

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

**STUDENT HANDBOOK**  
**CODE OF CONDUCT**



**South Middleton School District  
Vision Statement**

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

**South Middleton School District  
Mission Statement**

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

SOUTH MIDDLETON SCHOOL DISTRICT  
4 Forge Road Boiling Springs, PA 17007 (717) 258-6484

BOARD OF SCHOOL DIRECTORS  
Michael Berk, President  
Steven Baer, Vice President

Elizabeth Meikrantz, Jonathan Still, Stacey Knavel  
Christopher Morgn, Jon Greenbaum, Denise Maclver

**District Administration.....717-258-6484**

Dr. Matthew Strine, Ed.D., Superintendent  
Mrs. Beth Scott, Administrative Assistant  
Mr. Matthew Ulmer, Business Manager  
Mrs. Janette Fulton, Supervisor of Special Education  
Mrs. Kim Spisak, Assistant Supervisor of Special Education  
Dr. Jessica Petronis, Psychologist  
Mr. Alex Smith, Psychologist  
Mrs. Stephanie Roadcap, Secretary of Special Education

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

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

Dr. Jesse White, Principal

Mr. David Bitner, Assistant Principal

Mrs. Diane Clugh, Administrative Assistant

Mrs. Lisa Thompson, Receptionist and Attendance

Mr. Elmer Barrick, Guidance Counselor

Mrs. Danae Klock, Guidance Counselor

Mrs. Melissa Short-Ryan, Nurse

**Buildings and grounds**

Zach Gump – Director of Buildings & Grounds	Elaine Penner – Custodian
Nate Fraker- Custodian	Christy Smith – Custodian
Helen Bailey - Custodian	

**SAP (Student Assistance Team)**

Erin Brenner	Michelle Long
Amy Necci	Alex Smith
Elmer Barrick	Melissa Short-Ryan
Abby Stottlemeyer	Susan Reutter
Karen Doersom	Kris Roher
Jalana Firestone	Jesse White
David Bitner	

# Yellow Breeches Middle School Faculty

## Special Education

Christine Bozart	Allyson Chiavacci
Michelle Long	Bethany Mohney
David Robinson	Brian Rohm
Kristen Trout	Teresa Schwander

## Instructional Support

Deb Christopher	Denise Evans
Kristen Gordon	Kelly Hart
Trish Ocker	Doreen Ulco
Paige Whitman	

## Library

Margo Geise	Elaine Engle
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## Impact

Susan Reutter	Jill Gettle
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## Language

Emily Mater	Dakotah Miller
Amy Necci	

## ESL

## Gifted

Karen Doersom	Jen Chamberlin
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## Health and Fitness

Rachael Reis	Kris Roher
Zach Stroh	

## Creative Arts

Payge Emlet - Art	Jalana Firestone – Family Consumer Science
Josh Gutacker – Tech. Ed.	Michelle McBride- Careers

Jason Roach - Music	Keith Roden - Music
Kyle Watkins – Comp Sci.	

### 6<sup>th</sup> Grade

Matt Blakeslee – Read/Eng/SS	Kelly Carothers - Read/Eng/SS
Kara Dayhoff - Read/Eng/Sci	Sarah Deaven - Math/SS
Erin Brenner - Read/Eng/SS	Kim Draper – Sci/SS
Shayne Whitten – Math/SS	

### English and Reading

Hailey Lucas – 7 <sup>th</sup> grade	Michael Miller – 7 <sup>th</sup> and 8 <sup>th</sup> grade
Karen Ryan – 8 <sup>th</sup> grade	Angela Doland – 7 <sup>th</sup> and 8 <sup>th</sup> grade
Christie Bartlett – 7 <sup>th</sup> grade	

### Math

Marilyn Julius -7 <sup>th</sup> grade	Kris Kline -7 <sup>th</sup> and 8 <sup>th</sup>
Abby Stottlemeyer -8 <sup>th</sup> grade	

### Science

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

### Social Studies

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

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

**Individuals to Contact:**

<b>Parent/Pupil Concerns*</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
<b>Attendance</b>	<b>Attendance Secretary</b>	<b>Principal</b>	<b>Assistant Principal</b>
<b>School Policies, Rules, Emergencies, Personnel Issues</b>	<b>Principal</b>	<b>Assistant Principal</b>	<b>Counselor(s)</b>
<b>Discipline Concerns</b>	<b>Teacher</b>	<b>Assistant Principal</b>	<b>Principal</b>
<b>Peer Problems/Social Concerns</b>	<b>Teacher/Team Leader</b>	<b>Counselor(s)</b>	<b>Principal/Assistant Principal</b>
<b>Academic Concerns</b>	<b>Teacher</b>	<b>Counselor(s)</b>	<b>Principal/Assistant Principal</b>
<b>Health Problems</b>	<b>School Nurse</b>	<b>Assistant Principal</b>	<b>Principal</b>
<b>Schedule a Team Meeting or Meeting with Multiple Teachers</b>	<b>Counselor(s)</b>	<b>Team Leaders</b>	<b>Principal/Assistant Principal</b>
<b>Curriculum Concerns</b>	<b>Team Leaders</b>	<b>Principal</b>	<b>Assistant Principal</b>
<b>Athletics</b>	<b>Coach</b>	<b>District Athletic Director</b>	<b>Principal/Assistant Principal</b>
<b>Extra-Curricular</b>	<b>Coach/Advisor</b>	<b>Assistant Principal</b>	<b>Principal</b>
<b>Registration of New Students</b>	<b>Counselor(s)</b>	<b>Principal</b>	<b>Assistant Principal</b>
<b>Transportation</b>	<b>Transportation Secretary</b>	<b>Principal/Assistant Principal</b>	<b>SMSD Business Manager</b>

**\*If the concern is unresolved at the building level, it should be referred to the Superintendent's Office for further disposition.**

**EQUAL RIGHTS AND OPPORTUNITIES POLICY**

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

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**ANNUAL NOTICE TO PARENTS**

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

For further information on the evaluation procedures and provision of services to protected disabled students, contact the Superintendent, 258-6484.

## **Forward:**

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

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

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

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

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

## **ANNUAL FERPA NOTICE**

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

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

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

Parents or eligible students may ask South Middleton School District to amend a record that they believe is inaccurate or



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

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

**CODE OF CONDUCT**

**Students** - all students shall assume responsibility for controlling their individual conduct. Students’ rights and responsibilities include the following:

<b>Student Responsibility Students are Expected to:</b>	<b>Student Rights Students have the Right to:</b>	<b>Consequence for Failing to Assume Responsibility, Failing to Exercise Rights, or Invading the Rights of Others</b>
<b>ACADEMIC:</b> use proper scheduling procedures	counselor, teacher and administrative support in scheduling courses	Student is not scheduled for desired elective or student is in danger of falling behind in credits for graduation
come to class prepared	be fully informed of the requirements and expectations	<u>First infraction</u> - A warning; <u>Second infraction</u> – parent contact (in person, phone call or email); <u>Third infraction</u> – some type of after school option (parent permission) <u>Fourth infraction</u> – 1 hour detention; <u>Fifth infraction</u> – 2 hour detention
maintain academic integrity and honesty	be fully informed of the requirements and expectations	<u>First infraction</u> - 0% grade for the particular assignment, notification of parent, Saturday detention <u>Second infraction</u> - Dropped one letter grade for the marking period in the course in which the second overall offense took place, notification of parent, 1-3 days In-School suspension <u>Third infraction</u> - Failure for the course in which the third overall offense took place, notification of parent, 3-5 days In-School suspension
complete assignments	be fully informed in a timely manner of the requirements and expectations of all assignments	<u>Persistent neglect of studies/habitual failure to complete assignments</u> - <u>First infraction</u> – Parent contact (in person, phone call or email); <u>Second infraction</u> – Some type of after school option (parent permission); <u>Third infraction</u> – 1 to 2 hours detention; <u>Fourth infraction</u> – Parent/teacher meeting with administration or guidance counselor. Also consider student attending this meeting.
maintain passing grades	be fully informed of their grades and grade point averages in each class and as a whole	<u>3 or more failing grades</u> - <u>First infraction</u> – Parent contact (in person, phone call or email); <u>Second infraction</u> – Some type of after school option (parent permission); <u>Third infraction</u> – 1 to 2 hours detention; <u>Fourth infraction</u> – Parent/teacher meeting with administration or guidance counselor. Also consider student attending this meeting.
maintain proper academic standing	be fully informed of the infractions and the plan to improve academic performance	<u>Accumulation of academic infractions</u> -parent/teacher(s)/student conference to develop a plan to improve performance

<p><b>ATTENDANCE:</b> attend school as defined by Pennsylvania Compulsory Attendance Laws</p>	<p>Be excused from school for illness, family emergency, prearranged doctor and dentist appointments, bonafide religious holidays, and up to 5 educational trips and 2 days for college visitations or for career or military testing</p>	<p>When a student is absent 3 times and the absences are unlawful or unexcused, parents/guardians will receive a notice that the next unexcused absence will result in a fine. When a student has <u>a total of 6 absences</u>, parents/guardians will receive a letter. When a student is <u>absent for 10 days</u>, medical documentation will be necessary for each additional day.</p>
<p>have a parent/guardian call school by 8:30 a.m. when he/she is going to be absent</p>	<p>the assurance of more accurate recording of attendance</p>	<p>Danger of having absence improperly recorded</p>
<p>bring a note from a parent/guardian upon return to school</p>	<p>attendance being accurately recorded and available to students and parents/guardians</p>	<p>After failing to bring a note for 3 days, the absence(s) are recorded as unexcused.</p>
<p>get to school on time</p>	<p>attendance being accurately recorded and available to students and parents/guardians</p>	<p>3 Unexcused tardies to school for the marking period- Warning, notification of parent 4 Unexcused tardies to school for the marking period-1 hour detention 5 Unexcused tardies to school for the marking period- 2 hours detention 6 Unexcused tardies to school for the marking period- Saturday detention 7 Unexcused tardies to school for the marking period-1 day in-school suspension 8 Unexcused tardies to school for the marking period - 1-3 days in-school suspension</p>
<p>use proper procedures when leaving school grounds during the school day</p>	<p>be allowed to leave campus for appropriate reasons if they use proper procedures</p>	<p>1st Offense - Saturday detention 2nd Offense - 2 Saturday detentions 3rd Offense - Up to 10 days Out of School Suspension</p>
<p>get to class on time</p>		<p>Students will receive a warning directly from the classroom teacher for whose class they are tardy. Each additional tardy to that class will result in a detention assignment.</p>
<p>attend all classes</p>	<p>attendance being accurately recorded and available to students and parents/guardians</p>	<p>Class Cut 1 - Saturday detention Class Cut 2 - 2 Saturday detentions Class Cut 3 - 3 days in-school Class Cut 4 - 5 days in-school suspension/ Class Cut 5 or More - 10 days in-school suspension Cutting Full Day of School- Saturday detention/truancy fines, restricted from attending extra-curricular events without permission of the administration Cutting 2nd Full Day of School - 2 Saturday detentions/truancy fines, prohibited from attending extra-curricular events without permission of the administration Cutting 3rd or More Full Days of School- Up to 10 Days Out of school Suspension and truancy fines issued</p>

<p><b>STUDENT CONDUCT:</b> follow rules established by the Board of School Directors, by administrators, and by teachers to help promote a safe and healthy learning environment or which are necessary for their health, safety, welfare, or for the efficient operation of the school</p>	<p>be made aware of the procedures, rules and regulations learn in a safe and healthy environment be allowed to take advantage of the opportunities the school has to offer be treated fairly, but firmly, when disciplinary infractions occur</p>	<p><u>Level 1, 2, and 3 Infractions</u> - Students will be disciplined appropriately within the guidelines of School Board Policy 218.</p>
<p>help maintain an orderly and safe classroom environment</p>	<p>learn in a safe and orderly classroom environment</p>	<p><u>Level 1 Infractions</u> - 1 or 2 hours of detention <u>Level 2 Infractions</u> - Saturday detention and/or 1-5 days in-school suspension and/or prohibited from attending field trips/school sponsored activities <u>Level 3 Infractions</u> - Up to 10 days out-of-school suspension and restricted from attending field trips/school sponsored events</p>
<p>maintain proper behavior during all school sponsored activities on and off campus</p>	<p>learn and have fun at school sponsored activities in a safe, healthy and orderly environment</p>	<p><u>Level 1 Infractions</u> - 1 or 2 hours of detention <u>Level 2 Infractions</u> - Saturday detention and/or 1-5 days in-school suspension and/or prohibited from attending field trips/school sponsored activities <u>Level 3 Infractions</u> - Up to 10 days out-of-school suspension and restricted from attending field trips/school sponsored activities and a hearing with the Board of School Directors</p>
<p>treat faculty, staff and students with respect</p>	<p>be treated with respect</p>	<p><u>Level 1 Infractions</u> - 1 or 2 hours of detention <u>Level 2 Infractions</u> - Saturday detention and/or 1-5 days in-school suspension and/or prohibited from attending field trips/school sponsored activities <u>Level 3 Infractions</u> - Up to 10 days out-of-school suspension and restricted from attending field trips/school sponsored activities and a hearing with the Board of School Directors</p>
<p>leave all unnecessary personal items at home (including expensive items, ones which can create a disruption, or items which are dangerous). <b>Students are not permitted to have skateboards on campus at anytime.</b> Aerosol sprays are not permitted in school.</p>	<p>receive support from the teachers and administration in safely securing such items if it is absolutely necessary to bring them to school</p>	<p><u>Level 1 Infractions</u> - 1 hour detention for bringing items which are restricted or interfere with the learning process. Items of value are here totally at a student's own risk. <u>Level 2 Infractions</u> - Carrying items which could potentially injure or hurt a student: Up to 10 days in-school suspension</p>
<p>utilize proper procedures when moving through the halls, using the rest room, or other activities which require movement through the halls at times other than specified</p>	<p>be allowed to move around the building at times other than specified</p>	<p><u>Level 1</u> - Depending on the situation - A minimum of 1 hour detention. However, a tardy or class cut may be recorded if the student reports without a proper pass or fails to notify the supervising teacher about their location. Students may also be placed on restricted locker and/or hallway passes. <b>(Legitimate Emergencies Excluded)</b></p>

enter and use the school facilities and school property in an appropriate fashion	have access to school facilities and property within the guidelines established by the Board of School Directors and administration	<u>Level 1 Infractions</u> - 1-2 hours detention <u>Level 2 Infractions</u> - Saturday Detention/ Restitution, and/or 10 hours community service <u>Level 3 Infractions</u> - Saturday Detention/ Restitution, 20 hours community service, a minimum of 3 days in-school suspension and restricted from attending field trips/school sponsored activities and/or a hearing with the Board of School Directors.
use appropriate language	have appropriate language used with them	<u>Level 1 Infractions</u> - 1-2 hours detention <u>Level 2 Infractions</u> -Saturday Detention
return all correspondence in an appropriate manner	open lines of communication with teachers, counselors, and administration	<u>Level 1 Infractions</u> - 1 hour detention <u>Level 2 Infractions</u> - 2 hours detention <u>Level 3 Infractions</u> - (Including Forgery) Saturday detention
meet all obligations including financial	be fully advised as to any obligations and any costs related to school work and extracurricular activities	<u>Level 1 Infractions</u> - Depending on the obligation - library fines, shop bills, property damage or lost, bills for athletic equipment, bills for postage, money collected for class fund raisers and not turned in may result in, a student's report card being held. Other bills which are voluntary, such as class dues, may result in a student being prohibited from attending those activities for which the money is intended.
make proper use of the cafeteria	have access to the cafeteria within the guidelines established by the administration	<u>Level 1 Infractions</u> – May result in a warning, assigned or restrictive seating, loss of recess privileges, and/or a one hour detention. <u>Level 2 Infractions</u> – Will result in a two hour detention and may also include removal from the cafeteria, assigned or restrictive seating, a loss of recess privileges, and/or cleaning. <u>Level 3 Infractions</u> – Will result in removal from the cafeteria and up to 10 day of suspension. Upon the return from suspension, the student will be placed on restrictive seating for a minimum of 45 days.
use proper procedures when utilizing the services of the school nurse	utilize the services of the school nurse for health and personal reasons	<u>Level 1</u> - Depending on the situation - A minimum of 1 hour detention. However, a tardy or class cut may be recorded if the student reports without a proper pass or fails to notify the supervising teacher about their location ( <b>Legitimate Emergencies Excluded</b> )

dress properly	dress in a manner within the guidelines established by the administration to reflect their individual expression and tastes	<p>First Offense: The student will be sent home or retained in the office or in the in-school suspension room until a parent/guardian provides a proper change of clothing. Parent or guardian will be notified of offense.</p> <p>Second Offense: The student will be assigned a one or 2-hour detention. Parent or guardian will be notified of offense.</p> <p>Third Offense: The student will be assigned a Saturday detention. Parent or guardian will be notified of offense.</p> <p>Fourth Offense: Principal will determine appropriate consequence which could include suspension and/or a hearing before the Superintendent and/or the Board of School Directors.</p>
work with South Middleton Township Fire Police	have the services of the South Middleton Twp. Fire Police to help ensure safety, security, & order at school sponsored events and to expect the support of the police on duty when appropriate	<p><u>Level 2 Infractions</u> - 1-3 days in-school suspension and/or 1-5 days loss of driving privileges and/or 2-4 hours detention</p> <p><u>Level 3 Infractions</u> - Removed from activity and prohibited from attending field trips/school sponsored activities and/or a hearing with the Board of School Directors.</p>
serve detention when infractions of the rules calling for detention occur	know why they are being assigned detention, when the detention is assigned, to be given at least a 4 school day notice before the detention is to be served, and to be allowed to serve the detention early during a regularly scheduled detention session	<p>Failure to Serve After School Detention</p> <p>First Offense - Double the hour(s) of detention</p> <p>Second Offense – Saturday Detention</p> <p>Failure to Serve Saturday Detention</p> <p>First Offense – 1 day in-school suspension.</p>
maintain proper behavior on the buses	ride the buses when following the rules and regulations	<p><u>Level 1 Infractions</u> - Conference with principal and parents contacted and/or a warning, and/or 1-2 hours detention</p> <p><u>Level 2 Infractions</u> - Conference with principal, bus driver, and parents and 2-4 hours detention, and/or 3 days in-school suspension, and/or up to 5 day loss of bus riding privileges</p> <p><u>Level 3 Infractions</u> - Conference with principal, parents, and bus driver, and up to 10 day loss of bus riding privileges; and/or 5-10 days in-school, and/or a hearing before the Superintendent, and/or permanent loss of bus riding privileges</p>

not to use tobacco products	attend school during regular school hours in a smoke free environment	Any person in violation of Act 145 of 1996 School Tobacco Control Act shall be guilty of a summary offense, and upon conviction before the district justice shall be punished by a fine up to \$300.00.
not to use drugs or alcohol	receive appropriate support and education about the use of drugs and alcohol; receive support from school nurse, guidance counselors, and Student Assistance Team in dealing with these issues if necessary	<u>Level 3 Infractions</u> - 10 days out-of-school suspension, hearing with the Superintendent and/or Board of School Directors and administrative referral to Student Assistance Team

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

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

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

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

1. Teacher and administrative referrals should be sent directly to the assistant principal's office.
2. In the event of a Level 1 referral, only the referral form needs to be sent to the office. If the student feels there is a discrepancy with a referral, or a problem with the situation or assignment, he/she should arrange to meet with the assistant principal at the first opportunity. After a thorough and careful review of the case, the administrator will take appropriate action in accordance with the School Board's discipline policies and in light of the student's discipline history. (See Pages 4-10 and Page 9 "Persistent and Troublesome Conduct")
3. In the event of a Level 2 or 3 referrals, the student should be sent directly to the office and the referral should follow as quickly as possible. The teacher will notify the office the violator is on the way. The forms must follow by the most expedient means possible. If the student refuses to comply, an administrator shall be called.
4. For every Level 2 and Level 3 referral, the principal or assistant principal shall complete a thorough and careful review of the case. The administrator shall then take appropriate action in accordance with the School Board's discipline policy and in light of the student's discipline history. (See Pages 4-10 and Page 9 "Persistent and Troublesome Conduct")
5. A referral should contain all of the vital information including a full description of the incident, the desired action on the referral, and, if applicable, what the student must do to correct his/her behavior.
6. A copy of the referral should be given to the student when it is issued. At the teacher or administrator's request, the student must take his copy home and have it signed by his/her parents.
7. Parents shall receive a copy of each discipline referral by mail and in more serious cases will be contacted by telephone or requested to come in for a conference.
8. The student's guidance counselor shall be notified of each referral.
9. The administrator shall maintain discipline files and will fully record each incident and his/her disposition of the case.

## **ACADEMIC STANDARDS:**

## **Letter Grade Equivalencies**

**A = 93% to 100%**

**B = 85% to 92%**

**C = 77% to 84%**

**D = 70% to 76%**

**F = less than 70%**

Incomplete grades received during a marking period must be completed within two (2) weeks of the assignment due date. If not completed, an "F" for the work will be averaged into the other work for the marking period. Very extenuating circumstances will be given special consideration. It is the student's responsibility to contact the teacher to obtain the make-up assignments that were missed during the excused absence.

### **Honors Programs:**

**Honor Roll** - will reflect outstanding academic achievement in all subject areas. Distinguished = 93% and above in all subjects graded by percentage; plus all A's and B's in subjects graded by letter; Honors = 85% and above in all subjects graded by percentage; plus all A's, B's, and C's in subjects graded by letter.

### ***Syllabus:***

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

### **Homework**

Homework is an essential part of the total education of the student. It provides the opportunity for the student to:

1. Practice, apply, integrate or extend school learning.
2. Reinforce independent work-study skills.
3. Develop self-discipline.

Middle Level students should expect 60 to 80 minutes of homework per night. Teachers need to assist students in understanding the importance of:

1. Using an assignment book.
2. Understanding and planning for long-term and short-term assignments.
3. Establishing priorities and setting goals.

Homework assignments will be meaningful and based on student needs. Assigned homework will be integrated into class discussions and relevant to current learning of the student. Teacher discretion is to be used in the manner to how homework is checked and graded. Homework assignments, if accepted, after the due date are subject to a reduction in grade. Teacher discretion is to be used as to what credit, if any is given for late assignments.

Students will have one school day for each excused absence day to make up any assignments missed during the student's absence. If able, teachers will honor reasonable requests by parents to have homework sent home for students who are absent.

### **Extra Credit Projects & Assignments**

Extra credit may only be given if all other assigned work is completed. It must be meaningful to the curriculum of the class in which it is assigned. Teacher discretion may be used in allowing extra credit. Extra credit is not intended to replace assigned projects that were not completed by a student. To this end, extra credit should be in addition to, not in place of, assigned work. Extra credit may only count as two (2) additional percentage points added to the final marking period grade in which the assignment or project is completed. If extra credit results in a marking period average of over 100%, any points over 100% will be transferred to the next marking period. These guidelines do not apply to bonus questions on tests or quizzes.

### **Middle Level Promotion/Retention Policy:**

Students are expected to achieve a grade of 70% in order to be promoted in each subject area. If a student does not achieve a 70%, he/she will be expected to remediate the deficiency through summer school, through approved tutoring (thirty hours) or by completing an approved correspondence course. The guidelines below are to be followed when determining if a student should be retained or promoted to the next grade level.

#### **Core Courses:**

Any middle level student who fails four or more core classes will automatically be retained and will repeat the grade level during the next school year.

Any middle level student who fails three core classes must make up a minimum of two classes during summer school, through approved tutoring (thirty hours) or completion of a correspondence course. If the student does not make up two classes, he/she will be retained and will repeat the grade level during the next school year.

Any middle level student who fails two core classes must make up a minimum of one class during summer school, through approved tutoring (thirty hours) or completion of a correspondence course.

Any middle level student who has failed a total of four core classes during the sixth, seventh, and eighth grade years must make up a minimum of two classes during summer school, through approved tutoring (thirty hours) or completion of a correspondence course. If the student does not make up at least two classes, the student will be retained and will repeat the eighth grade year.

Any middle level student who fails the same core class two years in a row must make up the class during summer school, through approved tutoring (thirty hours) or completion of a correspondence course.

#### **Team Decisions Regarding Retention:**

If, in the event parents or educators feel it is in the best interest to promote or retain a student outside these guidelines, a team will be convened comprised of the parents/guardians, counselor, teachers, and principal, and collectively they will determine if a student should be promoted or retained and, if applicable, how the student will be remediated.

### **ATTENDANCE POLICIES:**

Students are able to take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Any child who has attained the age of eight (8) years prior to February 1st of any school year, or who has entered school at an earlier age and who has not yet attained the age of seventeen (17) years, nor graduated, shall be required to attend school regularly during the entire school year.

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

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

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

**Unexcused Absences** - Students will be considered unexcused if they are absent for any reason other than above including:



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

**Arrival/Departure Times and Absences** - Students who are entering or exiting school at times other than normal arrival and dismissal hours will be accounted for attendance using the following standards:

1. Students arriving to school prior to 9:20 a.m. will be considered tardy to school.
2. Students arriving to school after 9:25 a.m., but before 11:55 a.m. will be considered absent a ½ day.
3. Students arriving to school after 12:00 noon will be considered absent a full day.
4. Students departing during the day with a valid reason and returning the same day will not be considered absent if away from school less than three (3) hours.
5. Students departing during the day with a valid reason and returning the same day will be considered absent a ½ day if away from school for more than three (3) hours.
6. Students departing during the day with a valid reason and returning the same day will be considered absent a full day if away from school more than four (4) hours.
7. Students who are recorded as absent for a full day of school will be prohibited from participating in co-curricular or extra-curricular activities on that day.
8. Students who are absent for more than half a day with **pre-approval** by the administration may be allowed to participate in co-curricular or extra-curricular activities with proper documentation.
9. **Coaches and activity directors may require students to be present at school for more than half a day in order to participate in an event, but may not waive the minimum half day requirement. Students should consult their coaches and directors.**

**Return From Absence Procedure** - Students returning from any absence such as illness, educational field trip, etc. will report to the office between 7:15 and 7:28 A.M. with a note from their parent/guardian. Students returning at any other time from an absence/early dismissal will report directly to the school office with a parent/guardian to be signed into school. In cases of medical appointments, verification from the medical professional is needed. An admission slip will be given to the absentee admitting him/her to all classes. **Teachers will not admit returning absentees without the admission slip.**

**Writing Excuses** - All students are required to present written documentation when absent, tardy, or leaving school early. The following information needs to be included when writing excuses for an absence, a tardy, or when leaving school early; student's name, grade, and homeroom, the date, the date of absence or tardy or early dismissal, the reason for absence or tardy or early dismissal, and the signature of a parent/guardian (**emails will not be accepted**). A doctor's signature is required if the student has accumulated ten (10) absences.

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

1. In case of illness, the parent/guardian or pre-authorized person shall be contacted.
2. If any police or court official requests the dismissal of a pupil during school hours, parent/guardian shall be notified prior to release of the student.
3. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them when school is not in session. A written request from the pupil's parent/guardian must verify

- early dismissal by phone or by office visit. Students will not be released for early dismissals until parent contact has been made. Returning students must have written verification from the doctor's office.
4. Parents/Guardians must come into the office to sign-out students when they leave the building. If the student is signing him/herself out and the student is not 18 years old he/she will supply the name, address and phone number of the doctor that he/she is visiting.

Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, driver's test without teacher, scouts, etc. No school or class may be dismissed before the regular hour for dismissal, except with the approval of the Superintendent of schools or designee.

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

1. Disciplinary action will be taken on all trancies or if a student leaves school premises during school hours without permission of the administration.
2. Students will be allowed three (3) unexcused absences before citations (fines) are issued. When a student has been absent three (3) days, and the absences are unlawful and unexcused, an official notice is sent to parents/guardians informing them that all additional unexcused absences will result in citations (fines).
3. A letter will be sent to parents/guardians of students who have been absent six (6) days regardless of the reason for the absences.
4. When a student accumulates ten (10) absences regardless of the reasons, medical documentation will be required for each subsequent absence. If medical documentation is not received, the absence(s) will be unexcused and, if the student is of compulsory attendance age, and has received the three (3) day notification for unexcused absences, the student is subject to fine without further notice.
5. Continued absences after parent/guardian notification by letter will result in a parent/guardian conference with school officials.

**Educational Field Trips** - At least five (5) school days notice is required. A student will be permitted to be absent a maximum of five (5) school days per school year for educational field trips. All days beyond the allowed five (5) will be deemed to be unexcused. Students or parents are required to obtain prior administrative approval by completing the proper forms. The proper forms may be obtained from the school office. It is the student's responsibility to fill out the form completely and return it to the teachers and building principal for approval.

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

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

**Tardiness** - Any student arriving late to school must report to the school office for a pass before going to class. If a student is late to class during the day because he/she was detained in his/her previous class, the prior teacher should give him/her a pass. The office does not issue tardy slips when a student is late to class other than upon arrival to school.

If a student is tardy to class during the school day, he/she should report directly to his/her classroom and not to the

school office. The teacher shall admit the student and issue the student a warning. Passes will not be issued to students between classes by the office, unless the office is responsible for the student's tardiness. After being warned in a given class, each additional tardy to that class will result in a detention assignment. If a student accumulates 6 detentions as a result of Tardies they will receive 1 day in-school suspension and 2 hours detention. If a student receives 7 detentions as a result of Tardies they will receive 3 days in-school suspension and 4 hours detention. In the event a student has a habitual tardy problem over 2 marking periods, restrictions will be placed on locker access and hall passes. Parents/Guardians shall be notified for each tardy which warrants a disciplinary action beyond a warning.

**Class Cut Policy** - A student who is determined to have cut (unexcused absence) a class, study hall, or a non-academic class shall not be given credit for the class missed and shall be given a zero (0) for the missed work in addition to the consequences listed on pages 5. A written notification of each violation will be sent to the student's parent/guardian.

**Automated Notification System** – The South Middleton School District uses an automated message system in the event of weather related schedule changes and other emergencies. The news media and District website [www.smsd.us](http://www.smsd.us) will continue to be used in addition to the automated system.

In the event of school delays, cancellations, or early dismissals, the automated system has the ability to contact every parent within a half-hour time period. Each message is customized and will provide details specific to the event. You will be contacted only in the event of a situation immediately impacting your child that requires parental action.

Participation in the automated message notification system is not automatic. If you wish to opt-in to this system, you will be asked to fill out an Automated Notification System form and return it to school with your child. You have the option to opt-out of this service at any future time. Please note that ALL methods you provide on this form will be contacted. Automated messages will be dispatched only between the hours of 6:00 AM and 10:00 PM. Upon call pick-up, a pre-recorded voice message will play; upon pick-up by an answering machine, the message will be left on the machine. If your line is busy, the system will continue to redial for up to one hour. Should you have questions on the automated system, please contact the building principal.

**Correspondence** - Students are responsible for assisting with communication between home and school. All correspondence that is mailed to parents/guardians is designated as “To the Parents or Guardians of...” or with the parents’/guardians name. All correspondence for parents/guardians and students will be designated “To the Family of...” or with the student’s name.

Students are expected to give any correspondence directly to their parents/guardians and return them promptly with a parent signature. Interfering with school correspondence or failing to meet the responsibility of delivering and returning correspondence will result in disciplinary action.

### **BULLYING/CYBERBULLYING:**

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

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

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

**Bullying**, as defined in this policy, includes cyberbullying (for more information see school policy 249).

**BUS SAFETY AND REGULATIONS:**

Student behavior is a critical factor in bus safety. Bus drivers must constantly be involved with their bus, road conditions, pedestrians, students entering and exiting the bus, and other drivers. When a driver's attention is called from the road, even for a split second, the chance of an accident increases. Maintaining good order on school buses requires the cooperation of parents/guardians, teachers, principals, drivers, and especially the students.

Students should be at their assigned bus stop five (5) minutes prior to the arrival time of the bus. While waiting for the bus, students are to remain well off the roadway. Upon dismissal, students must go directly to their lockers and to the buses. **NO ONE SHOULD WALK IN FRONT OF THE BUSES.** Students should enter and exit buses in an orderly manner, keep the aisles clear, and obey all instructions.

Students may be cited for disciplinary infractions from the time they arrive at the bus stop in the morning until they return home again in the afternoon. Students may be cited for, including but not limited to, the following reason:

<p><b>Level 1 -</b>          Disruptive behavior          Disrespectful to driver          Refusal to follow instructions          Inappropriate language          Food on the bus          Leaving a mess on the bus</p> <p>Carrying glass containers on the bus          Out of seat while bus is moving</p>	<p><b>Level 2 -</b>          Accumulation of Level 1 Offenses          Bringing flammable and/or explosive materials including but not limited to cigarette lighters, or fireworks          Defiant/Disrespectful          Refusal to follow instructions</p> <p>Disruptive          Inappropriate language          Throwing objects in or out of the bus          Forgery of bus passes          Improper use of standard bus procedures          Not properly participating in evacuation drill</p>	<p><b>Level 3 -</b>          Accumulations of Level 1 and 2 Infractions          Vandalism          Actions so disruptive it seriously endangers the lives of others          Possession or use of drugs or alcohol</p> <p>Possession or use of tobacco products          Fighting</p>
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**Level 1 Infractions** - will result in a conference with the principal, parents will be contacted and/or a warning, and/or 1-2 hours detention will be assigned.

**Level 2 Infractions** - will result in a conference with the principal, bus driver and parents, and 2-4 hours detention, and/or 1-3 days in-school suspension, and/or up to five (5) days loss of bus riding privileges.

**Level 3 Infractions** - will result in a conference with the principal, bus driver and parents, and up to 10 days loss of bus riding privileges; and/or 5-10 days in-school suspension, and/or a hearing before the Superintendent, and/or permanent loss of bus riding privileges.

**Only South Middleton School District students are permitted to ride the buses.**

**Bus Passes** - Students needing to ride on a bus other than their regular scheduled bus must have a note from their parent/guardian requesting the change. If this involves riding the bus with another student, notes from both parents/guardians must be presented to the office for administrative approval (emails will not be accepted). Requests will not be taken over the telephone for these changes. Emergencies will be handled on a case-by-case basis. Students are transported to and from home only. In the event of a long term change in busing, parent/guardian must contact the business office at 258-6484 ext.1525.

In an attempt to ensure order and safety on our buses, students may be audio and/or videotaped on the bus.

## **CAFETERIA PROCEDURES:**

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

1. All 6<sup>th</sup> grade students will sit with their homerooms and teachers will walk students to and from the cafeteria during the first 6-day cycle.
2. After the first cycle, students will be allowed to select their seats as long as they maintain appropriate behavior.
3. Students are prohibited from bringing their textbooks to the cafeteria.
4. All students must report to the cafeteria during their lunch. Failure to do so will result in a disciplinary action.
5. Students must form and keep a single line at each service area.
6. Students should be seated and remain seated at their table. Students must raise their hand and get permission to leave their seat.
7. Students may leave the cafeteria during the lunch period only with the permission of the teacher(s) or aides(s) in charge.
8. Students are not allowed to throw any object - no matter how small, or however short a distance.
9. Students must refrain from pushing, jostling, and asking lunching neighbors for money.
10. Conversations at lunch tables are not only permitted, but desirable. However, loud and boisterous talking, yelling, screaming, etc. are definitely not acceptable.
11. Students are not to take food of any kind from the cafeteria.
12. Students may not eat or drink in the halls. Students may eat in areas other than the cafeteria only with the permission of the supervising teacher. Students may carry water in clear plastic bottles. Students must bring bottles when they arrive at school. The office will not distribute water bottles.
13. Students must use trays, especially with salads, and are expected to leave the tables clean and suitable for lunch by other students.
14. All students are responsible for keeping their area clean and are expected to return all utensils, plates, trays, etc. to their proper locations.

Students not abiding by cafeteria behavioral procedures will be given appropriate disciplinary consequences including assigned seating, responsibility for cleaning the cafeteria, detention, or suspension.

## **RECESS PROCEDURES:**

**Recess Procedures** - As long as students maintain appropriate behavior, they may move to the courtyard when they have finished eating. The following rules will apply:

1. Students who wish to go outside will be permitted to do so only if they are wearing appropriate clothing for the weather.
2. Students will be excused by table only after the area is clean.
3. Students are not permitted to move outside unless they have the permission of a cafeteria monitor.
4. Students must move to the courtyard in an orderly fashion. Running, pushing or horseplay is strictly prohibited.
5. Students may use the courtyard and adjacent grassy area. Students must stay within the wall or on the grass away from classroom windows.
6. Students may not cross the macadam or enter the parking lot.
7. Students are prohibited from entering the garden beds or leaning on the trees.
8. Once a student has exited for recess they are not permitted to return inside until the end of the period.
9. Students may sit against but not on the wall.
10. Students must return to their cafeteria seats prior to dismissal from lunch.

Students not abiding by recess behavioral procedures may be cited for disciplinary infractions. All school rules apply during lunch and recess. Students may be cited for, including but not limited to, the following reason:

Level 1	Level 2	Level 3
May include but not limited to: Not Sitting in Assigned Seat Disruptive Behavior Not Following Instructions Loud Talking/Screaming Leaving Trash Running Cutting in Line Taking Food from Cafeteria Bringing textbooks into the cafeteria	May include but not limited to: Accumulation of Level 1 Infractions Failing to Report to the Cafeteria Refusal to Follow Instructions Leaving Seat/Cafeteria Without Permission Disrespectful Behavior Throwing Objects Not Returning Trays and Supplies to Their Proper Location. Horse Play Sitting on the Wall Hanging or Stepping on Trees/Shrubs	May include but not limited to: Accumulation of Level I and II Infractions Endangering Others Rude, Defiant, Disrespectful, or Challenging to Authority Fighting Vandalism

Level 1 Infractions may result in a warning, assigned or restrictive seating, loss of recess privileges, cleaning, and/or a one-hour detention.

Level 2 Infractions will result in a two-hour detention and may also include removal from the cafeteria, assigned or restrictive seating, a loss of recess privileges, and/or cleaning.

Level 3 Infractions will result in removal from the cafeteria and up to 10 days of suspension. Upon the return from suspension, the student will be placed on restrictive seating for a minimum of 45 days.

### Meal Charges

1. Students must have the proper paperwork completed and returned to the cafeteria manager in order to be eligible for free or reduced lunch.
2. For information about the online meal purchasing plan go to <https://www.myschoolbucks.com> or call 717-258-6484 Ext. 1016 or 1116
3. **After a negative balance of \$10.00 or more, students will not be allowed to charge A La Carte items, ice cream, extra milk and extra entrees until the balance is paid.**
4. The student will be verbally notified that his/her account has a negative balance. Although written notification of accounts with low or negative balances are sent to the student and parent(s), the account balance may be influenced by processing time. Therefore, it is the responsibility of the student and parent to monitor the balance of the lunch account.

### Nutrition Standards for Competitive Foods in Pennsylvania Schools

Public Law 108-265, the Child Nutrition Act of 2008 requires all Local Education Agencies participating in the National School Lunch Program to develop local wellness policies. One requirement of the law is that nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity.

On June 5, 2006 the South Middleton School District's Board of School Directors adopted a Student Wellness Policy. South Middleton School District recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, development and readiness to learn. The School District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about participating in positive dietary and lifestyle practices that can improve student achievement.

The following standards are for competitive foods and do not include foods provided through the National School Lunch Program because these meals are required to comply with Federal Nutrition Standards. The following policy applies to all buildings and all grades during the school day.

### **Classroom Parties/Holiday Celebrations:**

Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will provide the following:

- Offer fresh fruits and vegetables.
- Offer only water, 100% fruit juice or milk.
- Offer foods with minimal to no trans fatty acids.
- Offer food items that contain >2 grams of fiber per serving.
- Offer foods with moderate amount of sodium.
- Do not offer any Foods of Minimal Nutritional Value.
- All foods must be offered in single serving sizes.
- All food items must provide less than 250 calories per serving.

A list of items listed below meets the guidelines:

- Fresh Fruit
- Fresh Vegetables
- Low Salt Pretzels
- Lightly Salted Buttered Popcorn
- Baked Original Sun Chips
- NutriGrain Bars
- Baked Cheetos Crunchy
- Baked Garden Salsa Sun Chips
- Baked Doritos Chips
- Baked Harvest Cheddar Sun Chips
- Baked Jax Cheese Twists
- Baked Lay's Chips
- Water (any size)
- 100% Juices (8oz. Elementary & 12oz. Secondary)
- Lowfat or Skim Milk (8oz. Elementary & 12oz. Secondary)

**All Classroom Parties and/or Celebrations must be approved by the Building Principal.**

**All Birthday Parties will be held once a month for the birthdays of that month.**

### **Food as a Reward:**

Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes positive nutritional message (i.e., guest chef, field trip to a farm or farmers market, etc.).

## **CARE OF THE BUILDING, GROUNDS, AND EQUIPMENT:**

1. All rules, regulations, and procedures of the South Middleton School District and Yellow Breeches Middle School apply to all students, at all times, when they are in or on any property owned, rented, or leased by the South Middleton School District, or on any school sanctioned field trip, activity, or athletic event.
2. Students are asked to exercise good judgment in the care of buildings, grounds and equipment. Consider the school as your home and act accordingly. Remember the taxpayers, including your parents/guardians, pay for the school and all damage done to it.
3. All equipment issued or loaned to you by the school must be accepted by you subject to your custody and care. Equipment lost while under your custody must be paid for by you! This includes athletic equipment.
4. Section 777, of the "School Code of Pennsylvania" states that any person defacing, injuring, or destroying school property shall be guilty of a misdemeanor and subject to a fine of \$50-\$1000 or imprisonment up to six (6) months.

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

### **AVAILABILITY OF ACCESS**

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

Conditions of use for the District's network shall be permitted as long as the user's actions:

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

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt

and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such

regulations and guidelines.

Noncompliance with applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate District policies.

Violations may result in criminal prosecution when indicated in addition to disciplinary action by the District.

Participation in the "Bring Your Own Technology" devices program is strictly optional. Completion of the district BYOT agreement and participation in the orientation is required at the middle school level.



## **PURPOSE**

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

The District will allow middle school and high school students to bring personal technology devices for appropriate use at specified times during the school day: a) before/after school and b) in the classroom when specifically permitted and supervised by the teacher. Currently, ‘allowed devices’ include laptops, net books, tablets, and eReaders. Currently, Smartphones and Handheld internet-accessible devices are permitted for students at the high school level.

The purpose of this program is to engage students and to enhance the learning process. Teachers are encouraged to prepare activities that promote this initiative and to apply limits, appropriately. Unless the teacher specifically authorizes their use, personal technology devices should be turned off and put away, while in that classroom environment.

At no time are personal electronic devices to be used in locker rooms, restrooms, hallways, the guidance office, or the nurse’s health suite.

No conversations, activities, or likenesses are ever to be recorded or posted to the Internet without prior notification and consent. Abusers will be disciplined, their devices confiscated, and parents will be notified.

Participating district personnel and secondary students are required to access the Internet via the SMSD wireless network while using approved devices with consent and under direct supervision of the classroom teacher by the authority of the building principal. While these devices may have the internal capability to use private (4G) network, this accessibility on school grounds is expressly prohibited. Students and staff are required to authenticate their login via the District’s filtered network, in compliance with the Children’s Internet Protection Act and (CIPA). Users may not disable, override or circumvent these district technology filters and protective measures.

Many SMSD teachers and their students utilize online resources for personal productivity and academic purposes. There are also students and staff members who require specialty software products not licensed by the District, or that require file space exceeding our parameters. Allowing the use of personal technology devices will facilitate timely and on-going accessibility for these users to their resources (software, bookmarks, hard drive, etc.), will enhance productivity, and increase the opportunity for success.

## **WIRELESS INFORMATION**

When a student brings his/her own technology device onto the middle school or high school campus, it is mandatory that these devices connect to the Internet via the SMSD filtered wireless network. For example, a Boiling Springs High School student must choose “Visitor” from the available networks list, and sign-in using their username and password. By authenticating and logging onto the SMSD network, the user is agreeing to comply with the terms of the Acceptable Use and Electronic Devices Policies. Once on the District network, all users will have filtered Internet access on their personal equipment in compliance with the Children’s Internet Protection Act (CIPA).

## **ACCEPTABLE DEVICES**

**Computers** – Laptops with either Windows or Apple operating systems are permitted on the District network. It is expected that these devices will have (1) an updated web browser from which students are able to access necessary tools, (2) current antivirus software; and (3) be maintained to work properly and hold a charge during the school day. Be advised that some computers that use proprietary browsers, do not permit you to download Firefox or Internet Explorer, or do not support simultaneous accessibility and utilization of multiple windows, may not be compatible with the school network.

**Tablets and eReader devices** – Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iPads, Android tablets (Samsung Asus, etc.), and eReaders (Kindle Fire, Nook HD, etc.).

**Handheld Devices** – Smartphones and other handheld devices that have the ability to access the Internet via a browser without using their personal (4G) capabilities will be permitted on campus for instructional purposes. At no time are these devices to be used in locker rooms, restrooms, hallways, or the guidance and nurse’s offices. No conversations, activities, or likenesses are ever to be recorded or posted to the Internet without prior notification and consent. In the Middle School handheld devices are to be turned off and secured in lockers between the hours of 7:15AM and 2:45 PM.

**Private (4G) Network and Hotspot Access is Prohibited:** Mobile devices such as laptops, tablets, handhelds, and eReaders, are often equipped with private 4G wireless service provider accessibility. However, the District is unable to filter, monitor, or protect students on private networks in compliance with the Children’s Internet Protection Act, federal legislation. Complying students and employees will bring 4G-enabled devices to a browser, deactivate pop-up blockers, and auto join options, to authenticate and use the District’s filtered Wi-Fi connection. Violators may have their devices confiscated, their BYOT participation restricted or revoked, and may be subjected to other disciplinary or legal actions.

*NOTE: To successfully complete the “authentication process” that provides connection to the internet, you must be able to turn “Off” the pop-up blocker, auto join, and auto log-in, enabling multiple browser windows to remain open at the same time.*

### **COMPUTER POLICY:**

South Middleton School District (SMSD) has adopted a Mission Statement and series of goals known as “Vision 2000”. Part of this mission is to “provide all students with a quality education,” and specifically to “provide computers and other technologies throughout the district.” It is the goal of SMSD to prepare students to become computer literate in an increasingly technological world. In fulfillment of this mission, SMSD has implemented an extensive internal computer network with appropriate educational programs and has established the infrastructure necessary for students and staff to access the Internet. The Internet, as used by students and staff of SMSD, will be solely a tool to facilitate educational research. No other use of the Internet will be endorsed or allowed by SMSD. Specifically, through the use of computers, students and staff will be able to access educational research materials stored on other computers at other facilities located throughout the world. They will also be able to collaborate with other students and peers with Internet access anywhere on Earth! Although this represents a significant opportunity, there are important responsibilities that must be shared among students, parents, and staff. The purpose of this policy is to detail these responsibilities in a manner understandable to all parties involved. Protection of the student is the overriding concern of SMSD. Most of the policy set forth in this document deals with providing a positive and wholesome experience for all students. The Board of School Directors also has a fiduciary responsibility to the taxpayers of SMSD. As a result, this policy involves rules for the protection of District property and assets and adherence to local, state, and federal law.

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

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

**Network Security** - Users may not allow others to access the computer network by sharing account information or passwords. Users may not move, repair, reconfigure, modify, or attach external devices to any network equipment. All malfunctions or problems are to be reported to the Administration. No computer software is to be installed onto any SMSD computer by the staff or students that have not been legally obtained officially through the purchasing office of SMSD. Storage media (diskettes, CD-ROMs) not purchased directly by SMSD may not be inserted into any SMSD

computer. Software copyright infringement has recently become a major focus of law. Severe penalties may result from this activity. This affects not only the offending individual, but also exposes SMSD to legal action. As a result, this practice will not be tolerated and proper software licensing will be aggressively enforced by SMSD. Any question or concern about the legality of software should be referred to the SMSD Administration. Another problem caused by using storage media not purchased by SMSD is the possible introduction of computer viruses into the network. Viruses can also enter the system through files downloaded from the Internet and completely unknown to the user. A computer virus is a software program created for the purpose of disrupting computer systems or destroying information stored on the computer. These insidious invasions can cost thousands of dollars to undo. Certain safeguards are in place to protect the

network; however, this is no guarantee. Anyone who willfully introduces a computer virus onto equipment owned by SMSD will have their computer privileges suspended or revoked and may be held liable for damages. Attempted vandalism to equipment or software will result in suspension or loss of computer privileges or possibly more severe consequences. This includes not only physical destruction of computer equipment, but also destruction of cabling and network infrastructure, attempts to gain unauthorized access by defeating network security (commonly known as “hacking”), attempts to gain access by using a different account or password and destruction or alteration of files.

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

### **DISCIPLINARY ACTIONS:**

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

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

### **Examples of Level 1 infractions for which detention may be assigned include:**

1. not following classroom rules which are within the limits of Board Policy 218 and are necessary to run a safe, orderly, and efficient classroom, and have been properly established and presented to the students
2. students who are disruptive in class, the halls, or on school grounds
3. students who are disrespectful
4. having items which are restricted or can cause a disruption to the learning process in class, including but not limited to electronic devices, hand-held video games, water pistols, etc.
5. having food or chewing gum in the halls and classrooms
6. inappropriate language
7. derogatory comments
8. public display of affection
9. improper dress
10. cutting in the lunch line
11. failure to return correspondence
12. failure to follow school procedures (i.e. Drop/Add, hall passes, locker access . . .)

- 13. students entering restricted areas of the building
- 14. unauthorized use of school property

**Please note: habitual or extreme violation of Level 1 infractions may be considered as Level 2 or 3 infractions.**

All other detention assignments for Level 1 infractions will be made by the administration, including but not limited to failure to serve detention, class cuts, and tardies. All detention assignments for Level 2 and Level 3 infractions will be made by the administration.

**Scheduling Detention** - When a Level 1 Discipline Infraction occurs and a student is assigned a detention, he/she will be assigned to the first scheduled detention hall after four (4) full days from the date of the infraction. **Students are responsible to immediately notify their parents that they have been assigned detention.** Parents will also be notified by the school, by phone or mail. Detention will be a designated, supervised work area. Students assigned to detention must report with a suitable amount of school work to keep them busy for the duration of the detention.

Detention will start promptly at 2:55 p.m. on Mondays and Wednesdays in a designated location. Students who have been assigned an hour of detention will be released at 3:55 p.m. Upon completion of their assigned detention, students will be escorted from the building by the detention monitor. Students are not permitted back into the building. Students should bring all necessary materials to the detention room. The lockers are not accessible after detention.

**Scheduling Saturday Detention** - When a Level 2 Infraction occurs Saturday Detention will be assigned. The student will be assigned to the first scheduled Saturday detention hall after four (4) full days from the date of the infraction. Students are responsible to immediately notify their parents that they have been assigned Saturday Detention. Parents will also be notified by the school by phone and mail. Saturday Detention will be a designated, supervised work area. Students assigned to detention must report with a suitable amount of school work to keep them busy for the duration of the detention. Detention will start promptly at 8:00 a.m. and end at 11:00 AM.

**Failure to Serve Detention** - Detention is to be served by the scheduled date. Detention will not be rescheduled for students unless an extreme situation exists and only if a parent makes a written request. Detention will not be rescheduled for any school related activities including athletics, band engagements, field trips, student council activities, etc.

**The best way for students to avoid conflicts with their personal and extra-curricular schedules and to avoid causing inconveniences for their families will be to follow the rules and not get assigned detention.** In the event a student fails to serve detention he/she will be expected to serve the next available detention(s).

When a student fails to serve detention, the following disciplinary actions will be taken:

Failure to serve detention, first offense	Double the hours of detention
Failure to serve detention, second offense	Saturday Detention
Failure to serve Saturday Detention	1 day in-school suspension

Continued failure to serve regular or Saturday detention will be considered persistent and troublesome conduct as defined in this handbook.

**In-School Suspension:**

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

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

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

**In-School Suspension Rules** - Students on in-school suspension will be isolated in the office and supervised by the principal or his/her designee. Student privileges will be limited and students will be required to abide by the following rules and procedures:

1. Reporting time is immediately upon entering the building; dismissal is when the instructor releases you (2:50 p.m.). Students are to bring all of their books and working materials. If a detention has been assigned in conjunction with in-school suspension, the in-school suspension proctor and the detention monitor will work to transfer the students from one assignment to the next.
2. The office will coordinate assignments for each student with their teachers. However, IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE OFFICE OR THE TEACHER IF WORK HAS NOT BEEN SENT TO THE IN-SCHOOL SUSPENSION ROOM. Students may contact the office any time during the day through the proctor on duty or teacher before 7:28 a.m. or after 2:50 p.m.
3. While attending in-school suspension, students must make extra efforts to keep current on their work. Assignments need to be completed as quickly as possible and returned to the teachers for feedback. IT IS THE STUDENT'S RESPONSIBILITY TO RETURN COMPLETED WORK TO EACH TEACHER. If students need help with this process, they may contact the office or his/her teachers any time during the day through the proctor on duty.
4. No sleeping, slouching, etc.
5. **NO TALKING**, except to the instructor. Only one (1) person is permitted out of the room at any one time.
6. Use only 1st floor lavatories in the middle corridor. **NO TALKING** to and from rest rooms.
7. Lunch will be held in the in-school suspension room. **NO TALKING** going to, while eating, or coming from lunch.
8. At the end of the day, return all materials used to proper places.
9. Any student who violates the in-school suspension rules and procedures may be given additional days suspension.
10. Students are not permitted on school property after school hours and cannot attend or participate in school activities.

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

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

1. Display of insolence and/or disrespect toward persons in authority
2. Stealing
3. Dishonesty
4. Willful abuse or destruction of school property
5. Flagrant and continued violations of existing school regulations
6. Rioting
7. Endangering the health/safety of others
8. Violation of drug policy
9. Gambling
10. Carrying or using weapons on school property (Illegal weapons will be grounds for prosecution.)
11. Extortion
12. Interference with the duty of persons in authority
13. Smoking or possession/use of tobacco products
14. Level 3 Bus or Motor Vehicle Infractions <sup>23</sup>

15. Fighting/Assault
16. Any Level 1 infraction that is habitual or extreme

**Note: The above reasons could warrant in-school suspension at the discretion of the principal/assistant principal.**

**Authority to Assign Out-of-School Suspension –**

The assignment of out-of-school suspension must be made by an administrator.

The Board recognizes the exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.

**Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Every principal of a public school may temporarily suspend any student for disobedience or misconduct (for additional information about suspensions and expulsions see board policy 233)

**Compulsory Attendance Laws and Expulsion** - Students who are under the age of seventeen (17) years of age are still subject to the compulsory attendance law, even though expelled, and must attend school. The responsibility for placing the student in a school rests initially with the student's parent/guardian. However, if the student is unable to attend another public school, and cannot afford to attend or is unable to be accepted at a private school, this district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable to the district, the district must take action in accordance with the provisions of the appropriate juvenile laws to ensure that the child will receive the required opportunity for education. (for additional information see school board policy 233)

**Violation of Controlled Substance/Paraphernalia:**

The Board recognizes that the abuse of controlled substance is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. (for additional information see school board policy 227)

**Drug and Alcohol Prevention and Abuse** - Drug prevention programs should be designed to reach underlying causes of behavior by attempting to improve the potential drug user's emotional environment, self-image, family life and drug information. The Board of School Directors, under the direction of the Superintendent, promotes drug and alcohol awareness for counselors, parents/guardians, and teachers working with students.

Students who have become involved to any degree in drugs or alcohol of any nature outside the confines of school property may present themselves to any certified counselor, school nurse, or psychologist. These students will not be subjected to any school discipline for their misuse of drugs or alcohol. A student requesting help will have no record of his request placed in his personal file. Periodically, the principal will be kept aware of the progress of the program.

At the Middle Level, a variety of courses include information necessary to meet these purposes. In addition, a variety of resources are at the student's disposal. These resources are managed by the guidance counselors, school nurse, and Student Assistance Team. Students are encouraged to seek these resources if necessary.

**Confidentiality** - The privileged confidentiality between students and guidance counselors, the Student Assistance Team, school nurses, school psychologists, home and school visitors, administrators, teachers, and clerical workers shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by doing so.

## **EXTRA CURRICULAR ACTIVITIES:**

**Field trips and extra-curricular activities are a privilege, not a right.** Students are expected to conduct themselves in an appropriate manner at all extra and co-curricular activities. All rules and regulations of the South Middleton School District apply at these events regardless if it is a field trip, social activity, or assembly. Students are asked to exercise good judgment and follow appropriate directions made by the administration, faculty, staff, parents, the South Middleton Special Police, and other students and adults. Students who are not maintaining passing grades or maintaining appropriate behavior may be restricted or prohibited from participating in field trips and extra-curricular activities. In order to be eligible to participate in extra-curricular activities and field trips students must have maintained appropriate attendance. Attendance and Extra-Curricular Activities - Students must be present at school for at least a half day to participate in co-curricular and extra-curricular activities, unless the absence is pre-approved by the administration.

Students participating in class-sponsored, curriculum-based field trips or any other off-campus activity must not have any level 2 or level 3 disciplinary infractions or a significant accumulation of level 1 infractions.

If a student that does not qualify for field trips has not received any level 1, 2, or 3 disciplinary infractions 45 days prior to the field trip, they may request a review of their eligibility by the administration/team.

Examples of level 1, 2 and 3 infractions are listed on pages 21 and 23.

### **Athletics:**

**Sports Program** - The sports program offers a variety of seasonal sports to Middle Level students, male and female. Fall sports include: football, field hockey, cross country and cheerleading. Winter sports include: basketball, wrestling and cheerleading. Spring sports include: track and field, girls volleyball and boys and girls soccer. Physicals and health insurance are required for student participation in athletics.

**Budget Tickets for Athletic Events** - Students and adults may purchase budget tickets for home events which will admit them to home sporting events with the exception of special tournaments and play-off competitions. Budget tickets will be sold in the office of the Athletic Director. Blocks of five (5) game tickets will be sold for any varsity sport at a reduced rate. See Athletic Office for more details.

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

1. Banners and signs may not be carried, posted or displayed.
2. The following are prohibited:
  - a. Provocative antics or stunts.
  - b. Throwing confetti, toilet paper rolls, or other objects
  - c. Menacing actions and gestures by groups toward opposing players or officials.
  - d. Unsportsmanlike and illegal actions by players or coaches.
  - e. Sirens, whistles, or artificial noise makers.

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

**Middle Level Student Council** - Student Councils are the students' voice at the Middle Level. Its purpose is:

1. To encourage student interest through activities that tends to create school spirit and pride.
2. To improve school conditions and community relations through an increased democratic sense of

respect.

3. To create friendly cooperation between the student and the faculty.

Student council membership is made up of grade level representatives. Officers will be chosen by the members of the student council.

### **FLEX PERIOD:**

Flex is a period where students can complete homework and make-up work, receive tutoring, organize for classes, attend band and/or chorus, visit the counselor, librarian, or other support teachers, and meet in small groups for school related activities. In order to allow students to maximize the use of this period, the following rules should be applied in all rooms where flex is scheduled:

Students should report directly to their assigned areas within the allotted passing time, unless they have a previously signed pass or are reporting to the library.

Students should report to assigned seats and attendance taken before passes are signed.

Within fifteen minutes from the beginning of flex, passes should be signed, students should move to their areas, and hallway access should be limited. Students need to come to their assigned flex with passes. They should not be sent to get them.

Once settled, the classroom should maintain an atmosphere appropriate for completing work. Students should seek permission to move around the room. Small group work and quiet talking is allowed, sometimes encouraged. A group may move to a table or push desks together. **Small group socializing is discouraged.**

Academic games and puzzles as well as the music must be selected by the teacher. Students should not be allowed to play nonacademic card or board games, or listen to personal music devices, or watch cable TV.

Students must strictly adhere to the computer use policy. The use of computers for nonacademic reasons, to receive or send personal e-mail, or to surf the Internet without academic purpose is prohibited.

### **GUIDANCE SERVICES:**

**Counselor:** Mr. Elmer Barrick

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

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

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



## **RECORD KEEPING, ACCESS TO STUDENT RECORDS, AND ENROLLMENT INFORMATION:**

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

The guidance office shall maintain all enrollment and academic records. Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should receive notice and verification of a court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by a non-custodial parent, PDE recommends that the school district verify the person's identity and notify the custodial parent of the request. In this way, the school district can ascertain whether any valid reasons exist for denying the request.

In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district should presume that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district.

Discipline records will be maintained by the Assistant Principal. These records fall under the same regulations as all other student records. The information in these records may be shared only with school officials, guidance counselors, and others within the school strictly on a confidential basis. Discipline records may not be shared with colleges, trade schools, or potential employers.

## **HALL REGULATIONS: PASSES, BACKPACKS, AND LOCKER ACCESS:**

1. Students will move to their lockers after 7:15 a.m. and proceed immediately to their classroom.
2. Any student "caught" in the hallway when the tardy bell rings at 7:28 a.m. should stop and pay attention to the opening exercises.
3. Lavatory visits will be permitted with the regular pass permits only. Permission to go to the lavatory during class time should be limited.
4. During the changing of class periods, students are expected to move in accordance with hall procedures: no loud talking or yelling; no running, no pushing or shoving; no misuse of school property.
5. Student Passes - Students will not be allowed to leave an assigned area without being given the proper pass. Each pass should be signed or initialed by the instructor in charge of the activity or class that the student is leaving. A student will not be excused or received in an instructional area without the proper identification and pass. A student must use their hall pass card for requesting lavatory and locker privileges from all classes and study halls.
6. Students who abuse the privilege by moving through the halls at times other than specified will be placed on a restricted hall pass. These students will have limited access to the halls at times other than specified.
7. Backpacks are to remain in lockers during the school day.
8. Lockers may be accessed before and after classes.

## **OPENING EXERCISES:**

Classes begin promptly at 7:28 a.m. Any student who is tardy to school/class should use proper tardy procedures. We will begin with a salute to the flag. Each student shall be required to salute the flag, and recite the Pledge of Allegiance during each day's opening exercise. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students who have conscientious objections for saluting the flag shall inform the building principal with a written statement of objection. After the salute to the flag, the teacher will take care of all normal attendance business. Attendance sheets will be sent immediately to the office.

## **LIBRARY INFORMATION:**

**Circulation Procedures** - Books may be checked out for a three-week period with renewals, unless the book is requested by another student, staff member, or teacher. Reference materials and reserve materials may be borrowed for overnight use. Students are responsible for all materials that are signed out from the library in their name. Students are prohibited from checking out materials for other students.

**Fines** - Fines for overdue three-week materials are five (5) cents per day for each day school is in session. Students with overdue overnight materials will be charged twenty-five (25) cents per day for each day school is in session. These fines will not be charged if a student is absent from school the day the materials are due. In addition, students will be charged a full replacement cost for any materials which are lost or damaged. Fines are set to remind students of their library responsibilities. Students will not be allowed to checkout or renew materials until their obligations are paid. Library obligations not taken care of prior to the end of the marking period will result in the student's report card being withheld.

**Hours and Library Use** - The library is open every day from 7:20 AM until 3:00 PM. Students who have the need to work in the library beyond the normal operating hours must make special arrangements with the librarian.

**Seventh and eighth grade flex** - Students coming to the library must have a signed pass from their supervising teacher. Students will leave their passes at the circulation desk and follow the appropriate sign in/out procedures. At 2:40, all students will return to flex. Students will not be admitted to the library at any time during the day without signed passes.

**Sixth grade flex** - Any student who wishes to work in the library during flex must come with a signed pass from their flex teacher. Each flex teacher is only to allow two (2) students to come to the library at a time. Students entering with passes will be limited to 15 minutes in the library. Students are to leave their passes at the circulation desk and follow the appropriate sign in/out procedures. Students will not be admitted to the library at any time during the day without signed passes.

**Instruction** - Classes that use the library and its resources are pre-arranged with the librarian. The librarian will provide necessary instruction and assistance in cooperation with the classroom teacher.

**Homework/Research Help** - The library will be open from 2:50 - 4:00 PM on Mondays and Wednesdays for students to work on homework or research projects. Teachers will be available to assist students with their work. The exact dates will be determined in the fall. Students are required to bring a signed permission slip to the library by 12:00 PM on the day they are staying. Permission slips are available in the library.

## **Locker Room Procedures:**

When Phys. Ed. or Fitness class is scheduled, students must report to the locker room on time via the entrance by the Creative Arts wing and not through the Gymnasium. Students must be changed, prepared for class and lined up at the door within five minutes after the late bell rings. Locker rooms will be locked when not in use.

Dismissal procedure:

After students are dismissed from the gym or fields, students will go directly to the locker room, change and line up for dismissal. Students will line up at the area designated by the Phys. Ed. or Fitness teacher.

Failure to follow this policy may result in loss of class participation points and additional discipline action such as one or two hour detentions

Additional Phys. Ed. and Fitness policies concerning preparation for class will be addressed in the Phys. Ed. and Fitness syllabus.

### **SOCIAL ACTIVITY REGULATIONS:**

The following regulations have been established as the result of cooperative consideration and action by the administration, faculty and the student council of Yellow Breeches Middle School:

1. Social activities will typically run from 2:50 - 4:50 p.m.
2. Students are to be picked up within 15 minutes of the end of the event.
3. **Persons departing for any reason may not return.**
4. Adequate chaperones must be provided by the sponsoring organization.
5. Dress regulations, unless specified by the sponsoring organization, shall be in accordance with present school policy.
6. Misconduct shall result in dismissal from the activity and school property. Offenders shall be dealt with by the police. Lists of offenders will be maintained. Offenders will be reported to the office for disciplinary action.
7. The standard request form for the use of the school building shall be submitted two (2) weeks prior to the proposed date of the event.
8. The sponsoring organization shall be responsible for removal of all decorations, refreshments, etc. and responsible for proper cleanliness of the facilities.
9. Admission to activities will be restricted to enrolled students of South Middleton School District and bonafide guests of these students when appropriate.
10. One (1) custodian must be on duty (to be arranged by office).

### **SEARCHES:**

**Lockers** - School authorities may search a student's locker or desk and seize any illegal materials. Lockers are issued to students for school use. **As such, students shall have no privacy in their lockers**

Lockers will be opened periodically at unannounced times. You may not keep tobacco products, illicit drugs, narcotics, or alcoholic beverages in your locker or on school property. Offenders will be referred to the Pennsylvania State Police. Improper magazines or books will be turned over to parents/guardians. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

The courts have upheld the claim that school lockers are school property made available to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes. (for additional information see school board policy 226)

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

1. The standard requirement for school officials to search requires that the school official possess a reasonable suspicion that a crime or violation of school regulations is being committed before a search is initiated (reasonable cause standard). Visits by the drug detection dogs should be made when the administration or staff possesses a reasonable suspicion that a crime or violation of school regulations is being committed.
2. Time of visits should be arranged between the administration and the law enforcement agency as initiated by the administration.
3. Visits should be unannounced.

4. The dogs should be limited to the locker area when classes are in session and the parking lot area, unless there are other areas where the administration has reason to believe drugs may be hidden.

#### **UNLAWFUL HARASSMENT:**

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 (See board policy 248). Any student who feels they are a victim of harassment should contact an administrator, counselor, or faculty member immediately.

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

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

##### **Definition**

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form (for additional information see school board policy 222)

#### **STUDENT ASSISTANCE PROGRAM:**

Because the South Middleton School District employees are committed to providing students with maximum learning experiences, we recognize that students cannot reach their potential if they are troubled with personal problems. In response to dealing with student problems in our schools, we have developed a Student Assistance Program called START. START is an acronym which stands for "S"upport "T"eam (for) "A"t "R"isk "T"eens.

A Student Assistance Program is a systematic process used by school personnel to identify high-risk students who are having problems and to intervene when appropriate. These problems may be exhibited in the areas of drug, alcohol, and/or mental health issues. Student assistance is an intervention, not a treatment program. The heart of the program is the Student Assistance Core Team comprised of school personnel specifically trained to work with these students. A referral may be made by any concerned person by contacting a member of the Student Assistance Team or by completing a written referral. Additional information may be obtained on the South Middleton School District web site or by contacting the school office.

#### **STUDENT DRESS:**

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

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

#### **Clothing Guidelines**

1. Clothing that can be considered as a health hazard or is soiled. Students will be expected to change or repair the garment.
2. Shorts, skirts, and dresses must be long enough to reach at least the mid-thigh of the leg. Swimming shorts, boxer shorts, and pajamas are prohibited.
3. Students must wear undergarments. Exposure of undergarments is not permitted.
4. Low-cut tops, tank tops, halter tops, mesh tops, midriff tops, tube tops, and tops with thin spaghetti-type straps

are not permitted. All shirts/dresses must have sleeves.

5. Oversized pants are not permitted. Pants must be worn at the waist. Sagging is not permitted. Pant legs are not permitted to be worn below the student's footwear.
6. Gang-related attire or clothing containing inappropriate messages, including those that promote violence, drug, alcohol or tobacco consumption, or contain sexually explicit message, are not permitted.
7. Outerwear is prohibited from being worn during class and must be placed in the locker or on coat hooks during the school day.
8. Hats and headgear are inappropriate apparel when worn inside a place of business and are not allowed in school. Headbands, when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.

### **Footwear**

1. Shoes must be worn throughout the building at all times.
2. Sandals or shoes without straps around the heel or ankle and platform shoes are prohibited.
3. Flip-flop shoes and steel-toed shoes are only permitted in specific areas such as the pool and shop areas for safety purposes.

### **Body Piercing**

Body piercing will be restricted as follows:

1. Ear, eyebrows, nose, and tongue piercing jewelry will be removed for safety reasons in the following curricular and extracurricular activities:
  - A. Physical Education classes require that all jewelry be removed for all P.E. and fitness classes.
  - B. Science and Art classes in which chemicals are used and require that protective eye glasses be worn that must fit securely around the eyes.
  - C. Technology Education classes where equipment is used and protective eye glasses must be worn that must fit securely around the eyes.
  - D. Extracurricular activities involving physical contact.
  - E. PIAA requires that all jewelry be removed for all practices and games.
2. Jewelry must be removed whenever body piercing becomes infected and presents a health hazard to the student and/or to others.

### **Accessories**

1. Sunglasses are not permitted to be worn during the school day unless medically prescribed.
2. Clothing, pins, patches, tattoos, or any other items that encourage violence, drug, tobacco or alcohol use, or containing a sexually explicit message are not permitted.
3. Articles that could cause damage to other students or properties are prohibited.
4. **Aerosols/sprays/perfumes are prohibited.** (Roll-on deodorants are permitted for use in locker rooms.)

### **Penalties**

Penalties for violation of the student dress code are as follows:

- |                 |   |
|-----------------|---|
| First Offense:  | The student will be sent home or retained in the office or in the in-school suspension room until a parent/guardian provides a proper change of clothing. Parent or guardian will be notified of offense. |
| Second Offense: | The student will be assigned a one or 2-hour detention. Parent or guardian will be notified of offense.   |
| Third Offense:  | The student will be assigned a Saturday detention. Parent or guardian will be notified of offense.  |
| Fourth Offense: | Principal will determine appropriate consequence which could include suspension and/or  |

a hearing before the Superintendent and/or the Board of School Directors.

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

### **STUDENT HEALTH:**

Health Services - The school nurse oversees a wide variety of health services and has a wealth of school and community resources at her disposal. All students are encouraged to take full advantage of these services.

With the exception of emergency situations students are expected to follow the following procedures:

1. Only in emergency cases will students be accepted into the health suite without pass permits.
2. Do not report to the health suite during class changes. Instead, go to your regular classroom teacher, secure a pass permit, then proceed to the health suite.
3. Do not move seriously injured or seriously ill students. Secure the help of the nearest teacher, notify the nurse and principal immediately. Do not crowd around the injured student.
4. Students who become ill during the school day should report to the school nurse. Students should **NOT** make their own arrangements by calling their parents on cell phones. The nurse will decide if the student needs to go home, will consult with the parent and will release students from school.
5. If the nurse is unavailable or not in the health suite, students are to report directly to the office or back to class. Students should not go to the bathrooms or any other locations unattended if they are ill. If students, in emergency situations, cannot reach the nurse's private rest room and must report directly to a public rest room, they should send another student for the nurse.

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

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

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

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

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

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

**Non-Prescription Medications** - A nurse may administer non-prescribed medication, i.e., acetaminophen, etc. under the following conditions:

1. Required parent consent as indicated on the emergency form.
2. A required standing order as indicated by the school physician.
3. Physician's signature - **Please note:** A physician's order is required before any other over-the-counter medications will be administered to any student attending the South Middleton School District.

The nurse may refuse to administer non-prescribed medication; i.e. acetaminophen, etc. if he/she feels the student does not require it.

**Immunizations** – Pennsylvania’s School immunization requirements can be found in 28 PA.CODE CH. 23 (School Immunization). Contact your health care provider or 1-877 PAHEALTH for more information. A student who does not meet the Pennsylvania’s School immunization requirements may not be assigned to a classroom in any public school in the state of Pennsylvania.

**Students Needing Extra Passing Time** - When necessary, students will be dismissed several minutes early from class to minimize hall congestion. If necessary, students who cannot climb stairs will be issued an elevator key. Students who are issued a key assume full responsibility for that key, including the cost of replacement if lost.

### **STUDENT INSURANCE:**

School insurance is available to all students at a nominal cost (Information is available on the district website). Students are cautioned that it is mandatory that accidents occurring between home and school be reported to the proper school authority (nurse) within 24 hours. Accidents occurring in school or on school property must be reported immediately. The administration encourages all parents/guardians to thoroughly read the insurance information.

### **VALUABLES:**

Students should not keep in their lockers or bring large amounts of money and valuables (i.e. electronics, cell phones, iPods...) to school. ALL valuable items should be given to teachers or the office for safekeeping, especially during Phys. Ed. and Swimming classes. The school is not responsible for valuables not properly secured.

### **VISITORS:**

The Board of School Directors welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits. The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following procedure:

1. Persons wishing to visit a school should make arrangements in advance with the school office in that building.
2. Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting.
3. No visitors shall be permitted during the school day for social purposes.
4. Visitors will report directly to the office and be required to check in the school office using School Gate Guardian. Visitors will need a valid, state issued ID to check in using this system. Visitors must wear the badge that is generated by the School Gate Guardian system for the duration of their visit.

### **VOLUNTEERS:**

Volunteers are sometimes used to chaperone middle school field trips and events. To ensure the safety of our students and in compliance with Pennsylvania law, South Middleton School District follows very explicit procedures for allowing volunteers to interact with its students. A volunteer manual is available on the district website for any parent or community member who wish to volunteer. In this manual you will find information regarding the new legislation as well as what will be expected of any adult who would like to serve as a volunteer for our schools. All volunteers **MUST:** Fill out the Volunteer Information and Clearance Certification Form found in the Volunteer Manual. This form is included in this manual, and should be submitted to the office of your child’s school. Independent Volunteer/Coach/Sponsor **MUST:** Complete Act 34 PA State Police Clearance. (<https://epatch.state.pa.us/Home.jsp>) Complete Act 151 Child Abuse

History Clearance. (<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms>) Complete the Act 114 FBI Clearance, if you have not lived in the state of Pennsylvania for the last ten consecutive years. (<http://www.pa.cogentid.com/>) Complete the Mandatory Reporter Training. (<https://www.reportabusepa.pitt.edu>) The new legislation states that anyone serving in a volunteer capacity is now a Mandated Reporter. This training educates volunteers as to what exactly it means to be a mandated reporter and the process for reporting abuse. Clearances must be renewed every five years. If your clearances were obtained more than three years ago you will need to get these updated prior to volunteering for the 2018-2019 School Year.

**WEAPONS:**

Students are prohibited from carrying dangerous weapons including, but not limited to, firearms, knives, razors, slingshots, metal knuckles or dangerous instruments within the confines of a school building or on school property or outside school premises in the course of a school sponsored activity and/or explosives including, but not limited to, fireworks within the confines of a school building or on school property or outside the school premises in the course of a school sponsored activity. **Students will be expelled for at least one (1) year as a result of a weapons violation.** (Additional information can be found in school board policy 218.1)

**WEIGHT ROOM:**

Through the efforts of private citizens who are truly concerned about the health and welfare of all students in the South Middleton School District, a weight room has been added to the Iron Forge Educational Center. Students are expected to exercise good judgment and respect for this facility. Students are not permitted to enter any other area at the Iron Forge Educational Center unless they have administrative permission. All rules, regulations, and procedures of the South Middleton School District and Yellow Breeches Middle School apply to students using the facility. Students may in no circumstances use this room unsupervised. Specific health and safety rules and a schedule for student use will be developed.