAMS

- A. The 5th and 6th 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 7th and 8th 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. Sapphire
- 8. Letters

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/PUPIL SERVICES

Our school counselors are 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 570-345-2731, extension 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.

ACADEMIC HONOR SOCIETY CRITERIA

The PGAMS Academic Honor Society is an organization dedicated to recognizing and encouraging those students who demonstrate excellence not only in the classroom, but as leaders in their school and community as well. The core values of the Academic Honor Society are Academics & Scholarship, Leadership, Service, and Character. Students in grades 6-8 are eligible for membership. They must have and maintain a cumulative GPA of 94.5% in order to stay in the group; students who drop below the GPA are informed and placed on warning status for a full marking period. If their grade does not improve at the end of the warning period, they are dismissed from the organization.

STANDARDIZED TESTS

PA State Assessment System

Testing is given as follows:

Grades 5, 6, 7 & 8 English/Language Arts & Math
Grade 8 Science

Keystone Exams

Testing is given as follows:

Grade 8 Algebra I

SPECIAL PROGRAMS

Student Assistance Program (SAP): 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.

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.

All students receive a vision screening and height and weight measurement every year. 7th and 11th grade students receive hearing screening. 6th and 11th grade students need a physical examination, which includes scoliosis screening, and 7th 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. (PGASD Board Policy #210)

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 570-345-2731, extension 335

ASTHMA POLICY

(see Board Policy #210.1)

In May, 2005, the Pine Grove Area School District Board of Directors adopted a policy entitled "Possession/Use of Asthma Inhalers." This policy requires that all students with asthma have an Asthma Action Plan signed by the parent/guardian and physician. Students who will be carrying an inhaler in school must have an Asthma Inhaler Contract signed by the parent/guardian, student, and school nurse, in which all parties agree to certain terms regarding the use of the inhaler in school. The school nurse will mail these forms to the homes of all students who have asthma listed as a health problem on their Student Update form. These forms are also available on the PGASD website at <http://www.pgasd.com/pdf/Health%20Forms/05%20Asthma%20Forms.pdf>.

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.

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 cannot 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 trash can. 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. Lunch monitors have the authority to assign seats and/or tables.

Failure to follow rules could lead to isolation, detention or suspension.

VENDING MACHINES

Students are not permitted to use the vending machines during school hours. 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 or designated areas. Open containers are prohibited and should not be kept in lockers. Teachers may have food and drinks in their rooms for special occasions. Students are permitted to carry **water in a clear container**, no other food or drinks are allowed in the halls, gymnasium or library without prior authorization.

HALL TRAFFIC

Students must proceed through the halls in an orderly manner and noise should be at a minimum. Classes in other grade levels are being held during passing times and should not be disturbed.

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 if requested.

DANCES - 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. Students 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 he/she 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, laser pointers, electronic games, 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 /guardians are requested to help students to understand the necessity for such regulations.

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 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. During the school year, lost items will be kept for several weeks before being donated to a charitable organization. Any items, not claimed by the end of the school year, will be donated to a charitable organization.

CELLULAR TELEPHONES AND ELECTRONIC DEVICES

The Pine Grove Area Middle School will not be responsible for any electronic devices that are brought to school. Electronic devices may be used for education purposes with the teacher's permission and supervision. Cell phones may not be used in unauthorized areas. Students should not plug their cell phones into any school computer or wall outlet without permission from the main office. Violation of these rules will result in the following:

1st offense: Pick up in the office at the end of the day and/or detention

2nd offense: Parent/Guardian must retrieve and/or detention

3rd offense: Parent/ Guardian must retrieve and detention

At no time will students be called to the office to answer incoming phone calls unless it is an emergency. If the message is urgent, the secretary will deliver the message to the student concerned. Only when permission has been granted will students be allowed to use the office phone. Students needing to make personal phone calls should report to the office.

If a cell phone/camera is believed to be related to a school incident, or an incident causing a disruption to the school environment, the phone/camera may be confiscated. The cell phone/camera may also be held until the completion of the investigation and/or given to the police.

For complete Electronic Device Policy please refer to the district website. (PGASD Board Policy #237)

BULLYING / CYBER BULLYING

(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.

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.

SCHOOL 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.
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 pause and listen to determine the nature of the emergency. If there is a need to evacuate students will 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, 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. Jewelry of any type is prohibited for safety considerations. Failure to remove jewelry will be considered insubordination. **ALL VISIBLE PIERCINGS MUST BE REMOVED!!!**
4. 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 coverage's 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.

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. All books and/or school property that is lost or damaged will be billed to the student at replacement (used) cost.

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

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

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

Possession: a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school campus; or while the student is on his/her way to or from school.

The possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity is prohibited.

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

In the case of an exceptional student, the Superintendent shall take all steps to comply with the Individuals With Disabilities Education Act and Board Policy #218.1

MCKINNEY-VENTO HOMELESS STUDENT RESOURCES

The Pine Grove Area School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, please contact the PGASD Homeless Liaison, Mrs. Lori Chuba at lchuba@pgasd.com or 1-570-345-2731 Ext. 445.

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.

Neither 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

V. 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, tablets 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, or wireless 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, e-mail, GPS, Personal Digital Assistants (palm planners), fax 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 computing 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. Cyber bullying 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* are 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

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.

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.