

# HUNTINGDON AREA SCHOOL DISTRICT

## HAMS Learner Handbook



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Revised July 2018

# HUNTINGDON AREA SCHOOL DISTRICT

## SCHOOL BOARD

Mrs. Danyle Shea, President  
 Mrs. Janice Metzgar  
 Mrs. Carolyn Payne  
 Mrs. Tammy Peterson, Vice President  
 Mrs. Debra Clark  
 Mrs. Susan Grainey  
 Mr. Ian Thompson  
 Mrs. Lucinda Dell  
 Dr. Ronald Long

## ADMINISTRATIVE OFFICE 814-643-4140

Mr. Fred Foster	Superintendent
Mrs. Robin Whitsetl	Director of Pupil Services
Mr. Chris Evans	Assistant Director of Pupil Service
Mr. Andrew Socie	Buildings and Grounds
Mrs. Faith Swanson	Business Administrator
Mr. David Myers	Director of Technology
Mr. Christopher Lantz	School Psychologist
Mrs. Stephanie Perry	School Psychologist
Mr. Dean Grenfell	Athletic Director

## MIDDLE SCHOOL 814-643-2900

Mr. Travis Lee	Principal
Mrs. Amy Mykut	Assistant Principal
Mrs. Linda Miller	Counselor
Mrs. Kristy Launtz	Secretary
Mrs. Lisa Wykoff	Secretary
Mrs. Margaret B. McNitt	Food Service Director (or 643-6371)
Mrs. Ellen Riley	Food Service Secretary

## HUNTINGDON AREA MIDDLE SCHOOL TIME SCHEDULE

<b>Period</b>	<b>Times</b>
Holding Areas	7:30 - 7:40
AM Homeroom	7:50 - 7:55
Period 1	7:55 - 8:40
Period 2	8:42 - 9:27
Period 3	9:29 - 10:14
Period 4	10:16 - 11:01
Period 5- $\frac{7}{8}$ -B & C	11:03 - 11:48
Period 5- 6 and A-Lunch	11:03 - 11:33
Period 6- $\frac{7}{8}$ B & C -Lunch	11:50 - 12:20
Period 6-6 and A	11:35 - 12:20
Period 7	12:22 - 1:07
Period 8	1:09 - 1:54
Period 9	1:56 - 2:41
PM Homeroom	2:41 - 2:45

TIME SCHEDULE IS SUBJECT TO CHANGE

**WELCOME TO HUNTINGDON AREA MIDDLE SCHOOL**  
**[www.huntsd.org](http://www.huntsd.org)**

The faculty and administration of HAMS hope you find your years at our school filled with learning, friendships, and excitement.

We know you will find many new challenges in our school, and all confidence is placed in you to meet these challenges as responsible young adults.

We are proud of our school and are here to help you receive the best education possible. It is up to you to work to your capacity to make the years at the Middle School the best you have ever had. A good way to begin is for you and your parents/guardians to read the contents of the handbook to get to know your school better.

Have a great school year!

**IMPROVE YOUR LEARNING POWER**

Going to school is your job. To do it well, you have to work at it. Here are a few tips that might help:

- Choose the same time and place to study each day.
- Find a comfortable place with fresh air and good lighting.
- Avoid distractions.
- Get enough sleep, exercise, and fun.
- Study before you are tired.
- Review material a little every day to improve your memory.
- Make up work as soon as you return from an absence.
- Write assignments down in your assignment book neatly and accurately. Check Skyward if you are not sure of your homework.

**ATTENDANCE**  
(Reference School Board Policy #204)

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Attendance shall be required of all learners during the days and hours that school is in session, except that authorized district staff may excuse a learner for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the learner's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

**COMPULSORY SCHOOL ATTENDANCE REQUIREMENTS**

All learners of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

A learner shall be considered in attendance if present at any place where school is in session by authority of the Board; the learner is receiving approved tutorial instruction, or health or therapeutic services; the learner is engaged in an approved and properly supervised independent study, work-study or career education program; or the learner is receiving approved homebound instruction.

**EXCUSED/LAWFUL ABSENCE**

The Board considers the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a learner is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine
4. Family Emergency
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met (a through c):

- a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The learner's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
  - d. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
11. College or postsecondary institution visit, with prior approval.
- a. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

**PARENTAL NOTICE of ABSENCE -**

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed licensed practitioner of the healing arts.

**UNEXCUSED/UNLAWFUL ABSENCE**

**For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.**

Learners whose absence is determined to be unexcused may not be allowed to make up work.

**An out-of-school suspension may not be considered an unexcused absence.**

**ENFORCEMENT of COMPULSORY ATTENDANCE REQUIREMENTS**

Learner is Truant - When a learner has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the learner within ten (10) school days of the learner's third unexcused absence.

If the learner incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference is to examine the learner's absences and reasons for the absences in an effort to improve attendance with or without additional services. Neither the learner nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the learner's file. A copy of the Plan shall be provided to the person in parental relation, the learner and appropriate district staff.

Learner is Habitually Truant - When a learner has six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

When a student under fifteen (15) years of age is habitually truant, district staff:

- 1. Shall refer the learner to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
- 2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the learner.

When a learner fifteen (15) years of age or older is habitually truant, district staff shall:

- 1. Refer the learner to a school-based or community-based attendance improvement program; or
- 2. File a citation in the office of the appropriate judge against the learner or the person in parental relation who resides in the same household as the learner.

District staff may refer a learner who is fifteen (15) years of age or older to the local children and youth agency, if the learner continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

**PARENT COMMUNICATION of ABSENCE**

The Huntingdon Area School District will take the following actions to communicate and address learners that are absent, truant, habitually truant, or have chronic absenteeism:

- 1. Each day a learner is absent from school the home will be called by the School Messenger System to notify the parents/guardians of the absence.

2. 1st & 2nd Unexcused Absences - a notification letter will be generated and stored in the family access portal in Skyward. All families have the availability to access Skyward.
3. 3rd Unexcused Absence - a warning letter describing consequences for habitual truancy will be mailed home.
4. 4th Unexcused Absence - an invitation to attend a School Attendance Improvement Conference
5. 7th Day of Cumulative Absence - a letter will be mailed home describing that your learner is approaching ten (10) cumulative absences and will need an excuse from a licensed practitioner of the healing arts once the learner exceeds ten (10) cumulative absences.
6. 10th Day of Cumulative Absence - a letter will be mailed home stating that all future absences from school will require an excuse from a licensed practitioner of the healing arts.

### **CHRONIC ABSENTEEISM**

The state of Pennsylvania identifies chronic absenteeism as an important component to the Every Student Succeeds Act (ESSA). Chronic absenteeism is one indicator that Huntingdon Area High School will be evaluated on as part of our building score.

Chronic absenteeism will be calculated based on the number of learners who have missed more than ten (10) percent of school days across the academic year. Learners must not exceed 18 days absent in order for HAHS to receive a high evaluation.

Any learner who is chronically absent will have his/her absences reviewed by a committee consisting of the Superintendent, Building Principal, and Classroom Teachers. Chronically absent is defined as missing more than 10% of the school days across the academic year. If the committee determines that the absences are not due to health reasons, the learner may receive no credit for all courses being taken.

Chronic absenteeism may result in learners losing the privilege of participating in school sponsored activities.

### **UNEXCUSED ABSENCES OVER SIX (6) DAYS**

Learners are required to make-up all unexcused absences over six (6) days. The make-up days may be scheduled during detention and/or Saturday sessions. Seniors who fail to make-up days prior to graduation may not be permitted to participate in graduation ceremonies or receive their diploma until the days are made up. Underclassmen may not receive credit for their course work until the days are made up.

#### **Absence Procedures:**

1. When a learner returns to school after an absence, the learner must report to the office and present a properly signed excuse from a parent or guardian or provide a medical excuse from a licensed practitioner of the healing arts.
2. Failure to provide a proper excuse within three (3) days will result in the absence being classified as unexcused. Each day that is not covered by a legal excuse will result in an unexcused day on record. If a learner is under the compulsory school attendance law, proper steps will be taken to enforce that law.

### **EDUCATIONAL TRIPS**

Educational trips during the school year are permitted but are not encouraged. If an educational trip will be scheduled, please avoid our state testing windows. Any educational trip must have prior approval from administration. Educational Trips not exceeding five (5) school days may be excused under the following conditions:

1. A written request for the trip is submitted to the principal five (5) school days in advance.
2. The educational trip is within the first ten (10) absences.
3. The learner must be in good standing. Good standing is determined by administration and the learner's teacher(s) and based on attendance and academic progress.
4. The following must be submitted within 3 days of returning to school:
  - All schoolwork missed during the trip submitted to teachers.
  - Evidence of the educational value of the trip submitted to administration. Evidence may include:
    - A slideshow presentation (3-5 minutes in length)
    - A written reflection (minimum of 3 pages)
    - Video Log (3 to 5 minutes in length)
    - Poster

Failure to meet any of the above conditions may result in unexcused absences. At the request of the learner, work will be provided prior to departure.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a learner during the school term.

Educational trips not exceeding five (5) school days per year will be excused provided that they have met the stated requirements. Any educational trip exceeding five (5) days will be counted as (1) unexcused day per absence.

## COURSEWORK

Coursework is a valuable part of the educational process at the Middle School. Coursework must be completed on a regular basis. Any work missed or not completed will have a negative effect on the course grade.

Learners are responsible for making up any missed assignments/tests when absent. Your child's teachers will fill out a coursework sheet if he/she has been absent two or more days. You should contact the school at 643-2900 before 9:00 AM to request work for your child. Coursework sheets may be picked up in the office after 2:30 PM or will be sent home with another learner when a request is made. Assignments are also available on Skyward. Parents may come in to the school and get books from a child's locker when necessary. Learners who are absent for one day have two days to make up any assignments/tests missed unless other arrangements have been made with your child's teachers. Learners who are assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS) will be given their daily assignments/tests and will receive credit for all work completed.

## TARDINESS TO SCHOOL

Learners will be admitted into the building at 7:30 AM unless inclement weather warrants an earlier admittance. Learners report to their assigned areas from 7:30 until 7:40 AM each morning. At 7:40 AM, learners may go to their lockers and then report to their homerooms. Learners must be in their homerooms each morning by 7:50 AM. Learners arriving to homeroom between 7:50 AM and 7:55 AM will be admitted by the teacher and marked tardy unexcused. Learners arriving to school after 7:55 AM must present an excuse to the office to be marked tardy excused. Learners without a note will be marked unexcused tardy. Learners will receive a pass to class. Reasons for excused tardiness are: illness, appointment with doctor's excuse, inclement weather, late buses. Any other reason is considered an unexcused tardy. Learners arriving after 9:30 AM will be considered ½ day absent, and learners arriving after 1:05 PM will be considered absent for a full day. Learners arriving between 9:30 AM and 1:05 PM will be considered absent for one half day. Tardy minutes will be totaled toward total days absent, and excessive tardiness may result in a citation being filed with the District Magistrate.

## EARLY RELEASES

Pupils are not permitted to leave school before the close of the school day unless by a recommendation from the school nurse for illness or by the school administration for some legitimate reason. Learners requesting an early release for a medical appointment must present an official excuse from the medical provider for the early release to be excused. The school reserves the right to call parents when an early dismissal is requested. An appointment card should be sent in if one is available. Early releases will be totaled toward total days absent, and excessive early releases may result in a citation being filed with the District Magistrate.

The procedure for early dismissals will be as follows:

- The learner must present a written note from his/her parent or guardian requesting the early dismissal during homeroom. This note must contain name, phone number, reason for request, time of departure, and expected time of return. Verbal requests will not be recognized.
- Learners will be given an early dismissal slip and early dismissals will be recorded on the attendance bulletin.
- Parents must come into the office to sign their child out unless prior arrangements have been made with the office.
- When the learner returns, he/she must report to the office to sign in and receive a pass to class. An excuse from the doctor's office is required in order for the absence to be considered a doctor appointment or medical excuse.
- Learners are responsible to receive and turn in any class work missed during their absence.
- If the dismissal results in half a day absence, a doctor's excuse will be required if the child is over their 10 illness day limits or it will be considered illegal.

## TARDINESS TO CLASS

Learners are responsible for being in class on time. A reasonable amount of time is provided for changing classes. Teachers will keep appropriate records and work with learners to resolve problems of tardiness. Disciplinary consequences are listed below:

Procedure for handling tardiness to class and school:

- 1st tardy: Skyward referral and Learner/Teacher conference
- 2nd tardy: Skyward referral and Learner/Assistant Principal conference
- 3rd tardy: Skyward referral and detention
- 4th tardy: Skyward referral and 2 detentions
- 5 or more tardies: Administrative discretion

## FIELD TRIPS

Class and school-wide field trips may be scheduled throughout the year as a component of our planned curricula. The intent of our field trips is to enrich or extend classroom activities. Parental permission forms with pertinent information about the trip will be sent home before the field trip and must be signed by the parent/guardian and returned to the school in a timely manner. In the event of serious or extended illness, the participating teachers and administration will decide if a learner is capable of going on the field trip. Learners must be in good academic and behavioral standing to participate in field trips. Learners who are at a Level II Suspension or above and/or have a poor attendance record may not be eligible to participate.

## HOMEBOUND INSTRUCTION

(Reference School Board Policy #117)

# **CODE OF LEARNER CONDUCT**

For any school district to function properly, reasonable and necessary rules governing learner conduct must be designed and enforced. Every learner that is in non-compliance with the following rules will be disciplined based on knowledge of the current problem and past experience with the individual involved. Every situation is different, and after hearing all the facts involved, a decision will be made.

The administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within this handbook. Learners will be disciplined taking into consideration the past disciplinary record of the learner and any other extenuating circumstances. **All disciplinary actions are at the discretion of the administration.**

## **ACCEPTABLE SCHOOL BEHAVIOR**

### **PHILOSOPHY:**

The Huntingdon Area Middle School believes that all learners should have the opportunity to learn and grow in a learning environment that is safe and friendly for both learners and staff. This positive environment is the responsibility of learners, staff, parents, and the community. Learners and staff will be expected to:

- Be considerate of all individuals in any school environment or activity.
- Take pride in the building. Keep it clean and in good condition.
- Show respect to fellow learners, school employees, and all visitors.
- Contribute to a safe, orderly, and healthy learning environment.
- Come to class prepared to learn!

## **DRESS GUIDELINES**

In order to create an atmosphere of learning, cleanliness, and safety, the following are guidelines for proper dress:

- Cleanliness and personal hygiene must be stressed at all times.
- Sandals, shoes, or some form of footwear must be worn at all times. Slippers are not permitted.
- Learners are permitted to wear shorts or skirts with a length to the ends of the learner's fingertips. Short shorts and miniskirts are not acceptable.
- Clothing, buttons, or other apparel which condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, are prohibited.
- Learners must wear clothing of conservative neckline. Two piece outfits must overlap at the waist with no bare skin exposed. Learners are permitted to wear sleeveless, short sleeve, or long sleeve tops. Straps must be two-fingers' width. Racerback tanks, all lace, or other garments exposing the back are not permitted. Clothing that exposes the torso or upper thighs are not permitted; this includes holes in pants.
- All undergarments must be covered by outer wear.
- Hats, visors, bandannas, head coverings, or sunglasses may not be worn in school by males or females.
- Articles of clothing or jewelry with projecting studs (e.g., dog collar) and safety pins worn as decoration or accent are prohibited.
- Chains hanging from wallets, pockets, shirts, etc. are prohibited.
- Face painting or writing on body is not permitted.
- Trench coats are prohibited.
- Display of gang colors, symbols, language, or gestures associated with undesirable groups/gangs will not be tolerated.
- No bedroom slippers/pajamas may be worn.
- Costumes, including animal ears and tails, are not permitted.

**School officials may impose limitations on dress or articles that cause the disruption of the educational process or constitute a health or safety hazard.** Violation of this policy will result in learner being required to comply with the guidelines before returning to class. Repeat offenses may result in disciplinary action. Refusal to comply will result in spending the day in ISS.

## **DEFINITIONS**

### **A. Assault**

Hitting, biting, kicking, or striking with an object another learner or staff member will not be tolerated. Assault will result in suspension from school.

### **B. Bicycles and Wheeled Devices**

Use of wheeled devices is not permitted without permission on school property. This includes, but is not limited to: bicycles, skateboards, wheeled shoes, or skates. A bicycle rack is available for security. The school is not responsible for lost or damaged items and will not allow wheeled devices to be kept in the office or school.

### **C. Bus Rules**

Rules and consequences (suspension of bus privileges) are addressed in the Transportation Section. In addition, learners are subject to additional

consequences in accordance with school discipline policies. Learners are not permitted to ride a bus other than the bus to which they are assigned without prior permission from the Transportation Director.

#### **D. Class Skipping**

Learners are expected to attend all classes in their schedules. Unexcused absences from classes will result in disciplinary consequences.

#### **E. Computer Policy**

All learners must have a completed School District Acceptable Use Policy on file before being permitted systems access. Violation of policy will result in disciplinary consequences.

#### **F. Disorderly Conduct**

The Huntingdon Area Middle School has a **ZERO** tolerance for violence or threats of violence.

Misconduct, disobedience, or disorderly conduct will not be tolerated. Commission of any of the following offenses will subject the pupil committing such offenses to out-of-school suspension, alternative school, and or expulsion. A mental health assessment may also be required prior to the learner's return to regular school. In addition, in accordance with Section 1341 of the School Code, charges may be filed by the Police Department for further civil action.

- Fighting
- Performing an act of violence or threat of violence against school personnel or members of the learner body
- Engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code or ordinances of any municipality within the district
- Active participation in school disruption
- Throwing of objects that could inflict harm such as snowballs, money, pens, pencils, etc. is prohibited.
- Hazing

#### **G. Disrespecting the Property of Others**

Damage to or theft of the property of others will not be tolerated. Learner will be liable for the cost of repair or replacement in addition to other disciplinary consequences.

#### **H. Disrespectful or Aggressive Behavior toward Staff or learners**

Learners are expected to behave in a respectful manner toward all other learners and staff members.

#### **I. Disruptive Behavior**

Disruption of the educational process will not be tolerated.

#### **J. Failure to Attend Detention**

Learners are expected to attend scheduled detentions without reminders. Failure to do so will result in the following:

- 1<sup>st</sup> offense: 1 additional day detention plus original detention must be served
- 2<sup>nd</sup> offense: 1 day of in-school suspension
- 3<sup>rd</sup> offense and all subsequent offenses: 3 days in-school suspension

#### **K. False Alarms and Bomb Threats**

Pulling of a fire alarm, calling 911, making a bomb threat, or signaling for assistance under false pretenses is a serious offense. Anyone caught in violation will be reported to the police department, will be given Out-of-School Suspension, and will be recommended to the learner Services Committee of the School Board for expulsion.

#### **L. Forgery**

Signing or having someone sign a document with other than his/her own name or alter a document will result in discipline.

#### **M. Gambling**

Any event, action, or statement, which relies on chance for monetary advantage of one participant at the expense of others is prohibited. This includes exchanging items of value or currency and extends to keeping score for later settlement. No card playing is allowed unless it a part of the approved academic curriculum.

- 1<sup>st</sup> offense: 1 day ISS and parents will be informed
- 2<sup>nd</sup> offense: 3 days ISS and a meeting with parents
- 3<sup>rd</sup> offense: 3 days OSS and a meeting with parents will be held before learner may return to school

#### **N. Hall Passes**

Except for class change periods and emergencies, learners must carry their signed planner at all times.

#### **O. BULLYING/CYBERBULLING (Reference School Board Policy #249)**

The Huntingdon Area School District is committed to providing a safe, positive learning environment for district learners. The HASD recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learner learning, and may lead to more serious violence. Therefore, the HASD prohibits bullying and cyberbullying in any form by district learners.



Learners share the responsibility with the administration and faculty of developing and maintaining a climate within the school that is conducive to wholesome learning and living. No learner has the right to interfere with the education of his/her fellow learners. It is the responsibility of each learner to respect the rights of teachers, learners, administrators, and all others who are involved in the educational process.

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

1. Substantial interference with a learner'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, and may take place in several forms including, but not limited to, the following:

1. Written, verbal or nonverbal threats directed against a learners or school employee.
2. Intimidating or threatening gestures.
3. Unwanted physical contact, violence or assault.
4. An intentional display of force that would give the victim cause to expect or fear physical contact or injury.
5. Nonphysical acts including, but not limited to, mean faces, rude gestures, systematic exclusion and/or isolation.
6. Jeering, taunting, mocking and other put-downs.
7. Degrading or insulting teasing or derogatory comments.
8. Conduct intended to demean, dehumanize, embarrass or incite a learner or school employee.
9. Social scheming and spreading false and/or cruel rumors.
10. Hazing.
11. Harassment.
12. Extortion.
13. Theft of money or possessions.
14. Vandalism of a learner's personal property.
15. Unauthorized exercise of control over a learner's personal property.
16. Placing a learners in reasonable fear of loss or damage to personal property.
17. Acting in a manner that has an effect substantially similar to the effect(s) of bullying.

**Cyberbullying** - includes, but shall not be limited to, communications or images transmitted by means of an electronic device, telephone, wireless phone or other wireless communications device, computer or pager with the effect or intent of harassing, teasing, intimidating or terrorizing another learners through substantial interference with the learner's education, creation of a threatening environment or substantial disruption of the orderly operation of the school. Such communications may include sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, even if such communications occur outside the school setting.

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

#### Authority

The Huntingdon Area School District prohibits all forms of bullying by district learners.

The Huntingdon Area School District encourages learners who have been bullied to promptly report such incidents to the building principal or designee.

The Huntingdon Area School District directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### Delegation of Responsibility

Each learner shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

#### Consequences for Violations

A learner who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Learner Conduct, which may include:

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

## **P. UNLAWFUL HARASSMENT (Reference School Board Policy #248)**

The Huntingdon Area School District strives to provide a safe, positive learning climate for learners 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. A learner is being harassed when she or he is exposed to negative actions on the part of one or more learners. It is imperative that learners report when they or someone else is subject to harassment, inappropriate or derogatory treatment.

### Definitions

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, ancestry, creed, national origin/ethnicity, sex, age, marital status, pregnancy, handicap/disability, sexual orientation or religion when such conduct:

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

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

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

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

**CYBER HARASSMENT**-Any of the above that is transmitted using electronic technology.

Violation of unlawful harassment may result in In School or Out of School Suspension. Offenders may be required to have mandated counseling. School Resource Officer (SRO) may be notified.

## **Q. DATING VIOLENCE (Reference School Board Policy #252)**

The purpose of this policy is to maintain a safe, positive learning environment for all learners that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

### Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

### Authority

The Board encourages learners who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any learner who violates this policy.

### Guidelines & Complaint Procedure

When a learner believes that s/he has been subject to dating violence, the learner is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor or classroom teacher.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Learner Conduct.

## **HAZING – reference School Board Policy 247**

The purpose of this policy is to maintain a safe, positive environment for learners and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

The Huntingdon Area School District prohibits hazing in connection with any learner's activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No learner, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Huntingdon Area School District encourages learners who have been subject to hazing to promptly report such incidents to the building principal.

### **Consequences for Violations**

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Learner Conduct. Additionally, the learner may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Learner Conduct. In addition to other authorized discipline, building principals shall have the authority, after providing the learner or learners an informal hearing, to impose a fine of up to fifty dollars (\$50) on each learner determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine up to one hundred fifty dollars (\$150) on each learner determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that learner's diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

Any person who causes or participates in hazing may also be subject to criminal prosecution.

### **R. Housekeeping**

In order to promote safety, respect, and a positive learning environment, learners are expected to store books and personal items inside lockers.

### **S. Insubordination**

Learners must respect not only each other but respond to written and verbal directions given by ALL school personnel. When a person in a position of authority makes a reasonable request, learners must comply in a respectful manner.

### **T. Leaving Building and/or School Property without Permission**

Learners are to remain in the building and/or on school property at all times during the school day unless proper permission has been obtained by the learner before leaving.

### **U. Mechanical/Electronic Devices**

The unauthorized possession and/or use of any type of electronic or mechanical device, which distracts or impedes the educational process is against policy. The following are examples of such but are not limited to: cell phones, iPods, cameras, hand held video game systems, tablets and other Internet capable devices. If a device is out without permission it will be confiscated. First offense the learner may pick it up after school. Any offense following will require a parent/guardian to pick up the device regardless of the length of time it takes.

### **V. Possession of Matches/Lighter**

Possession of matches or a lighter will result in a discipline offense.

### **W. Public Display of Affection**

Public displays of affection will not be tolerated in school. This includes, but is not limited to: hugging, kissing, hand holding. This will result in a discipline offense.

### **X. Repeated Lack of Preparation for Class**

Unprepared for class includes, but is not limited to: not bringing required materials and supplies, incomplete assignments, and not dressing for PE. When this is a repeated offense and is reported to the office, it will result in disciplinary action.

### **Y. Tardiness to Class or to School**

Learners are expected to arrive on time to school and to each class. Please refer to the Attendance section.

### **Z. Threats**

Verbal, written, or gestured threats to do physical harm to another learner or school employee will result in :

- Level III or IV Violation
- A mental health assessment may be completed and when the learner is cleared, he/she may return to school.
- Police may be notified and ALL information of the incident will be turned over to them for possible legal action.

### **AA. Tobacco**

The possession or use of tobacco (including any form of smokeless tobacco or its look alike) by learners on any part of school property (which shall include buses or leased property under the control of the school) during the school day or any school activity is strictly prohibited. Violations will result in a discipline offense. In addition, Pennsylvania Law now requires school districts to submit the names of all learners who possess or use ANY tobacco product on school property. Learners who violate this law must appear before the local magistrate and will be required to pay a fine and court costs.

### **BB. Truancy**

Learners are truant when they are absent from school without the knowledge/permission of their parent/guardian. Truancy may result in disciplinary action, citations, and/or referral to Raystown Developmental Services (RDS).

### **CC. Vandalism**

Learners who willfully destroy school property will be suspended from school. learners will also be held liable for the property destroyed. The police may be notified.

### **DD. Vulgar or Obscene Language, Gestures, Images, or Drawings**

The possession of literature or illustrations which disrupt the educational process or which are obscene will not be tolerated. Cursing or using abusive language, including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability is prohibited. Learners may be suspended from school.

## **SUBSTANCE ABUSE, WEAPONS, EXPLOSIVES, AND ARSON – POLICY AND PROCEDURES IN HUNTINGDON AREA MIDDLE SCHOOL**

The term contraband includes any controlled substance, any drug paraphernalia, any weapon, any explosive, and any unauthorized material that may cause or result in a fire on school property.

### **I. CONTROLLED SUBSTANCES, MIND-ALTERING SUBSTANCES, OR DRUG PARAPHERNALIA**

#### **A. Definitions**

- The term **Controlled Substances** means
  - Alcohol
  - All controlled substances, marijuana, and certain solvents as defined in the Pennsylvania Criminal Code
  - Imitation controlled substances as defined in the Pennsylvania Criminal Code
  - Over-the counter drugs and any other drug or prescription medication not possessed for legitimate medicinal purposes
  - Inhalant substances (glue, gas, paint, etc.)
- The term **Mind-Altering Substance** refers to a substance that acts in a manner where it alters brain function, resulting in changes in perception, mood, consciousness, and behavior.
- The term **Drug Paraphernalia** means all equipment, products, and materials of any kind that either are designed for use or intended by the learner for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body any controlled substance, including, but not limited to, those items enumerated in the Pennsylvania Criminal Code.
- The term **Substance Abuse** means:
  - The use, possession, sale, distribution, possession with intent to sell or distribute, or the attempted sale or distribution of a controlled substance or drug paraphernalia.
  - Being under the influence of a controlled substance.

#### **B. Possession or Use**

- **Possession** is defined as an amount for one single use of a substance by one individual. Any greater amount of the substance will be considered as possession with the intent to distribute. **The policy for sale and distribution will be used.**  
**First violation of the prohibition against the use or possession of a controlled substance or drug paraphernalia:**
  - A minimum out-of-school suspension for 10 days. These days of out-of-school suspension will be excused absences, and make-up work will be provided by the school during the period of the suspension.
  - The learner may be required to participate in and complete an appropriate substance abuse program.
  - If the learner fails to attend the substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences, and no credit shall be given for work missed.
  - The principal or his designee will immediately notify the parents/guardians of any period of suspension and schedule an informal hearing for due process. At the time of the informal hearing, an expulsion hearing may be recommended.
  - Huntingdon Borough Police Department will be notified and may conduct an investigation.

### C. Sale and Distribution

The penalty for the sale, distribution, possession with the intent to sell or distribute, or the attempted sale or distribution of any controlled substance or drug paraphernalia shall be:

- A minimum out-of-school suspension for 10 days. These days of out-of-school suspension will be excused absences, and make-up work will be provided by the school during the period of the suspension.
- The learner may be required to participate in and complete an appropriate substance abuse program.
- If the learner fails to attend the substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences, and no credit shall be given for work missed.
- The principal or his designee will immediately notify the parents/guardians of any period of suspension and schedule an informal hearing for due process. At the time of the informal hearing, an expulsion hearing may be recommended.
- Huntingdon Borough Police Department will be notified and may conduct an investigation.

## II. WEAPONS AND EXPLOSIVES

### A. Purpose

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

### B. Definitions

The term Weapons means

- Any of the devices enumerated in the Pennsylvania Criminal Code, including but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury
- Any object used with the intent of threatening or harming an individual

The term Explosive means

- Any item of material which has the capacity to create an explosion, including, but not limited to, smoke bombs, caps, fireworks, ammunition, and black powder.

### C. Possession and Use

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

#### Possession:

- The penalty for the unauthorized possession of a weapon or explosive shall be an immediate out-of-school suspension for a minimum of 10 school days and suspension from all school activities (participation on teams, in clubs, and in all other school-sponsored learner activities) for at least the remainder of the school year.
- The school district shall expel for a period of not less than one (1) year any learner who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.
- The Huntingdon Borough Police will be notified and may conduct an investigation.

#### Use:

- The penalty for the use of or distribution of a weapon or explosive shall be an immediate out-of-school suspension for a minimum of 10 school days and suspension from all school activities (participation on teams, in clubs, and in all other school-sponsored learner activities) for at least the remainder of the school year.
- In addition, at or before the time of the conference of the learner and the parents/guardians with the learner Services Committee, the principal will advise the learner and the parents/guardians that he will recommend to the Superintendent that the learner be expelled for the remainder of the school year.

## III. ARSON

### A. Definition

The term Arson means the unauthorized use of or possession with the intent to use any material that may cause or result in a fire on school property.

### B. Violations

For the violation of the prohibition against Arson:

- The penalty for any act of Arson shall be a minimum out-of-school suspension for 10 school days and suspension from all school activities (participation on teams, in clubs, and in all other school-sponsored activities) for at least the remainder of the school year.
- The school district shall expel for a period of not less than one (1) year any learner who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.
- The Huntingdon Borough Police will be notified and may conduct an investigation.

## IV. PROCEDURES FOR HANDLING VIOLATIONS AND PENALTIES

### A. In the event that the Principal has reasonable cause to believe that a learner is violating or has violated the discipline policy:

- The Principal or his/her designee may search such learner's locker, desk, personal belongings, such as book bag, clothing, pocketbook, etc.

- In the event that a search discloses the existence of contraband, the Principal or his/her designee will retain such contraband for delivery to police authorities for appropriate disposition and will notify the Superintendent. Such contraband should be seized in the presence of witnesses and marked for future identification. The principal should deliver to the owner of the contraband, if known, a receipt with the names of the witnesses and their signatures. The Principal should also obtain a receipt from the police officer who takes possession of such contraband. The Principal will maintain a record of the seizure, which will include the date and time of any seizure, the name of the person from whom the contraband was received, the date and time of the disposition of the contraband, the name of the person to whom the contraband was delivered, and description of the contraband. Any person having seized or received contraband will be prepared to testify as to its purpose and the times and dates of this possession.

B. In the event that it is determined that the learner has violated Sections I, II, or III of the substance abuse, weapons/explosives, or arson section, the procedures will be as follows:

- The administration shall immediately notify by telephone the learner's parents/guardians and the school Superintendent. In all instances in which any contraband is seized, administration will observe the procedure described in Paragraph A.2. of this section.
- The administration will confer with the learner, his/her parents or guardians, police officials, and school Superintendent or his/her designee to discuss the incident and determine a proper course of action consistent with the policy set forth herein.

#### V. PREVENTION

- The administration and staff shall maintain a general knowledge of Controlled Substances and be able to recognize significant changes in appearance and behavior in learners.
- The administration and staff shall monitor each substance abuse case to ensure that an appropriate intervention and follow-up response has been made.
- The administration will promptly investigate any report or rumor of the presence or possession of any contraband or materials that may cause or result in arson.

#### USE OF DRUG DETECTING CANINES

The Huntingdon Area School District has authorized the use of drug detecting canines in the school district. All persons need to be aware that searches will be periodic and unannounced and will include all lockers, backpacks, and all vehicles on school grounds.

#### HALL LOCKERS, PHYSICAL EDUCATION LOCKERS, AND BACKPACKS

The above may be searched by authorized school personnel with reasonable cause without prior warning. Learners should not have an expectation of privacy at school for these items.

#### REPORTING ANONYMOUSLY

Any learner concerns may be reported to HASD personnel anonymously by learners. Learners may anonymously report such incidents by placing a note in the blue box in the office. Any concerns needing immediate attention should be reported to administration and/or guidance in person or emailed to report@huntsd.org.

## **DISCIPLINARY ACTIONS**

*The Middle School administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within this statement. Learners will be disciplined taking into consideration the past disciplinary record of the learner and any other extenuating circumstances.*

#### REPRIMAND AND WARNING

For some infractions, first offenses, and minor behavior problems, teachers and/or administrators may reprimand a learner or learners. A warning may be issued that further, more serious, or repeated problems will result in increased consequences.

#### TEACHER-ASSIGNED DETENTION

Teachers may assign learners thirty (30) or sixty (60) minute detentions for minor infractions that involve classroom behavior. Examples of minor infractions include but not limited to sleeping in class, inappropriate language, or disrupting the classroom environment. The detention will be served on Tuesday or Thursday from 2:45-3:15 or from 2:45-3:45. It is encouraged that teachers communicate the reason for the detention with parents/guardians. Learners are fully responsible for communicating the assigned detention and reason for the detention to their parents or guardians. The learner should have a 24-hour notice to make arrangements for transportation. After the 24-hour notice, the learner must complete the detention within the next two (2) schedule detentions. Failure to complete the detention will result in the following:

- 30 minute detention will become a 60 minute detention.
- 60 minute detention will become 120 min detention.
- Failure to complete detention within the appropriate time period will result in ISS (In-School Suspension).

#### DETENTION

Detention is held Tuesday and Thursday from 2:45 until 3:45 PM. Learners will be given a 24-hour notice of assigned detention, and parents are responsible for transportation for their child. In addition, failure to report to detention will result in an additional detention assignment or suspension.

Detentions may eliminate activity nights, assemblies, clubs, activities, and athletics. Extracurricular activities cannot be an excuse for missing detention.

An administrator must approve excused absences from detention prior to the absence. Approved absences will need to be rescheduled. If an absence is unexcused, 2 detentions will be assigned.

Detentions and subsequent consequences are cumulative in most instances. However, the level or step of consequences may change at the discretion of the administration depending on circumstances or severity of the infraction.

## SUSPENSION

Learners who have major rule infractions (e.g., Assault, Insubordination, Vandalism) will receive either In-School Suspension (ISS) or Out-of-School Suspension (OSS). In-School Suspension is held every day at the Middle School from 1<sup>st</sup> period through 8<sup>th</sup> period. Learners who are assigned ISS must report to the Middle School office with all books (and outerwear) immediately following homeroom. Assignments will be given to the learner before leaving the Middle School. In order for her/him to receive credit for these assignments, s/he must complete and return the assignments to the appropriate teacher immediately upon return to class. Learners who are assigned ISS or OSS may not participate in any extracurricular activity (ex. sports, activity night) until 8:00 A.M. of the next school day following completion of the suspension.

### MINOR INFRACTIONS vs. MAJOR INFRACTIONS BEHAVIORAL GUIDELINES & EXPECTATIONS

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Assault or Assault with a Weapon on Staff or Learners</b>	An unlawful attack by one person or another	<u>Minor:</u> None  <u>Major:</u> Intentionally, knowingly, or recklessly causing bodily injury	10 days OSS; SRO notified
<b>Violation of the AUP/Technology (Acceptable Usage Policy)</b>	Computer or file hacking or mishandling  Using another person's account information or personal gain	<u>Minor:</u> None  <u>Major:</u> -Accessing any site not approved by the district  -Accessing any system that is password controlled  -Using another's lunch account  -Changing computer hardware or software  -Sharing computer accounts/passwords	1-3 Detentions  1-5 Days ISS  1-5 Days OSS  loss of computer privileges
<b>Electronic Equipment Violation</b>	Violating individual classroom rules about electronic equipment use	<u>Minor:</u> -electronic device out during restricted time  <u>Major:</u> -repeated minor violations  -taking pictures or videos within the school environment	<u>Minor:</u> -1st Offense: Verbal Warning  -2nd Offense: Confiscation of device, placed on teacher's desk, and given to the learners after class. A detention may be assigned  -3rd Offense: Learner is sent to the office with the device. A major violation referral will be written in skyward. Parent or guardian will pick up device.  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS  Referral to SRO

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Class Disruption or Violation of Classroom Rules</b>	Inappropriate behavior that hinders the learning of self or others	<u>Minor:</u> -Talking during instruction  -Horseplay/throwing objects without the intent to harm  -Distracting other during class  <u>Major:</u> -3 or more minor violations	<u>Minor:</u> -Teacher assigned detention  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Cut Class</b>	Skipping a class	<u>Minor:</u> None  <u>Major:</u> -Intentionally missing an assigned class	1-3 Detentions  1-5 ISS
<b>Major Defiant/Disrespectful/ Noncompliant/ Insubordination</b>	Acting in a deliberate and defiant and objectionable manner	<u>Minor:</u> None  <u>Major:</u> -Backtalk  -Refusal to comply with reasonable requests  -Being argumentative toward teacher  -Documented repeated refusal to follow a staff member's instruction  -Leaving a classroom/meeting space without teacher permission  Ignoring  -Arguing  -Refusing to follow directions  -Talking back  -Communicating in an inappropriate manner: either written or verbal  -Non-verbal gestures (ex. eye rolling)	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Disrespectful to Peers</b>  <b>Provoking Behavior</b>	Words or actions meant to demean or hurt another  Behavior or words that will cause a negative reaction from another learner	<u>Minor:</u> -minor name calling  <u>Major:</u> -major name calling -Learner delivers socially rude or dismissive messages to learners -shoving another learner -negatively talking about another learner -spreading rumors	<u>Minor:</u> -Teacher assigned detention  <u>Major:</u> -1-3 Detentions  -1-5 Days ISS  -1-5 Days OSS



Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Failure to Follow Procedures</b>  <b>Handbook Violation</b>	Not following the expected school or classroom behaviors	-Failure to follow teacher instructions  -Not abiding by posted area expectations	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Failure to Serve Detention/ISS</b>	Not showing up for detention or ISS  Not communicating with administration to reschedule detention or ISS	See definition	Rescheduled detention or ISS  Increased penalty for initial infraction
<b>False Alarms/Disruption under false pretense</b>	Willfully and without cause, tampering with, altering, or breaking any public or private fire or safety alarm, apparatus, or device	<u>Minor:</u> None  <u>Major:</u> -Activating/pulling a fire alarm  -Tampering with or using a fire extinguisher  -Tampering with or misusing any safety device  -Tampering with surveillance devices  -False call to 911	1-10 Days OSS and SRO notified
<b>Fighting</b>	Use of physical force upon another learner	Minor: None  Major: -Engaging in any physically aggressive behavior that has the potential to harm	1-10 days ISS or OSS and SRO notified
<b>Forgery of Passes/Excuses</b>	Providing false information, documentation, or forgery	<u>Minor:</u> None  <u>Major:</u> -Signing a parent/guardian's signature on an excuse note or official document  -Lying on classroom/school documents  -Unapproved reproduction of documents	1-3 Detentions  1-5 Days ISS  1-5 Days OSS

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Inappropriate and/or Abusive Language, Literature, Illustrations, or Actions</b>	Inappropriate language or physical gestures or physical actions	<u>Minor:</u> None  <u>Major:</u> -Using or demonstrating vulgar, perverse and/or offensive language or gestures  -Inappropriate public display of affection  -Taunting to provoke another  -Taking unsolicited pictures or videos  -Taking pictures or videos of learner misconduct	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Inappropriate Location/ Unauthorized Area</b>	Learner is in an area that is defined as off-limits to learners or that the learner does not have permission to be in during that time period	<u>Minor:</u> None  <u>Major:</u> -Accessing network closets  -Accessing teachers' or staff's offices, desks, file cabinets, and belongings  -Being in the gym during a non-assigned time without permission	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Left School Without Permission</b>	Learner leaves school property without permission	<u>Minor:</u> None  <u>Major:</u> -Going out for lunch  -Going home for any reason without permission  -Going off school grounds anytime after arrival	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Lying</b>	Learner provides false information to school personnel or administration	<u>Minor:</u> None  <u>Major:</u> -Being untruthful about whereabouts  -Providing misleading information to protect friends	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Physical Contact and/or Physical Aggression</b>	<u>Minor:</u> Intentional unwarranted physical contact of peers  <u>Major:</u> Intent to cause humiliation or harm to peers through unwarranted physical contact	<u>Minor:</u> -push, shove, or run into another learner  -horseplay  <u>Major:</u> -slapping, hitting, or kicking  -other actions carried out with intent to harm or humiliate peers -any minor violation that could lead to injury of another person	<u>Minor:</u> Teacher assigned detention  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Possession of matches or a lighter</b>	Unauthorized use/possession of matches or lighter	<u>Minor:</u> None  <u>Major:</u> -matches in pockets  -lighters in purses	1-5 Days ISS  1-5 Days OSS
<b>Possession, Use or Sale of Tobacco (includes electronic cigarettes, vapes, Juuls)</b>	Possession of or using tobacco products or look-alikes, including eCigarettes, vapes, and juuls	-cigarettes in purse or backpack  -chewing tobacco in locker  -possession of a spitter	1-5 Days ISS  1-5 Days OSS  Citation may be issued
<b>Property Misuse/Damage</b>  <b>Vandalism</b>	Property Misuse(minor): Using school or personal property in an inappropriate manner  Property Damage/Vandalism (major): Damage that cannot be removed by routine cleaning and/or restored to original form	Property Misuse(minor): -drawing on desks, walls, or in textbooks  -using equipment inappropriately  -breaking pencils  Property Damage(major): -tearing pages out of a textbook  -carving names in desks  -cutting a bus seat -damaging another learner's cell phone	<u>Minor:</u> Teacher assigned detention  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS  will be monetarily responsible for replacing or restoring item
<b>Theft</b>	Engaging in any act of theft or attempted theft	<u>Minor:</u> None  <u>Major:</u> -taking personal items from others  -intentional taking of school property without permission	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Threatening School Official/Learner</b>	Words or actions that are deemed threatening toward another individual	<u>Minor:</u> None  <u>Major:</u> -"I'm going to beat you up after school"  -"You better watch your back"  -Learner tells teacher, "I know where you live"	1-10 Days OSS  SRO notified

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Academic Dishonesty/Cheating</b>	Any cheating that occurs in relation to a formal academic exercise	<u>Minor:</u> Plagiarism as defined above on assessments such as: -homework -classwork -quiz  <u>Major:</u> Plagiarism as defined above on assessments such as: -Chapter or Unit exams -Essays -Midterms and Finals -Projects	<u>Minor:</u> 1st Offense: Zero grade with learn option to revise or complete an alternative assignment for up to 50%  2nd Offense: Zero grade with learn option to revise or complete an alternative assignment for up to 50%  3rd Offense & Subsequent Offenses: Zero grade  <u>Major:</u> 1st Offense: Zero grade with option to revise for 50% and 1 day of ISS  2nd Offense & Subsequent Offenses: Zero grade with no option to revise and 1-3 days of ISS
<b>Dress Code</b>	Clothing will not be disruptive to learning environment.	See page 17 for examples.	Will result in learners being required to comply with the guidelines before returning to class.  Repeat offenses may result in disciplinary action.
<b>Bus Infractions</b>	Inappropriate behavior that interrupts the safe transportation on buses.	<u>Major:</u> Out of seats/moving seats.  Distractions to the bus driver.  Following all posted bus rules.	See handbook for discipline guidelines.
<b>Learner Driving and Parking Privileges</b>	Violation of school district guidelines for driving and parking privileges	<u>Minor:</u> None  <u>Major:</u> See handbook for details on violations	See handbook discipline guidelines
<b>Bullying/Cyberbullying, Unlawful Harassment, Dating Violence, and Hazing</b>	Violation of school district policy.	<u>Minor:</u> None  <u>Major:</u> Any violation of this offense as determined by school policy.	ISS or OSS  SRO notified  Other consequences may occur as stated in each individual policy.

Any disciplinary infraction committed by a learner may result in the superintendent and the school resource officer (SRO) being notified. The superintendent may recommend other consequences up to expulsion. The school resource officer may also investigate the situation to determine if charges need to be filed.

#### STEPS PROGRAM OR ALTERNATIVE EDUCATION

Alternative Education placement of a learner may result from a series of incidents from any of the previously mentioned reasons/examples, wherein the learner does not respond in a positive and forthright manner to in- or out-of-school suspension. Learners who are placed in an alternative setting may be transitioned into regular classes and may participate in district-sponsored activities at administrative discretion.

#### EXPULSION (Reference School Board Policy #233)

The School Board, or an appropriately appointed committee, may, after a proper hearing, permanently expel a learner. Reasons for expulsion may be, but are not limited to:

1. Repeated discipline offenses.
2. Violation of the Substance Abuse, Weapon, Arson and Explosive Policy.
3. Any violation that affects the safety or well being of learners, faculty, or staff, or disrupts the educational environment

## EXPULSION HEARING

The learner who is being recommended by the middle school administration for expulsion from school will have a formal hearing held before the school board or a committee authorized by the school board.

# **GENERAL INFORMATION**

## BACKPACKS

Backpacks are permitted to be used to and from school. Backpacks, book bags, and draw-string bags are not to be used between classes throughout the school day. Like lockers, learners should not have an expectation of privacy. Backpacks will be subject to search with reasonable cause.

## BEVERAGE CONTAINER/SNACK GUIDELINES

Learners may not bring glass beverage containers to school. Appropriate drinks (energy drinks are not appropriate) and/or snacks are to be opened and consumed in the cafeteria or classroom during an activity assigned by the teacher. Open beverage containers and snacks may not be kept in hall lockers or consumed in hallways.

## ELECTRONIC DEVICES

(Reference School Board Policy #)

- Electronic devices are permitted in the cafeteria during lunch periods; however, no electronics or headphones/earbuds are permitted when going through the food lines.
- Electronic devices are permitted in classrooms at teacher discretion.
- Sound from any electronic device must be contained via headphones/earbuds.
- Electronic devices are not permitted in the hallways between 7:50 and 2:45.
- The use of electronic devices for unauthorized picture taking or recording (video or audio) of any kind is strictly prohibited.
- The use of electronic devices for any illegal activity is strictly prohibited.

Any use of electronic devices that impede or distract from the educational environment will be disciplined. Learners utilizing electronic devices to contact parents/guardians during school hours will be disciplined. All phone calls and messages need to go through the office. The school nurse will contact home with concerns regarding a learner's health. All disciplinary matters will be communicated by the administration.

## HALL LOCKERS

Learners will be assigned a locker in the corridor close to their homeroom. Locks are permitted on these lockers; however, a spare key or combination must be given to the office. The Middle School will provide the use of a lock to learners if requested. Locks remain the property of the District; loss or destruction of locks will be subject to replacement charges. Learners are discouraged from bringing valuables to school. The school is not responsible for lost, damaged or stolen valuables. Learners may not use any locker but the one assigned to them. Lockers are school property; using them is a privilege, not a right. Items are to be kept in the locker, not on the top of the locker. Anything located on top of the locker will be removed. The Huntingdon Area School District will not be responsible for theft when learners fail to use a lock or share lockers. Learners should not have an expectation of privacy for hall and gym lockers. These areas will be subject to search with reasonable cause.

## LEARNER SEARCHES (reference School Board Policy #226)

School officials have the authority to lawfully search learners or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of learners and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Unannounced searches may be conducted by local and/or state police departments using certified dogs.

## LOST AND FOUND

Articles found by learners should be taken to the school cafeteria where the owner may claim them. Parents are encouraged to label their child's belongings and have their child place a lock on his/her locker. Unclaimed articles that remain in the Lost and Found for over one month will be given to the Salvation Army.

## LEARNER MESSAGES/DELIVERIES

Any message called in to a learner by parents or guardians will be held until the end of the day unless it is necessary for the learner to receive the message earlier. The school reserves the right to contact the parent or guardian to verify any message before it is given to a learner.

Parents may drop off items for learners until 9:30 AM. Any materials brought to the learner after 9:30 AM will be held until the end of the school day unless it is an emergency or a child's lunch.

Deliveries of any kind other than school-related materials for learners are NOT to be sent to the school. This causes a disruption of the educational process and is a potential safety hazard during travel.

## LIBRARY MEDIA CENTER

Our library media center is a busy place! Many learners and teachers use both the library and adjacent computer lab in cooperation with the Media Specialist. Although the lab is often used as a writing lab, other programs are utilized, as well. There are ample opportunities for learners to enhance their math and creative writing skills, as well as programs that allow learners to enter and interpret data.

At the beginning of the year, you will receive the [Huntingdon Area Middle School Computer Resource User Agreement and Parent Permission Form](#) that must be signed by learners and parents. This form is a list of rules, relevant laws and restrictions for use of our computer resources and will be kept on file. If this form is not returned, the learner will not be permitted to use the Internet and other resources available.

Learners may come to the library media center during homeroom in the morning or with a teacher's permission at any time during the day. **In order to visit the library media center, learners are required to have their assignment notebooks signed by their teachers.** Learners are permitted to borrow two books at a time from the library media center for a period of two weeks. Reference books may be borrowed on an overnight basis. If learners have overdue books, they lose their media center privileges. No fines are charged on overdue materials.

Learners also use the library media center for class activities and various research projects. They receive instruction on information retrieval, plagiarism, and ethical use of information before research projects. Computers and electronic media are available for class assignments or recreational use with staff permission.

Technology is an integral part of the library media center. Circulation is done by scanning bar-codes on materials and using learner numbers. The card catalog is accessed electronically from computer workstations and notebook computers. Parent and learners may also view the card catalog and library accounts from home using the link on the school home page.

Learners can obtain information on various topics through the Wide Area Network (WAN).

The HAMS library media center is a member of ACCESS PA. ACCESS PA is a bibliographic union catalog and resource-sharing tool that is a guide to the Pennsylvania library collections. The holdings of over 1,000 school, public, academic, and special libraries are searchable using technology. Being a member of ACCESS PA allows learners to borrow materials from any of these libraries by using the interlibrary loan system. Collections of libraries in other district buildings may be searched as well as the ACCESS PA database, various reference material databases, and the Internet.

## TELEPHONES

A telephone, located in the main office, is provided for learners' use. A learner must first have permission from the teacher and a signed planner to come to the office to use the phones. The learner will then gain permission from the office secretary. The learner will then be required to fill out a phone log sheet located by the telephone. **Learner phone calls should be limited to forgotten school work, lunch, or an item needed for class. learners will not be given permission to call regarding after school arrangements or other non-school related questions.** Phone privileges may also be suspended if learners are not forthcoming with their reason for the call. All learner phone calls must be made by 8:15 AM unless it is an emergency.

# **HEALTH AND SAFETY**

## MEDICATION POLICY

(Reference School Board Policy #210)

Although the Huntingdon Area School District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. When medication is to be taken at school, the following steps must be taken:

- The doctor must complete Medication Form A (obtained from school or online).
- The parent/guardian must sign the consent form for Medication Form B (obtained from school).
- Any medication to be given during school hours must be delivered to the school nurse, principal, or designated individual by the parent/guardian. The medication must be brought to school in the original pharmaceutical dispenser and properly labeled container.
- In instances where parent/guardian neglects to fulfill the requirements of forms A and B, the medication will not be administered.

## POSSESSION/USE OF ASTHMA INHALER OR EPINEPHRINE AUTO-INJECTORS

The Huntingdon Area School District shall permit students to possess asthma inhalers and epi-pens and to self-administer the prescribed medication used to treat asthma and/or life threatening allergic reactions when such is parent authorized. Reference School Board Policy 210.1 for proper procedures to follow.

## NALOXONE- Reference School Board Policy 823

As a means of enhancing the health and safety of our students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be

experiencing an opioid overdose.

The Huntingdon Area School District has Naloxone available to treat opioid drug overdoses. Naloxone reverses the effects of opioid drugs.

Possible symptoms of an opioid overdose can include but are not limited to:

-confusion or delirium, mood swings, nausea or vomiting, extreme constipation, pinpoint pupils, extreme sleepiness, or inability to wake up, breathing problems, including slowed or irregular breathing stopped breathing, and cold, clammy skin, or bluish skin around the lips or under the fingernails

Students and staff should report suspected opioid overdoses immediately to district administration. Students should immediately inform a teacher, guidance counselor, nurse, administrator, or other school personnel if they believe an opioid overdose has occurred.

The protection from criminal prosecution is provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report.

The protection from civil liability is provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

### **SUICIDE AWARENESS, PREVENTION and RESPONSE- (Reference School Board Policy #819)**

The Huntingdon Area School District is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

### **PROOF OF IMMUNIZATION AND PHYSICALS**

Proof of immunizations is required of all learners entering the Huntingdon Area School District. A Health History form must be completed and sent in with your child the first day he/she attends school. Please be advised State Law requires the following exams: Physical exams: kindergarten, grades 6 and 11; Dental exams: kindergarten, grades 3 and 7.

### **MEDICAL SERVICES**

First aid services for emergency illnesses or accidents are under the direction of the school nurse. If conditions warrant the services of a nurse, learners should report to the nurse's suite after consulting with their teacher in charge. If the nurse **is not available, the learner should report to the main office.**

### **ACCIDENTS AND ILLNESS**

Any serious injury which occurs on a school bus, in the school building, or on the school grounds, must be reported immediately to the office and the nurse. A written report must be filed immediately by the supervising teacher and turned in to the office for medical and insurance purposes.

### **ILLNESS AT SCHOOL**

During the school day, a learner must have their planner signed to report to the nurse's room. If the nurse is not available, the learner must see the principal or assistant principal, for permission to go home. When the school nurse is not present or available, the learner is not permitted to call or text a parent to go home without permission from the main office. If a learner calls or texts a parent without permission of the nurse or principal, then the absentee and/or discipline procedures will apply. When a parent/guardian comes in to pick up a sick learner, that parent/guardian must sign the learner out on the attendance notebook on the counter in the office.

A school nurse is available at the Middle School each day from 7:30 A.M. until 3:00 P.M. Her duties include: caring for learners who are ill and/or injured, administering medication, maintaining health and immunization records, serving on the learner assistance team and coordinating routine screenings. Physical examinations are required for grade 6. (The school physician will administer the physicals or the learners may choose a private physician at their own expense.) Scoliosis screenings are done in grade 7. Hearing screening is conducted in grade 7. Dental screenings are done in grade 7. Vision, height, and weight screenings are conducted each year for grades 6, 7, and 8. All learners are required to have a signed pass from their teacher to visit the nurse's office, except in the case of an emergency.

### **EMERGENCY DRILLS (previous FIRE REGULATIONS)**

An emergency drill may be called at any time. All drills are very important; the lives of learners and staff may depend on their success. When the alarm sounds, it is a signal for the pupils to follow the direction of staff in all situations. Information concerning assigned exits for all rooms is posted in every room. The LGR, cafeteria, and gymnasium have their own plainly marked exits.

The first learner to reach any outside door will open the door and hold it open until the last person has left by that door. Then the door should be closed. All windows and doors should be closed. Staff and learners will move to the area assigned, well away from the building, and remain orderly. The teacher will take his/her class roster with him/her and take attendance when everyone is out of the building. He/she will report attendance to an administrator or school official. Learners will be informed when it is safe to return to the building.

### **SCHOOL INSURANCE**

The Western Pennsylvania Caring Foundation for Children, through the State-sponsored BlueCHIP program, offers free or affordable health care insurance to uninsured children from families who make too much to receive medical assistance but do not have or cannot afford private health care insurance. Please call 1-800-KIDS-105 if you have questions or are interested in this program.

# **iPad INITIATIVE and ACCEPTABLE USE**

- There is no expectation of privacy for data stored on District equipment or the Huntingdon Area School District learner Google Drive account.
- Back-up important data from your iPad before turning it over for repairs or at the end of the school year or when requested by a school official. All data will be erased from iPads at the end of the school year.

## **Internet Usage Guidelines:**

- Do not visit inappropriate websites or click on questionable links.
- The use of proxies to bypass District filtering is not acceptable and violates *School Board Policy No. 815: Acceptable Use Electronic Communications Systems, Devices, Network and Internet*.

## **Cleaning Guidelines**

- Do NOT use water or other cleaning solutions on the iPad.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the iPad screen.
- Any further cleaning needs should be reported to the office.

## **Support Guidelines**

- Learners are responsible for reporting any technical issues affecting the performance of the iPad to a member of the technical staff or administration. This needs to occur in a timely manner to ensure loaner iPad availability.
- Learners with a technical issue should request assistance from the classroom teacher first. If the classroom teacher is unable to resolve the issue, the teacher will contact the district computer technician by filling out a work ticket on the support website.
- In some instances, it may be necessary for a computer technician to access the iPad remotely to resolve a technical problem. If this is needed, the Student will be asked for permission before the remote access is performed. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all iPads. Such software maintenance may involve the correction of altered code or programming, and in some cases, may remove files from the mobile device if the files are deemed to be a threat to the operation or security of the device and/or District Network or are stored in unauthorized software.
- Learners should not attempt any repairs on the iPad themselves. All repairs are to be initiated by district computer technician.

If learners have reason to believe another learner is using the District network or iPads **for cyber bullying, other behavior violations or any** manner that violates *School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet*, please contact the principal or assistant principal.

## **Insurance Information**

The Huntingdon Area School District is offering families the opportunity to protect district-owned iPads and Chromebooks ("device") utilized by learners as part of the district's ongoing technology initiative. This optional plan protects the device against accidental damage (drops/spills), loss or theft, fire, flood, and natural disasters. The plan will also act as an extension of the manufacturer's warranty against defects. Insurance is highly recommended, although it is not mandatory. However, if you choose **not** to purchase insurance, the parent/guardian is financially responsible for all repair or replacement costs of the device and its accessories. The non-refundable insurance fee must be paid annually.

Parents/Learners will be responsible for the following deductibles:

- 1<sup>st</sup> Claim: \$25
- 2<sup>nd</sup> Claim: \$150 or cost of repair (whichever is less)
- 3<sup>rd</sup> Claim: Full value of the repair/replacement device (Chromebook: \$200, iPad: \$350)

Claims submitted are per individual child, not per family and are on a per-year basis. Learners will be responsible for the care of devices, and devices may be tracked by their serial numbers. The insurance fee scale for the 2017-18 school year is listed below. If you qualify for free or reduced lunch status, you also qualify for reduced insurance costs, as long as your paperwork has been completed and submitted to the Food Service department prior to device distribution.

**Fee Schedule**

Status:	Not Eligible for Free or Reduce Lunch	Eligible for Reduced Lunch	Eligible for Free Lunch
INDIVIDUAL PLAN:	\$30	\$20	\$10
FAMILY PLAN:	\$50	\$25	\$15

Please make check or money order payable to Huntingdon Area School District. If your check is returned for insufficient funds, an additional fee will be charged.

Parents/guardians will be responsible for the entire cost of replacement or repair for devices damaged through active misuse, abuse or intentional damage. If the iPad is misplaced, lost or stolen you must notify the school immediately and file a report with the School Resource Officer. iPad insurance is voided if an iPad is in an unapproved case.

**The District reserves the right for final determination of insurance claims.**



## APPROPRIATE USE OF HASD TECHNOLOGY

The appropriate use of HASD technology is described in [School Board Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#) which states:

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

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

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

## CONSEQUENCES FOR INAPPROPRIATE USE

[Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#) also outlines the consequences for inappropriate use of technology:

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.
- Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.
- Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Parents and learners should read, understand, and be familiar with familiarize themselves with [School Board Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#) . Policy 815 can be accessed through the district website here:<http://www.boarddocs.com/pa/hunt/Board.nsf/goto?open&id=AEWR6N6B0818>

If you have questions about [Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#), or if you do not have access to the internet but would like a paper copy of this policy, please contact your child's school office.

# LEARNER PROGRESS

## ASSESSMENTS

District assessments, teacher generated evaluations, and standardized testing will be used to monitor learner progress in order to guide instruction and to ensure proper learner placement. Assessments include:

- Grades 6 and 7: Pennsylvania System of School Assessment: ELA & Math
- Grade 8: Pennsylvania System of School Assessment: Math, ELA, & Science
- All Grades: Algebra I Keystone Exam (for learners taking or have taken the Algebra I course) & Classroom Diagnostic Tests (3 times per year)

## GRADING

Report cards are issued every nine weeks. Midterm reports are issued halfway through each marking period. Parents will be notified by the classroom teacher of any unsatisfactory progress when deemed necessary.

A	95-100%	C	73-76%
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Under 60

## HONOR ROLL

At the end of each nine-week grading period, an Honor Roll is issued for all learners who qualify. Honor roll requirements are as follows:

- All subjects are included for a cumulative GPA to determine Honor Roll
- Learners must have a GPA of 3.75-4.0 for High Honors and 3.5-3.74 for Honors in all subjects to qualify for the honor roll.

Those learners who have demonstrated outstanding scholastic achievement each marking period qualify for the Cumulative Honor Roll.

## FINAL GRADES

Final grades will be calculated using the average (mean) of a learner's grades for the four nine-week marking periods.

## PROMOTION POLICY

Learners must earn a minimum grade of "D" in a course in order to pass. Learners who successfully pass all major subjects (Language Arts, Math, Science, and Social Studies) will be promoted to the next grade. Learners who fail at least two major subjects must remediate one of them in our summer school program. Learners who do not attend summer school will be retained. A learner who fails the same subject two years in a row must remediate in order to be promoted to the next grade. Learners in summer school will receive the basic core of the course failed as outlined in the curriculum guide.

## ACADEMIC HONESTY

### I. STATEMENT OF BELIEFS

As a community of learners, the learners and faculty at HAMS share the responsibility for establishing and maintaining appropriate standards for academic honesty. It is our obligation to foster a learning environment that is free of academic dishonesty.

### II. FORMS OF ACADEMIC DISHONESTY

#### Cheating

- Intentionally using or attempting to use unauthorized materials, information, notes, study aids
- Unauthorized communication of information

#### Fabrication and falsification

- Intentionally inventing or counterfeiting any information
- Altering information
- Changing record of data or experimental procedures/results
- Falsely citing a source of information

#### Multiple submissions

- Turning in more than once substantial parts of the same work for credit
- Turning in the same work for credit in more than one class without prior authorization

#### Plagiarism

- Submitting material that is not credited to the proper owner
- Knowingly presenting another's work as one's own

#### Complicity in academic dishonesty

- Knowingly assisting another without prior authorization
- Discussing or distributing test questions without prior authorization

In each of the preceding statements above, learners and faculty share equal responsibility for understanding interpretations and applications specific to a given course.

### III. PROCEDURE FOR INFRACTIONS

- Learner-teacher conference
- Possible penalties
  - Learner will be written up on Skyward
  - Verbal Reprimand
  - Learner will retake the test or redo the assignment. The highest grade that will be earned will be a 59%.
  - No credit for the assignment
  - Failure for the marking period and/or the year

## **LUNCH PROGRAM**

### LEARNER ACCOUNT PAYMENTS

#### MIDDLE SCHOOL CAFETERIA MEAL PROCEDURES

- The Middle School has a computerized point-of-sale system that allows learners to deposit money into a computerized account to be used for purchases.
- Meal Prices: Lunch - \$ 2.90 (Reduced Price Eligible - \$ .40) Breakfast - \$ 1.30 (Reduced Price Eligible - \$ .30)
- Lunches include five healthy food components: meat/meat alternate, bread/grain, vegetables, fruit, and milk. Learners may choose an entree, two servings of vegetables, two servings of fruit, and milk. Learners can decline items that they do not want but they must choose at least three of the five food components - to include 1/2 cup of fruit or vegetable.
- Breakfast includes an entree, fruit and/or juice and milk. A Grab N' Go Breakfast Bag is available.
- In addition to full meals, learners can purchase components of the meal at the a la carte price. When available; learners can also purchase a

variety of Smart Snack items after the serving line is through.

- Deposits can be made in the cafeteria before homeroom and at lunch time. Checks for deposit should be made out to:
- HASD Food Service Dept. Checks returned from the bank for insufficient funds will be assessed a \$20.00 fee. The charge will be added to the amount of the check, and cash or a money order will be requested as payment.
- Deposits can be made to your child's lunch account electronically at Efund for Schools. To access the Efund website, go to the District web page (huntsd.org) and click on the Efund link along the side. There is a \$ 1.50 fee for electronic payments made through your checking account or for payments using a credit card there is a fee of \$ 2.85. Any payment made through Efund which is returned from the bank for insufficient funds will be assessed a \$20.00 fee. The charge will be added to the amount of the check, and cash or a money order will be requested as payment.
- District communications regarding money owed will be made to the parent/guardian only. Parent(s)/Guardian(s) who would like to have cashiers communicate account information to their learner(s) must notify the Food Service Office in writing or the learner may ask for their balance from the cashier at any time.
- Current balances and a transaction history can be viewed in Skyward . Parents will be notified through Skylert if their child has any negative balance or has a low balance of \$ 5.00 or below.
- Balances remaining at the end of one school year will be available for use on the first day of the next school year.
- Learners access their accounts by typing their assigned meal keypad number into a PIN pad at the cashier station. Learners may access and use only their own accounts. Learners can ask any cashier for help if they don't know their keypad number.
- Learners may pay cash each day for purchases - maintaining an account balance is not required but is encouraged, it helps the lunch line move faster.
- Whether a learner uses an account balance or pays cash, the learner's number must be entered by the learner and the learner's account must be accessed in order for the transaction to be rung in. Please be prepared to enter your meal keypad number whether you are using the account or cash.
- The computer recognizes the status of learners eligible for the free or reduced price meals program and charges the appropriate amount. Learners eligible for free meals do not need to deposit money into their accounts for meals but are welcome to make deposits to be used for a la carte purchases. Learners eligible for reduced priced meals must deposit enough money into their account to cover their purchases.
- Learners are expected to have enough cash or money deposited in their accounts to pay for all purchases. Learners will not be denied service but their a la carte choices may be limited if excess charges are incurred.
- Account refunds can be requested by emailing: [mmcnitt@huntsd.org](mailto:mmcnitt@huntsd.org).
- Menus are subject to change. At least two entree choices are offered every day. On 2 or 3 hour delay days, breakfast will not be served. When school is cancelled, the menu listed on the next day back will most likely be the menu served. Every effort is made to keep the current menu for the current day.
- Please do not hesitate to contact the Food Service Director with additional questions or concerns -
- email -[mmcnitt@huntsd.org](mailto:mmcnitt@huntsd.org) or call 814-643-2900 ext. 2190.

## MIDDLE SCHOOL CHARGING PROCEDURE

- No learner who requests a meal will be denied a main lunch option, unless the learner's parent or guardian has provided written permission to withhold a school lunch.
- Meals served to learners will not be removed or exchanged as a result of overdrawn cafeteria accounts or free/reduced status. When it is discovered that a learner has selected a meal and/or a la carte items
- and they do not have positive funds or cash to purchase it, the learner will be permitted to have the items without discussion. The meal and/or a la carte items will be charged to the child's lunch account. Parents/guardians will be held responsible for any charges to their learner's account.
- When all components of a breakfast or lunch are not taken, the cashier must charge a la carte prices for the items purchased. Parents/guardians will be held responsible for any charges to their learner's account.
- Parents can establish limits on purchase of extra meals or a la carte by contacting the food service
- office at: [mmcnitt@huntsd.org](mailto:mmcnitt@huntsd.org) or (814)641-2190.
- When parent imposed limits are in place, a la carte items can be removed from the child at the register. Parents/guardians will be held responsible for any charges to their learner's account.
- Direct communications regarding money owed will be made to the parent or guardian only, unless the learner's parent or guardian has provided written permission to communicate directly with the learner.
- Skylert messages will be made daily to the parent/guardian if their learner has any negative meal balance or if the meal balance is \$ 5.00 or below.
- When negative meal account balances equal twenty-five (25) dollars or greater a letter will be sent to the parent or guardian. When negative meal account balances equal fifty (50) dollars or greater a certified letter will be sent to the parent or guardian. The cost of the certified letter will be added to the learner's negative balance.
- Parent(s) or Guardian(s) who fail to respond to the District's collection efforts will have their children(s)'s negative balances turned over for collection either to the District Magistrate or to a collection agency.
- No learner who owes money or does not have money for a school meal will be identified, stigmatized or be required to do work or chores.
- Balances (positive and negative) from each school year are carried over to the next school year for underclassmen.

## CAFETERIA PROCEDURES, RULES, AND CONSEQUENCES

### PROCEDURES:

- Learners will go to their lockers before entering the cafeteria.
- Staff will reserve the right to change seats.

- When all learners are seated and talking is controlled, learners will be dismissed by table to get in line for trays.
- Learners will return to seats and empty trays as needed.
- Learners may use restrooms with teacher permission only.
- Learners are not permitted to use lockers during lunch.
- Learners may request nurse or office visit with staff permission.
- Learners are not permitted to go to other classrooms unless a pass is given from the teacher.
- Learners are responsible for keeping the table and floor area clean. Both must be done for learners to be dismissed from lunch.
- **ALL** food must be consumed in the cafeteria unless permission is granted/requested by staff.
- Learners will use polite table manners at all times.
- Excessively loud voices are not permitted. learners are expected to be quiet during any announcements and when passing through school hallways.
- Learners are not permitted to throw food or any other object.
- Food from outside sources (ex: Fast food restaurants) is not permitted in the cafeteria. If a learner is provided that for lunch, they will be asked to eat in the office. Please keep this to a minimum.
- Learners are not permitted to wear earbuds/headphones or use electronic devices while going through food lines.

POSSIBLE CONSEQUENCES:

- Warning
- Detention
- Loss of cafeteria privileges
- Other consequences deemed appropriate by administration.

## **OPPORTUNITIES FOR LEARNER INVOLVEMENT**

### EXTRA-CURRICULAR ACTIVITIES AVAILABLE

Football	Basketball (Girls and Boys)	Jazz Band
Soccer (Girls and Boys)	Wrestling	Marching Band
Volleyball (Girls)	Softball	Indoor Band
Cheerleading		Indoor Color Guard

### STUDENT COUNCIL

The purpose of Student Council is to provide opportunities for learner leadership and participation in the internal management of the school, to promote worthy school activities, and to promote the general welfare of the school. Participation is dependent on maintaining a grade point average of 3.0 or higher, without any F's or D's every nine-week period. Any learner falling below this average will be removed from Student Council for half a marking period. At this time, the grades will be reviewed, and if they have improved, the learner will become an active member again. Failure to improve grades by the end of the marking period will result in permanent removal from Student Council.

The council assists in making the school environment better. It elects or appoints committees to carry out its decisions. Student Council investigates and reports on questions and problems referred to the group by learners. Council members then meet with administration to discuss issues for decision or action. The council primarily plans and carries out social functions within the school for the various grades. Student Council also organizes and executes events to benefit charitable causes in the Huntingdon area.

### ACTIVITY NIGHT

Activity Night is held at the Middle School approximately every two months from 6:00 PM until 8:00 P.M. during the school year for Huntingdon Area Middle School learners only. Dancing, gym activities, and refreshments are part of each Activity Night. Middle School Activity Night is a learner privilege, not a right. We view this evening as a reward for appropriate behavior. All school rules, dress codes, and policies are in effect during Activity Night. Activity Nights are chaperoned by parents and school employees. Parents are encouraged to volunteer to serve as chaperones.

The following conditions may prevent learners from attending:

- Being suspended since the previous Activity Night

- Failing to serve detention
- Failing one or more classes
- Displaying inappropriate behavior
- Failing to complete schoolwork
- Administration reserves the right to prohibit participation

**Learners not picked up by 8:15 P.M. will not be permitted to attend the next Activity Night.**

## **MUSIC ORGANIZATIONS:**

### **INSTRUMENTAL MUSIC PROGRAM**

Participation in the instrumental music program is open to all learners attending the Huntingdon Area Middle School. All learners will be placed into small group instrumental instruction classes at the beginning of the school year. Since this small group instruction is in addition to regular band rehearsals, anyone who wants to play an instrument is welcome to join regardless of experience. Since the success of these classes and co-curricular activities relies on commitment and discipline, it is suggested that prospective learners (and parents) make sure they are prepared to make the commitment. Learners are expected to maintain an 80% or higher in core classes to participate in the program. A letter with specific requirements will be sent to parents at the beginning of the year.

The program consists of regularly scheduled classes for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade bands. The bands perform annual Christmas and Spring concerts. In addition to the previously mentioned curricular offerings, the following co-curricular instrumental music activities are also available:

- Jazz Band (grades 6-8) – This band performs music in the Jazz, Rock, and Pop genres. The Middle School Jazz Band performs in several concerts throughout the months of April and May.
- Marching Band (grades 7-12) – This band performs music at football games, band competitions, and parades. Practices begin August (a couple of weeks before school begins) and continue twice a week after school in September and October. Middle School and High School learners mix together to make up this co-curricular activity.
- County Band (grades 7-9) – Representatives are chosen for the annual Huntingdon County Junior High Band Festival. This is a one-day festival at which our best instrumental music learners join forces with the best instrumental music learners from the other three county school districts for morning and afternoon practices in order to prepare a concert for that evening. The festival usually occurs in April or May.
- District 4 6<sup>th</sup> Grade Band Fest – Representatives for the annual District 4 6<sup>th</sup> Grade Band Festival are chosen by audition from our 6<sup>th</sup> Grade instrumental music class. This is a one-day festival at which the best 6<sup>th</sup> Grade instrumental music learners from the Pennsylvania Music Educators Association District 4 (26 school districts) join forces for morning and afternoon practices to prepare a concert for that evening. The festival usually occurs in April or May.

### **CHORAL MUSIC PROGRAM**

Participation in the choral music program is open to all learners attending the Huntingdon Area Middle School. Since the success of this class relies on commitment and discipline, it is suggested that prospective choir learners (and parents) make sure they are prepared to make that commitment. Learners are expected to maintain an 80% or higher in core classes to participate in the program. A letter with specific requirements will be sent to parents at the beginning of the year. The program consists of regularly scheduled classes for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders in the Huntingdon Area Middle School Choir.

### **SPECIAL NEEDS ATHLETIC ASSOCIATION**

This program is designed to encourage training in various sports for exceptional learners so they can participate in tournaments in the local, county, and state level. Special Education learners team up with peers and coaches to challenge themselves by growing stronger in their social, emotional, and physical abilities.

### **SPORTS**

**Philosophy:** The primary purpose of the extracurricular activities in the Huntingdon Area School District is to promote the physical, social, emotional, and moral well being of the participants. It is hoped that extracurricular activities in our schools will be a positive force in preparing youth for an enriching and vital role in American life.

All extracurricular activities are an important and integral part of the total school program and is open to participation by all learners regardless of individual differences. Through voluntary participation, the learner gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to an extracurricular program.

### **LEARNER CONDUCT POLICY**

Violations of the Huntingdon Area School District "Learner Conduct Policy" which require administrative action will be handled in accordance with the provisions of the policy.

1. If a violation involves a detention or suspension, then said athlete will be suspended from practices/contests of that team for those days.
2. No disciplinary leniency will be granted based on a learner's participation in extracurricular activities.

## **SUBSTANCE USE/ABUSE & POSSESSION**

The use and/or possession of controlled substances/drug paraphernalia not prescribed by a doctor are absolutely forbidden. Coaches must immediately notify the athletic director of such occurrences.

This policy shall also apply to learner conduct that occurs off school property. Violations of the Huntingdon Area School District "Learner Conduct Policy" that require administrative action will be handled in accordance with the provision of the policy.

### **The Pledge:**

I agree to refrain from the possession, use, and distribution of any tobacco products, drugs (unless prescribed), alcohol, and controlled substance, both on and off school grounds, during the school year. If it is verified that I have used any of these substances, I understand that the aforementioned consequences will apply.

**PIAA:** The High School and the Middle School in the Huntingdon Area School District are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribe to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible for knowing the rules, informing team members and parents of them, and enforcing them.

### **Eligibility Requirements:**

**Academic:** Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard upon which participation is measured. Pennsylvania Interscholastic Athletic Association (PIAA) eligibility requirements will be followed along with the HAMS eligibility requirements.

1. Learners must pursue a full-time curriculum defined and approved by the Principal.
2. Eligibility will be cumulative from the beginning of a grading period and will be reported on a weekly basis.
3. Learners who are failing (below 60%) two or more courses will not be eligible to participate in practice or scheduled events for the following week. If a learner is deemed ineligible, they are not permitted to participate in athletic events from Sunday to Saturday.
4. A learner that has failed two or more classes during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year will be ineligible for 15 school days of the next grading period, beginning on the first day of the next marking period.

**Attendance:** A learner must be in school by **9:30AM** in order to participate in any extracurricular contest/practice that day. An exception will be made if the learner has an approved appointment; in which case, the learner must present a signed statement regarding the absence one day in advance.

If a learner is absent the last school day of the week, and the competition is on a non-school day, the learner must have coach and parent permission to participate. It is recommended that the coach call the parent regarding the absence.

If a learner is absent from school during a semester for a total of 20 or more school days, the learner will lose his/her eligibility until he/she has been in attendance for a total of 45 school days following his/her 20th day of absence.

**Sportsmanship:** Learner athletes in the Huntingdon Area School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow learners, fans, opponents, and the media. They, therefore, have an obligation to serve as positive role models by subscribing to the following.

1. Showing respect for authority and property.
2. Maintaining academic eligibility and training rules.
3. Emphasizing the ideals of sportsmanship, loyalty, ethical conduct, and fair play.
4. Understanding that striving to win is important to success in athletics just as in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach and possible suspension from the team.

**Travel:** Extended Trips are defined as any travel that requires an overnight stay. Athletes must travel to and from contests, away from Huntingdon, in transportation provided by the school.

The only exceptions are:

1. Injury to participant that would require alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the coach for the learner to ride with the parent/guardian or another approved parent.
3. When school transportation is not provided and alternative means are approved.

**Equipment & Uniforms:** Equipment and uniforms are issued to learners on a loan basis and are to be worn only when authorized by the coach. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the learner for the fair cost of replacing it. Until the obligation is resolved, the learner will not be permitted to participate in any future athletic season.

**Practices & Contests:** Each member of any team is required to make a commitment to that sport during the season. Part of the commitment involves being at every scheduled practice and contest throughout the season. Unexcused absence(s) from scheduled practices/contests will result in:

1. Counseling by the head coach and notification of parents, if necessary; and
2. Suspension from the team and possible dismissal for remainder of the season if subsequent violations occur.

A learner who has been injured and has had medical treatment cannot participate until medical clearance has been granted. Athletes must return all appropriate insurance forms promptly or face the possibility of suspension from the team until forms are returned.

**General Regulations:**

1. Learner-athletes should be neatly groomed and properly dressed when traveling to any contest.
2. No athlete may quit one sport and try out for another after the season has begun without mutual consent of both coaches.
3. Any civil law infraction or conduct by a learner-athlete that occurs during a sport season that is determined by the administration and head coach to be detrimental to the athletic program, or the school district, will result in counseling by the school administration and head coach and possible suspension/dismissal from the team.

**Completion of Sport Season:** In order for the learner-athlete to be eligible for a letter, team and/or individual awards, it is required that he/she complete the sports season, including post-season playoffs and tournaments as well as meet the qualifications set forth by the head coach. No awards will be given to any learner-athlete suspended and/or dismissed for the remainder of the season for violations.

**Learner Conduct Policy:** Violations of the Huntingdon Area School District "Learner Conduct Policy" which require administrative action will be handled in accordance with the provisions of the policy.

1. For example, if a violation involves a suspension, then said athlete will be suspended from practices/contests of that team for those days.
2. It should be clearly understood that the same standard of behavior and discipline for the regular learner shall also apply to the learner-athlete, and any violations may result in forfeiture of the privilege to participate in the Huntingdon athletic program.

**Jurisdiction:** The rules and regulations for the learner-athlete will apply to any violations, on and off school premises, during the sport season of participation.

**Coaching Rules:** Any additional rules and regulations developed by the head coach of any sport must be approved by the principal and athletic director prior to the season. These additional rules and regulations must be in writing and on file in the athletic office.

## **PARENT/GUARDIAN INFORMATION**

In addition to reading the aforementioned material and reviewing it with your child(ren), please read the following information regarding parent guidelines.

### **SCHOOL-HOME COMMUNICATIONS**

The school district is using the Internet to strengthen the communications between the home and school. Teachers use a website called Skyward to post learner class information, progress reports, daily assignments, and other pertinent information for both learners and parents. Parents have their own account separate from the learners so parents will be able to use the Internet to more effectively partner with their child(ren)'s teachers. Please contact your child(ren)'s teacher(s) if you have any questions about this service.

### **LEARNER MESSAGES/DELIVERIES**

Any message called in to a learner by parents or guardians will be held until the end of the day unless it is necessary for the learner to receive the message earlier. The school reserves the right to contact the parent or guardian to verify any message before it is given to a learner.

Parents may drop off items for learners until 9:30 AM. Any materials brought to the learner after 9:30 AM will be held until the end of the school day unless it is an emergency or a child's lunch.

### **TRAFFIC PATTERNS AND VISITORS**

For safety reasons, we are asking parents to park their cars outside the Middle School parking lot (along the road, by the church, etc.) at the end of the day. With approximately 500 learners and a fleet of buses moving inside our lot, additional cars present a real danger to our learners. This policy does not apply to parents who need to pick up their children before 2:10 PM. Please note: Cassidy Avenue will not be open to private vehicles between 2:30 PM and the time when the last school bus exits the intersection of Cassidy Avenue and 25<sup>th</sup> Street (approx. 3:00 P.M.)

If you are dropping off your child(ren) in the morning, you may drop off in the front of the building before 8 AM.

All visitors are required to park in designated parking spaces and sign in at the main office. Office staff will follow procedures for admittance. Thank you in advance for your cooperation with this system. Learner visitors are not permitted to shadow other learners during school hours.

Please be advised that buses park in front of the Middle School daily starting at 2:15 PM. You will be parked in and will be unable to leave until the buses leave around 2:55 PM.

## ALTERNATE BUS ASSIGNMENT

Acceptable reasons for a change in bus assignment are:

- Emergencies

Alternate bus assignments will not be granted for social reasons. Parents/guardians who wish for their child(ren) to ride an alternate bus must contact the Transportation Department at 643-4140. Bus drivers will only accept notes which have been properly signed by school officials.

## RETURNED CHECKS

In the event that a check written to the Huntingdon Area Middle School or the cafeteria is returned because of insufficient funds, a \$20.00 charge will be added to the amount of the check, and cash or a money order will be requested as payment. Further steps for collection may result in additional charges.

## PARENT CONFERENCES

Throughout the school year, parents are urged to schedule a meeting with their teachers to discuss their child's progress. Please call the school office (643-2900) to make appointments. Each team will have a daily team planning period to hold conferences. Your child's teachers will announce this time at the beginning of the year.

Parent-teacher conferences are held once a year. An appointment can be scheduled and confirmed by calling the school office two weeks before the conference date. The dates of these conferences are listed on the school calendar. If your child has special needs for the following school year, parents should contact the office before the end of the present school year.

## INTEGRATED PEST MANAGEMENT PARENTAL NOTIFICATION

The Huntingdon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of learners enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you may be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-contained baits placed in areas not accessible to learners, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact, IPM Coordinator at 814-643-4140, ext. 1132.

## ANNUAL ASBESTOS NOTIFICATION

The Huntingdon Area School District is providing information to you concerning the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings is located in the Superintendent's Office, which is located at 2400 Cassady Ave. Huntingdon, Pennsylvania 16652; telephone number (814)643-4140. The plans can be viewed by any person during normal business hours. Interested parties wishing to inquire about the hours and times that plans are available should call the telephone listed above. The asbestos management plans provide information regarding six month inspections, third year re-inspections and response actions.

# **PUPIL SERVICES DEPARTMENT**

The utilization of the Child Study Team (CST) enables the district to meet the Federal Regulation in regards to Chapter 14 as well as a component of Response to Intervention. The CST is a group of professionals who provide consultative, evaluative, and prescriptive services to parents and learners. The CST encompasses parent(s), a regular education teacher, special education teacher, school psychologist, building administrator, guidance counselor, and the Director of Pupil Services and/or Assistant Director of Pupil Services. The district's therapist(s): occupational, speech/language, and/or physical therapist, as well as, consultants may also participate as deemed necessary. Any agency representatives that are involved with the child are also invited to be a member of the CST process.

The CST process has assisted our district with providing screenings in various areas (cognitive, emotional, social, and communication). Parents and teachers may request a CST meeting at any time. The CST may recommend interventions, further screening, and/or a referral for a multidisciplinary evaluation (MDE) to determine eligibility for special education as a learner with a disability.

CST members review the learner's history, including any pertinent medical or health information as well as school attendance. Pre-referral interventions and assessment data are reviewed. The team may determine that additional interventions are warranted and would reconvene, or a Prior Written Notice for Initial Evaluation and Request for Consent Form and Procedural Safeguards would be issued to the parents. Once the Prior Written Notice for Initial Evaluation and Request for Consent Form is received, the Huntingdon Area School District abides by the information as stated in the form. After the evaluation results are gathered, a Multidisciplinary Evaluation Team meeting is convened. The team consists of parent(s)/guardian, school psychologist, Director of Pupil Services, regular education teacher, special education teacher, guidance counselor, and therapists (as deemed necessary). The MDE team reviews all of the information to determine by consensus if the learner is a learner with a disability and in need of special education services.

### **CHAPTER 14: Special Education**



A child with a disability means a child who, as the result of a multidisciplinary evaluation, is determined to meet the criteria in one or more of the following categories: intellectual disability, hearing impairment including deafness, speech or language impairment, visual impairment, including blindness, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities and who is determined to need special education services. Learners determined eligible for special education services will receive an Individualized Education Plan (IEP) based on their needs. The program to which a learner with a disability is assigned shall be one that provides an appropriate education, seeks to assure success in learning, and offers the least restrictive environment, in accordance with federal and state regulations.

#### **CHAPTER 16: Gifted Support**

The policy for identification as gifted for learners in the Huntingdon Area School District will require learners to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged learner with an IQ score lower than 130 when other educational criteria strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist. Gifted education for each identified learner is based on the unique needs of the learner, not solely on the classification. Gifted education services enables identified learners to participate in acceleration and/or enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs. Eligibility for gifted support is evaluated on a case-by-case basis.

#### **Homelessness**

The McKinney-Vento Homeless Assistance Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The Huntingdon Area School District works to ensure that homeless learners have the same educational programs and services provided to other district learners. For more information on this Act and how the district may be able to help contact:

Robin Whitsel

Huntingdon Area School District Director of Pupil Services (including Homeless Liason) at 814-641-2104

You can also access more information on this Act at: <https://ecyeh.wikispaces.com/>

#### **CHAPTER 12: Overview of K-12 ESL Program**

The goal of the Huntingdon Area School District’s English as a Second Language (ESL) programs is to facilitate the acquisition of English language skills of learners whose native or first language is not English. Upon enrolling into the school district, all families will complete a Home Language Survey (HLS). As a result of the survey, learners whose first language is a language other than English or if a language other than English is spoken in the home, the learner will be assessed in English proficiency in reading, writing, listening, and speaking. A program will then be developed to meet the learner’s individual needs, dependent upon the assessment results.

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2018**

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

#### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

#### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the

program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 814-542-2501 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051		TIU Early Intervention Programming 814-542-2501 Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	
SCHOOL DISTRICT OFFICES			
Central Fulton School District 717-485-3195 Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400		Forbes Road School District 814-685-3865 Forbes Road High School Ms. Maria Scott-Bollman 159 Redbird Drive, Waterfall, PA 16689	
Huntingdon Area School District 814-641-2104 Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602		Juniata County School District 717-436-2111 Administrative Office Ms. Jill Condo 146 Weatherby Way Mifflintown, PA 17059	
Juniata Valley School District 814-669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611		Mifflin County School District 717-248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	
Mount Union Area School District 814-542-2518 Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066		Southern Fulton School District 717-294-3400 Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	

Southern Huntingdon School District 814-447-5520 Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11		
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	
CHARTER SCHOOLS		
New Day Charter School 814-643-7112 Ms. Autumn Fiscus -256 South 5th Street, Huntingdon, PA 16652 -109 Industrial Circle, Mifflintown, PA 17059	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS		
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
		717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

### **HAMS BEARCATS**

The Schoolwide Positive Behavior Interventions and Support system has been adopted by middle school as a means to instill proper behavior within our learners. Using the guided model approach to teach proper behavior, the faculty and staff of the Middle School will be constantly modeling to the learners the types of behavior we hope to see from them. By targeting instructional design and delivery, classroom/school arrangement, and rules and procedures, a significant number of school-wide behavioral problems can be prevented, leaving staff with fewer individual problems to manage and increase instructional time.

After a number of surveys and faculty/staff discussions, it was determined that our "hot spots" include: the classrooms, bathrooms, cafeteria, hallways, and buses. From here, we developed our core expectations for each area. These expectations focus on our slogan: **BEARCATS**. Each learner is encouraged to show **BEARCATS** by following these expectations.

Throughout our school, at each hot spot location, learners are reminded of our "**BEARCATS**" expectations for that particular area. The expectations are broken down into five general items:

- BE**- Be Engaged
- AR**- Act Responsibly
- CAT** - Care About the Team
- S**- Safety

With this program, we are able to reward the learners on various levels for showing proper behavior. Learners can receive rewards independently and as a team. These reinforcements can be implemented by all employees-principals, teachers, para-educators, custodians, cafeteria staff, secretaries, and bus drivers.

All teachers and employees will be issued "Bearcash Cards" that will be distributed to learners who are positively demonstrating the targeted behavior. The use of Bearcash Cards is to reward learners and staff and serves as a reminder to accentuate the positive and keep a proactive frame of mind.

These Bearcash Cards will then be used to “purchase” rewards independently or as a team.

**POSITIVE SCHOOL WIDE BEHAVIOR EXPECTATION MATRIX**

<b>Rule/Area</b>	<b>Be Engaged</b>	<b>Act Responsibly</b>	<b>Care About the Team</b>	<b>Safety</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Participate</li> <li>*Keep restroom trips as short as possible</li> <li>*Complete assignments</li> <li>*Use time wisely</li> <li>*Pay attention</li> <li>*Follow Direction</li> <li>*Remove ear buds during instruction</li> </ul>	<ul style="list-style-type: none"> <li>*Complete all work</li> <li>*Be on time</li> <li>*Keep restroom trips as short as possible</li> <li>*Use electronic devices responsibly</li> <li>*If absent complete make-up work</li> </ul>	<ul style="list-style-type: none"> <li>One person speaking at a time</li> <li>*Keep your area clean</li> <li>*Use appropriate, tone, volume, and language</li> <li>*Speak kindly to all</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others personal space and property</li> <li>*Leave room as you found it</li> <li>*Use materials appropriately</li> <li>*Follow safety procedures (fire drills, lock down, etc)</li> <li>*Have pass in the hallway</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Positive social interactions</li> <li>*Follow adult directions</li> <li>*Remove ear buds while in the cafeteria line</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices responsibly</li> <li>*Alert an adult if something is wrong</li> <li>*Only take what you pay for</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>Thank cafeteria staff</li> <li>*Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>*Wait in line patiently</li> <li>*Respect others personal space and property</li> <li>*Always walk</li> </ul>
<b>Locker Room</b>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Use locker at appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>*Use good hygiene</li> <li>*Secure your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>*Respect other’s privacy and property</li> <li>*Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices responsibly</li> <li>*Always walk</li> <li>*Respect others personal space and property</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Move to class on time</li> <li>*Take the quickest route to your next class</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallway clean</li> <li>*Use locker quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>**Respect others personal space and property</li> <li>*Find the most efficient way to get to class</li> </ul>
<b>Rule/Area</b>	<b>Be Engaged</b>	<b>Act Responsibly</b>	<b>Care About the Team</b>	<b>Safety</b>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Use restroom as quickly as possible</li> <li>*Alert adults to messes</li> <li>*Return to class immediately</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices appropriately</li> <li>*Use bathroom pass</li> </ul>	<ul style="list-style-type: none"> <li>*Use facilities appropriately</li> <li>*Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilet</li> <li>*Wash hands</li> <li>*Respect others personal space and property</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Be aware of your bus stop</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> <li>*Be polite</li> <li>*Be a good role model for younger learners</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated</li> <li>*Respect others personal space and property</li> </ul>
<b>Library/Media Center</b>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Actively use the library or return to class</li> <li>*Remove ear buds when interacting with others</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Follow adult directions</li> <li>*Sign out and return borrowed items on time</li> <li>*Have a pass</li> <li>*Keep food and drink put away</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> <li>*Quiet voices</li> <li>*Use electronic devices responsibly</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>*Keep aisle clear</li> <li>*Respect others personal space and property</li> <li>*Sign in to library</li> </ul>

<b>Offices: main, guidance, nurse</b>	*Have your paperwork ready *Have a pass to be there *Respect others *Remove ear buds while interacting with others	*Follow office protocol *Take the quickest route to and from the office *Follow early dismissal protocol	*Use appropriate tone, volume, and language *Wait your turn *State your purpose politely *Quiet voices *Be aware of other people in the office *Respect other people's privacy	*Respect others personal space and property *Wait in designated area
<b>Assemblies/ Special Events</b>	*Listen attentively *Focus on presentation *Participate appropriately	*Use electronic devices appropriately and responsibly	*Wait your turn to be dismissed *Use appropriate tone, volume, and language *Applaud appropriately	*Respect others personal space and property *Stay in assigned area *Keep walking paths clear
<b>Arrival</b>	*Be on time *Follow adult directions	*Report directly to location	*Use appropriate tone, language, and volume *Hold doors for others *Use manners	*Use appropriate entry *Report to designated area *Always walk *Respect others personal space and property *Follow street safety rules
<b>Dismissal</b>	*Be aware of your surroundings and watch for cars/buses	*Report directly to your bus or pick up area	*Use appropriate tone, volume, and language *Hold door for others	*Leave on time *Always walk *Follow traffic safety rules *Wait on sidewalk for bus
<b>Parking Lot</b>	*Be aware of your surroundings and watch for cars/buses	*Park only in designated areas *Follow directions	*Watch for pedestrians *Wait patiently *Only use one parking spot	*Obey traffic laws *Pedestrians stay on walkways *Keep music turned down *Use horn in emergency situations only

## **SUPPORT SERVICES**

### **COUNSELING OFFICE**

There is a school counselor available at the Middle School to meet with learners regarding academic, career, and personal/social development.

#### **Counseling Services:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Individual counseling</li> <li>2. Child Study Team</li> <li>3. Career exploration/classroom lessons</li> <li>4. Academic services</li> <li>5. Parent-teacher conferences</li> <li>6. Teen Issues Group</li> <li>7. Scheduling Support</li> <li>8. Student Assistant Program (SAP)</li> <li>9. Global Perspectives</li> <li>10. STEPS Program</li> </ol> | <ol style="list-style-type: none"> <li>11. Global Perspectives</li> <li>12. Crisis Intervention</li> <li>13. Parent Outreach</li> <li>14. Tours: Juniata College and HCCTC</li> <li>15. Career Cafe</li> <li>16. Lunch Bunch</li> <li>17. Job Shadowing</li> <li>18. Career Day</li> <li>19. Realityworks, Inc. (Infant Simulation)</li> </ol> |
|---|--|

The school counselor is available for all middle school learners. When learners wish to speak with the School Counselor, they should obtain a pass during homeroom period or ask for teacher permission with a signed planner. Parents/guardians are encouraged to contact the School Counselor with concerns pertaining to their child.

For situations that require specialized services, referrals are made to the appropriate agencies and/or professionals.

### **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

The Student Assistance Program is designed to help school personnel in identifying issues, including drugs and alcohol, which pose a barrier to a learner's learning and school success. When the issues are beyond the scope of the school, community services are accessible to learners and parents when such needs are identified. Parent involvement and responsibility in the decision-making process affecting their children's education is key to the successful resolution of problems.

## SCHOOL RESOURCE OFFICER

A full-time uniformed school resource officer is available. The officer is a member of the Huntingdon Borough Police Department and may be contacted at the High School.

# TRANSPORTATION

## LEARNER CONDUCT ON BUS

Proper bus riding conduct is essential to the safety of all who ride the bus. The bus driver's first concern is for the safety of the learners. If for some reason his/her concentration is disrupted by unruly learners, the welfare and safety of all is in danger. The school bus is an extension of the classroom. The District utilizes School Wide Positive Behavior Support (SWPBS) program to instruct expectations and positively manage student behavior across all grade levels. The driver of any school bus will be held responsible for the orderly conduct and safety of the learners transported.

Prior to the beginning of the school year, learners bus numbers, pick up, and drop off locations are assigned. Learners are only permitted to ride their designated bus from and to their pick-up and drop off location.

All misconduct on the bus will be treated the same as misconduct in the school building; therefore, drivers are directed to report to the principal any misconduct by learners which is deemed serious enough for further action.

Each driver will establish and post the district bus expectations on rules of his/her bus. Riders will be instructed on what meeting each of these expectations looks like and how they can meet each expectation. It is expected that riders will meet the expectations as instructed. must obey these rules. The bus driver will assign all learners a seat.

The principal may suspend a learner from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the learner's transportation.

### Unauthorized Entry of School Buses

Only bus drivers and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who enter a school bus without permission could face up to a year in prison and pay a fine up to \$2,500.

The school district provides all eligible learners with an opportunity to be transported by school bus to and from school. The riding of a school bus by learners is a privilege and not a right. Disorderly conduct or refusal to respect the authority of the school bus driver will be sufficient reason for a learners to be denied transportation to and from school in accordance with regulations of the local school.

Misconduct on the school bus can result in the following after district investigation:

**First Offense:** Warning, Reteaching of Expectations, Change in Assigned Seating and/or Conference with Administration.

**Second offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, and/or removal from the bus for one (1) day. Detention(s) or ISS

**Third offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than three (3) days. Detention(s) or ISS

**Fourth offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than five (5) days.

**Subsequent offense(s):** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for additional day or remainder of the year.

While bus rules are posted in each bus, we feel that it is important for learners and parents to review these rules. They are:

- Observe the same conduct as in the school.
- Be courteous. Use no profane language.
- Keep the bus clean.
- Cooperate with the bus driver.
- Tobacco products are prohibited.
- Do not be destructive.
- learners must stay in their seats.
- Keep head, hands, and feet inside the bus.
- The bus driver is authorized to assign seats.
- learners are not permitted to sell food, etc. on the bus.