

## **HUNTINGDON AREA SCHOOL DISTRICT**

### **MISSION**

Working together to inspire all students  
to become lifelong learners  
and productive global citizens

### **VISION**

Every day, all students are challenged  
to develop their full potential and experience success  
leaving school inspired and eager to return the next day.

### **VALUES**

Safety, Respect, Collaboration, Empowerment



### **GUIDE TO CONTENTS**

Attendance	14
Course Descriptions	3
Discipline	19
Dress Guidelines	16
General Information	14
Hall Pass	35
Health and Safety	18
Lunch Program	17
Opportunities for Student Involvement	8
Reading Chart	31
Sports	9
Staff	30
Student Progress	12
Support Services	9
Transportation	29

## HUNTINGDON AREA SCHOOL DISTRICT

### SCHOOL BOARD

Mr. Richard Scialabba, President  
 Mrs. Danyle Shea, Vice President  
 Mrs. Tammy Peterson  
 Mrs. Janice Metzger  
 Mr. Thomas Bilich  
 Mr. J. Dennis Reif  
 Mr. Ian Thompson  
 Mrs. Lucinda Dell  
 Mrs. Apryl Hawn

### ADMINISTRATIVE OFFICE 814-643-4140

Mr. Fred Foster	Superintendent
Mrs. Robin Whitsel	Coordinator of Student Services
Mr. Andrew Socie	Buildings and Grounds
Mrs. Melinda L. Stuck	Business Administrator
Dr. David A. Buzminsky	School Psychologist

### MIDDLE SCHOOL 814-643-2900

Mrs. Patricia Wargo	Principal
Mrs. Kimberlie Rieffannacht	Assistant Principal
Mrs. Linda Miller	Counselor
Mrs. Kristina Launtz	Secretary
Mrs. Lisa Wykoff	Secretary
Mrs. Margaret B. McNitt	Food Service Director (or 643-6371)
Mrs. Debora Stapleton	Food Service Secretary

### HUNTINGDON AREA MIDDLE SCHOOL TIME SCHEDULE

<u>6th Grade:</u>		<u>7th Grade:</u>		<u>8th Grade:</u>	
Holding/ Breakfast	7:30 - 7:40	Holding/ Breakfast	7:30am - 7:40am	Holding/ Breakfast	7:30am - 7:40am
Homeroom	7:50 - 7:57	Homeroom	7:50 - 7:57	Homeroom	7:50 - 7:57
Period 1	8:00 - 8:50	Period 1	8:00 - 8:50	Period 1	8:00 - 8:50
Period 2	8:53 - 9:43	Period 2	8:53 - 9:43	Period 2	8:53 - 9:43
Period 3	9:46 - 10:36	Period 3	9:46 - 10:36	Period 3	9:46 - 10:36
Lunch	10:39 - 11:09	Period 4	10:39 - 11:29	Period 4	10:39 - 11:29
Period 4	11:12 - 12:02	Lunch	11:32 - 12:02	Period 5	11:32 - 12:22
Period 5	12:05 - 12:55	Period 5	12:05 - 12:55	Lunch	12:25 - 12:55
Period 6	12:58 - 1:48	Period 6	12:58 - 1:48	Period 6	12:58 - 1:48
Period 7	1:51 - 2:41	Period 7	1:51 - 2:41	Period 7	1:51 - 2:41
Announcements	2:41 - 2:45	Announcements	2:41 - 2:45	Announcements	2:41 - 2:45

TIME SCHEDULE IS SUBJECT TO CHANGE

**WELCOME TO HUTINGDON AREA MIDDLE SCHOOL**  
**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:

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

**WHERE IS YOUR ASSIGNMENT BOOK?**

You must have your assignment book with you at all times during the school day. This includes hallways, classrooms, homeroom, etc. This book also serves as your pass if you need to leave a room. If you lose your book, you will need to purchase another assignment book in the main office. Please do not destroy, remove pages, or alter your assignment book. **Students who do not have their assignment book may be referred to the office.**

**PARENTS AND VISITORS**

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. Student visitors are not permitted to shadow other students during school hours.

**COURSE DESCRIPTIONS**

**6<sup>TH</sup> GRADE – Core Courses**  
**LANGUAGE ARTS**

Language Arts will focus on reading, writing, listening, and speaking skills that are fundamental in everyday life. Throughout the course, students will also focus on grammar and mechanics. Students will continue with their development of the writing process by constructing various informational, narrative, and persuasive essays. Attention will be given to the process of preparing and writing a research paper. Emphasis will also be placed on encouraging students to read 25 or more books independently.

**MATH**

Holt McDougal Mathematics Course I is taught on a daily basis with a curriculum centered around three focal areas. Students will focus on Numbers and Operations, Algebraic Concepts, Measurement and Geometry. There is substantial emphasis placed on estimation and mental arithmetic. Calculators are introduced and used in some applications. Success in this class will assure the students ability to move into Holt II in seventh-grade.

Holt McDougal Mathematics Course II is the advanced mathematics offering for sixth-grade students. Holt Mathematics curriculum provides 1.) Built-in Assessment, 2.) Comprehensive Differentiated Instruction, 3.) Success on High-Stake Tests, and 4.) Integrated Technology that Enhances Learning. Holt Math 7 focuses on whole numbers, integers, and rational numbers all interwoven in Algebraic concepts. Proportional Relationships, Percent, Collecting and Analyzing Data, Geometric Figures, Measurement: Two and Three Dimensional Figures, Probability, and Multi-Step Equations and

Inequalities are other math concepts that will be emphasized throughout the year. Students will be working in a course that assumes mastery of basic arithmetic skills and will be working at an accelerated pace.

#### READING

Reading is a core course on how to read a variety of texts. Students will read selections from different genres, such as fiction, fantasy, autobiography, and biography. Students will understand the literary techniques and gain the skills that are needed to read, understand, and appreciate each genre. The lessons will focus on reading strategies and skills based on Pennsylvania's Reading Standards and Assessment Anchors. Learners will be able to use strategies modeled in literacy instruction in all content areas and to promote lifetime reading.

#### SCIENCE

Science curriculum consists of studies which include Environmental and Ecology, Fresh Water, Aviation and Space Flight, and a research project that incorporates Science and Language Arts. Math, technology, and basic laboratory skills are integrated throughout the year.

#### SOCIAL STUDIES

Social Studies centers on the themes of Geography (1 semester course) and Pennsylvania History (1 semester course). Students learn basic geographic literacy as well as physical characteristics of places and regions. In addition, students will study the human characteristics of places and regions. Finally, students will look at the interactions between people and planet Earth. Students will experience the cultural heritage of our state beginning from its early days through its growth to an industrial giant. PA Studies is inclusive of geography, civics, sociology, economics, history, and multi-cultural studies. Completion of these courses will help reinforce and expand upon what students have already learned. In addition, this course will help lay a solid foundation for what is yet to come in the areas of Geography and Pennsylvania History.

#### **7<sup>TH</sup> GRADE – Core Courses**

##### LANGUAGE ARTS

Communication skills are emphasized through reading, writing, speaking, and listening. Punctuation, grammar, and vocabulary are expanded through the writing process. Students' exposure to literature focuses on a variety of literary types, such as fiction, non-fiction, short story, essay, drama, and poetry. Emphasis is placed on encouraging students to read 25 or more books independently. Students will also be preparing, writing, and presenting a Career Shadowing Project.

##### SCIENCE

Science is split into two major areas of study. Part of the school year will focus on concepts in life science. The other part of the year will focus on concepts in physical science. The life science course concentrates on the interrelationships among all living things and the environment. Topics of learning in life science will center on cells, heredity, and the kingdoms of life. A basic introduction to physical science will include topics covering motion, forces, and energy. Throughout the year students will learn about the use of the scientific method and basic laboratory skills. Laboratory demonstrations and experiments will be a very important part of the learning process.

##### MATH

Holt McDougal Mathematics Course II curriculum provides 1.) Built-in Assessment, 2.) Comprehensive Differentiated Instruction, 3.) Success on High-Stake Tests, and 4.) Integrated Technology that Enhances Learning. Holt Course II focuses on whole numbers, integers, and rational numbers all interwoven in Algebraic concepts. Proportional Relationships, Percents, Collecting and Analyzing Data, Geometric Figures, Measurement of Two- and Three-Dimensional Figures, Probability, and Multi-Step Equations and Inequalities are other math concepts that will be emphasized throughout the year.

Holt McDougal Mathematics Course III is an accelerated mathematics offering for seventh-grade students. Holt Course III curriculum provides 1.) Built-in Assessment, 2.) Comprehensive Differentiated Instruction, 3.) Success on High-Stake Tests, and 4.) Integrated Technology that Enhances Learning. Holt Course III focuses on the development of algebraic skills through Rational Number Operations, Graphs and Functions, Exponents and Roots, Ratio and Proportion Relationships, Percent, Geometric Figures, Measurement of Two- and Three-Dimensional Figures, Statistics, Probability, Multi-Step Equations, Graphing Lines, Sequences, and Polynomials.

Holt McDougal Algebra is the advanced mathematics offering for seventh-grade students. Holt Algebra provides a reminder of pre-algebra concepts before exploring the following ideas: Equations, Inequalities, Functions, Linear Functions, Systems of Equations and Inequalities, Exponents and Polynomials, Factoring Polynomials, Quadratic Functions and Equations, Data Analysis and Probability, Exponential and Radical Functions, and Rational Functions and Equations. Graphing will be emphasized in this course. Applications will be utilized to reinforce the skills and concepts learned in class. The course is designed to prepare students to complete the Algebra I Keystone Exam in the spring.

## READING

Reading is a core course on how to read and analyze a variety of texts. Selections are historical fiction, autobiographies, biographies, drama, and information selections. The lessons will focus on reading strategies and skills based on Pennsylvania's Reading Standards and Assessment Anchors. Learners will be able to use strategies modeled in literacy instruction in all content areas. Writing, using the Collins Writing Program, is also emphasized throughout the year. The goal is to promote lifetime reading and writing.

## SOCIAL STUDIES

Western Civilization is a full year course. It will focus on the early history of civilizations beginning with the contribution of prehistoric people, the contribution of early civilizations and the impact of the early Middle Ages on European History. This course will help students develop an understanding of early civilizations based on five essential learning's: the democratic ideal, cultural diversity, economic development, global perspective, and the development of a democracy. Also during this course, students will learn about the geography of the world.

## **8<sup>TH</sup> GRADE – Core Courses**

### LANGUAGE ARTS

Language Arts is designed to build comprehension and understanding of the quality of literature and to develop effective compositions. It is based on building a solid foundation for students to develop and grow as readers and writers. The content is covered at a pace to allow students to gain an insightful and meaningful awareness of language and how it is used to express certain ideas, emotions, and points of view. Students will explore a variety of genres and will work on analytical, critical, and interpretive thinking skills independently as well as in groups. Emphasis is placed on encouraging students to read 25 or more books independently.

### MATH

Holt McDougal Mathematics Course III curriculum provides 1.) Built-in Assessment, 2.) Comprehensive Differentiated Instruction, 3.) Success on High-Stake Tests, and 4.) Integrated Technology that Enhances Learning. Holt Course III focuses on the development of algebraic skills through Rational Number Operations, Graphs and Functions, Exponents and Roots, Ratio and Proportion Relationships, Percents, Geometric Figures, Measurement of Two- and Three-Dimensional Figures, Statistics, Probability, Multi-Step Equations, Graphing Lines, Sequences, and Polynomials.

Holt McDougal Algebra provides a reminder of pre-algebra concepts before exploring the following ideas: Equations, Inequalities, Functions, Linear Functions, Systems of Equations and Inequalities, Exponents and Polynomials, Factoring Polynomials, Quadratic Functions and Equations, Data Analysis and Probability, Exponential and Radical Functions, and Rational Functions and Equations. Graphing will be emphasized in this course. Applications will be utilized to reinforce the skills and concepts learned in class. The course is designed to prepare students to complete the Algebra I Keystone Exam in the spring.

Holt McDougal Geometry is the advanced mathematics course for eighth-grade students. Author Ron Larson explains that students "will develop reasoning and problem solving skills as [they] study topics such as congruence and similarity, and apply properties of lines, triangles, quadrilaterals, and circles. [Students] will also develop problem solving skills by using length, perimeter, area, circumference, surface area, and volume to solve real-world problems."

## READING

Reading is a core course on how to read a variety of texts. The lessons will focus on reading strategies and skills based on Pennsylvania's Reading Standards and Assessment Anchors. Learners will be able to use strategies modeled in literacy instruction in all content areas and to promote lifetime reading.

## SCIENCE

8th grade science consists of studies in the geology, basic chemistry, and meteorology. Science inquiry is emphasized through chemistry labs, monitoring the HAMS weather station, utilizing a variety of scientific equipment and small research projects.

## SOCIAL STUDIES

American History/American Civics spans the history of America from 1492 – 1787. Students will gain an understanding of American history focusing on pre-colonial America, English Colonization, the American Revolution, and the U.S. Constitution. Students will also focus on American Civil liberties and the responsibilities of American Citizens.

## **SPECIAL AREAS COURSE DESCRIPTIONS**

### **ART**

6<sup>th</sup> Grade: In sixth grade students will learn to use the elements and principles of art to guide their creative process, specifically color, form/shape, space, and proportion. They will become aware of and be able to use proper

proportion relationships in their art. They will review the color wheel, be able to use it as a resource, and understand the importance it plays in design.

7<sup>th</sup> Grade: Seventh graders will focus on identifying, explaining and interpreting their work and the work of others through positive critiquing methods. They will be able to select appropriate materials and be introduced to the element of value through color mixing.

8<sup>th</sup> Grade: Eighth grade art will focus on both 2 dimensional and 3 dimensional designs. Students will begin to make personal connections to their artwork. They will research, imagine, and design an interior space while learning the technique and vocabulary associated with one-point perspective. Students will strive to convey a message or meaning in their art.

#### **COMPUTER LITERACY**

Students participate in the basic fundamental use of the computer, keyboard, and the Internet. Introduction of letter formats and basic formatting techniques will be taught using Microsoft Word. Students will also be introduced to the basic use of Microsoft Excel and Microsoft PowerPoint. The goal is to give students the opportunity to learn and develop a basic working knowledge of the Microsoft applications. In addition, students will work on Mac computers to create iMovies.

For a portion of classes each semester, the technology and art classes will combine using skills from both disciplines to create group projects. The focus of sixth grade projects is proportion using both figure drawing and super-sized concepts. Seventh grade focuses on a project where they plan, design, and build a kite using skills they have developed from Industrial Arts, Art, and Technology. Eighth graders create projects that encompass linear perspective, self expression, and the creative process.

#### **FAMILY AND CONSUMER SCIENCES AREA**

Students acquire experiences in the following areas: Financial and Resource Management; Food Science and Nutrition; Balancing Family, Work, and Community Responsibility; Technology in the Home and Workplace.

#### **MUSIC APPRECIATION**

Students acquire knowledge in the following areas: Treble clef note reading, Rhythm study, Instruments and their Families, Musicals, as well as Playing Guitars. Also, each class, students will be exposed to a variety of music styles from jazz, rock, and even pop. To do so, students will complete a Music Listening Journal to collect their information and thoughts about the different styles we listen to in class. In addition, students will also be encouraged to expand their knowledge of music by creating their own musical instrument from common household items. Lastly, students will enjoy watching a musical and relating it to everyday life.

#### **PHYSICAL EDUCATION – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade**

Health and Physical Education is required for all sixth, seventh, and eighth grade boys and girls. All students will meet three periods per cycle. Students have physical education on either A & E day or B & F day and health education on C or D day.

The Physical Education curriculum is designed to meet the physical, social, and emotional needs of the students through a planned course of physical activities and social interaction.

The Health Education curriculum is designed to incorporate health and wellness, mental and emotional wellness, health relationships, nutrition, personal health, body systems, drug education, communicable and non-communicable diseases, personal safety, violence, and the environment.

In Physical Education, students will be evaluated primarily on being prepared for participation in the class activities. Students are required to dress appropriately for class. Appropriate dress is shorts or sweatpants, a T-shirt or sweatshirt, socks, and shoes that tie.

In Health Education, students will be evaluated on homework assignments, class participation, and tests.

Health and Physical Education grades are included in the Honor Roll tally.

#### **TECHNOLOGY EDUCATION**

Courses in Technology Education reflect innovations, technological systems, resources, and products related to technology. Technology Education explores the social, cultural, and environmental impacts of technological developments in the world. Opportunity is provided in classroom and laboratory settings for students to develop knowledge, skills, and attitudes regarding technology. Courses are designed to insure that citizens are prepared to live in and contribute to a competitive and complex technological society. Course activities consist of: Engineering Structure, Construction and CAD, Manufacturing and Automation, Electronics and Control Systems.

### **STUDENT RESOURCE AREAS**

#### **COMPUTER LAB**

Our computer lab is a busy place! Many students and teachers use it in cooperation with the computer lab aide. Although the lab is often used as a writing lab, other programs are utilized as well. There are ample opportunities for students to enhance their math and creative writing skills as well as programs that allow students 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 students 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 student will not be permitted to use the Internet and other resources available.

### **Library**

Our school library contains approximately 7,200 books. Students may come to the IMC for independent study from study halls, homeroom in the morning, or with a teacher's permission at any time during the day. In order to visit the library, students are required to have their assignment notebooks signed by their teachers. Students are permitted to borrow two books at a time from the library for a period of two weeks. Reference books may be borrowed on an overnight basis. If students have overdue books, they lose their library privileges. No fines are charged on overdue materials.

Students also use the library as part of class activities and various research projects. They receive instruction on information retrieval before research projects. Computers and electronic media are available for class assignments or recreational use with staff permission.

HAMS library 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 students to borrow materials from any of these libraries by using the interlibrary loan system.

Technology is an integral part of the library. Circulation is done by scanning bar-codes on materials and using student numbers. The card catalog is accessed electronically from computer workstations and notebook computers. Students can obtain information on various topics through the Wide Area Network (WAN). Collections of libraries in other district buildings may be searched as well as the ACCESS PA database, various reference material databases, Accelerated Reader program, and the Internet.

## **STUDENT PROGRAMS**

### **ACCELERATED READING PROGRAM**

Accelerated Reader is a nationally recognized reading incentive program. It promotes recreational reading for all students and rewards them for their efforts. Thousands of quality titles have been purchased and these books are placed in a variety of areas throughout the school. Students are encouraged to read a book of their choice, then take a short computerized quiz. According to the score they earn on the quiz, they are awarded points. These points may be used to "buy" merchandise in the AR Store twice a year. This effort will also help your child reach or exceed the recommendation set by the state of PA for each student to read 25 books or more.

All Middle School students must follow these guidelines for the Accelerated Reading Program:

1. NO CHEATING – take tests only on books that you have read or that have been read to you. If caught cheating, you will be forced to forfeit all points accumulated in your account. It is possible that you may also be eliminated from the program.
2. Take tests on your account number only.
3. The AR Committee has the option to review excessive failures and take action as needed.

A new component of this program is called the "A.R. STAR". It is designed to test the students' ability to read material at different levels of difficulty. A diagnostic report is provided to suggest where the student's strengths and weaknesses lie. It provides useful information for the teachers, students, and parents.

### **DON'T BULLY A BEARCAT PROGRAM**

The aim of the Don't Bully a Bearcat (based on Olweus) anti-bullying program is to ensure that students are provided a supportive, caring, and safe learning environment. Bullying affects the entire school community and will not be tolerated. Teachers are committed to identifying and reporting bullying. Students are encouraged to report bullying to a teacher, administrator, school counselor, or other school personnel, as well as an adult at home.

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more of the students. The student who is bullied has difficulty defending him or herself. Bullying is distinguishable when there is an imbalance of power, an unfair advantage, feelings of dominance and power, and/or repetitive negative actions.

#### **Four School Rules Against Bullying:**

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

### **FAILURE FREE READING PROGRAM**

The Failure Free Program is designed to meet the needs of students with low reading abilities. It is both a script and computer based program.

## **OPPORTUNITIES FOR STUDENT INVOLVEMENT**

### **ACTIVITY NIGHT**

Activity Night is held at the Middle School approximately bimonthly from 6:00 p.m. until 8:00 p.m. during the school year for Huntingdon Area Middle School students only. Dancing, gym activities, and refreshments are part of each Activity Night. Student Council typically donates the profit raised during each March Activity Night to the Huntingdon County PRIDE. Middle School Activity Night is a student 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 well chaperoned by parents and school employees. Parents are encouraged to volunteer to serve as chaperones.

The following conditions may prevent students 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.

**Students 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 students attending the Huntingdon Area Middle School. All students 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 students (and parents) make sure they are prepared to make the commitment. Students 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 idioms. The Jazz Cats perform 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 students mix together to make up this co-curricular activity.
- County Band (grades 7 – 9) – Representatives for the annual Huntingdon County Junior High Band Festival. This is a one-day festival at which our best instrumental music students join forces with the best instrumental music students 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 students 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 students attending the Huntingdon Area Middle School. Since the success of this class relies on commitment and discipline, it is suggested that prospective choir students (and parents) make sure they are prepared to make that commitment. Students 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.

### **SCHOOL-HOME COMMUNICATIONS**

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



## **SPECIAL OLYMPICS**

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

## **SPORTS**

The Huntingdon Area Middle School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribes to the philosophy and intent of its by-laws. All PIAA by-laws that pertain to age, awards, attendance, curriculum, health, residence, representation and seasonal rules will be followed.

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. A student must pass at least four (4) of the core subject areas to be eligible. Eligibility will be cumulative from the beginning of a grading period and will be reported on a weekly basis. A student not meeting this requirement will be ineligible for 15 school days.

A student must be in school by 11:15 a.m. in order to participate in an athletic contest or practice that day. An exception will be made if the student has an approved appointment.

If a student is absent from school during a semester for a total of 20 or more school days, the student will be in jeopardy of losing his/her eligibility until he/she has been in attendance for a total of 45 school days following the 20<sup>th</sup> day absence.

The Huntingdon Area Middle School students may participate in the following sports: **FALL:** Jr. High Football and Cheerleading; **WINTER:** Jr. High Wrestling, Jr. High Boys' Basketball, Jr. High Girls' Basketball, and Cheerleading.

Participating in Interscholastic sporting events is an integral part of the Huntingdon Area School District philosophy. Students are encouraged to participate in the sports offered as well as our community organized programs.

## **STUDENT COUNCIL**

The purpose of student council is to provide opportunities for student 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 an adequate grade point average.

The council assists in the making of regulations necessary for the general good of the school. It elects or appoints committees to carry out its decisions. Student Council investigates and reports on questions and problems referred to the group by students. 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.

## **SUPPORT SERVICES**

### **COUNSELING OFFICE**

The school counselor is available for all middle school students. Students are encouraged to request a meeting with the counselor when they are experiencing difficulty with anything that may be impending on their ability to perform in school. The school counselor is available to assist students with academic, social, emotional, and career concerns. Assistance is available in the form of one-on-one counseling, small group discussions, and class presentations.

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 assist school personnel in identifying issues, including drugs and alcohol, which pose a barrier to a student's learning and school success. When the issues are beyond the scope of the school, community services are accessible to students 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.

## **PUPIL SERVICES DEPARTMENT**

### **CHILD STUDY TEAM**

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 students. The CST encompasses parent(s), a regular education teacher, special education teacher, school psychologist, building administrator, guidance counselor, and the 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 student with a disability.

CST members review the student'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 Notice and Request for Consent to Evaluate form and Procedural Safeguards would be issued to the parents. Once the Notice and Request for Consent to Evaluate is received, the Huntingdon Area School District abides by the information as stated in the Notice and Request. The information includes cognitive testing, achievement testing, behavioral rating scales, adaptive behavior rating scales, parent input, teacher input, and any other information relating to the individual child. 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 student is a student 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. Students determined eligible for special education services will receive an Individualized Education Plan (IEP) based on their needs. The program to which a student 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 students in the Huntingdon Area School District will require students to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student 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 student is based on the unique needs of the student, not solely on the classification. Gifted education services enables identified students to participate in acceleration and 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.

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

The K-12 English as a Second Language (ESL) Program provides initial assessments and instruction for students who are learning English while enrolled in the district. Instruction is provided to students with limited English proficiency until they are proficient enough to participate fully in grade-level classes. The program also facilitates the student's introduction to American schools and culture. Students generally receive between 1-8 hours of instruction a week, depending on proficiency and grade level. Instruction is conducted in English, and students are generally grouped when close in age and proficiency.

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students May 2013**

#### **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. 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:

<b>INTERMEDIATE UNIT</b>		<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>	
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 Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	Tuscarora Intermediate Unit 11                      814-542- 2501 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District                      717- 485-3195 Ms. Ginger Thompson  151 East Cherry Street McConnellsburg, PA 17233-	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Terri Rader 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-	Juniata County School District                      717- 436-2111 Administrative Office Ms. Lee Bzdil 75 South Seventh Street Mifflintown, PA 17059

1400		2602	
Juniata Valley School District 814-669-4401 Juniata Valley High School Dr. Kim Connelly 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Ms. Tracey Jones 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
		<b>CHARTER SCHOOLS</b>	
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 814-658-4024 Trough Creek Youth Forestry Camp #3 Mr. Ronn Bargiel 4534 Tar Kiln Road James Creek, PA. 16657	New Day Charter School 814-643-7112 Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	Stone Valley Community Charter School 814-667-2705 Ms. Verna Etchells 13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>			
Huntingdon County Prison  814-641-2104 Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Ms. Tracey Jones 201 Eighth Street, Highland Park Lewistown, PA 17044		

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.

### **STUDENT PROGRESS**

#### **ASSESSMENTS**

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

- Grades 6 and 7: Pennsylvania System of School Assessment: Reading and Math
- Grade 8: Pennsylvania System of School Assessment: Reading, Math, Writing, Science; Differential Aptitude Test
- All Grades: STAR Reading – 3 times a year, Algebra I Keystone Exam (for students taking or have taken the Algebra I course), Classroom Diagnostic Tests (2 - 3 times a year)

#### **GRADING**

Report cards are issued every nine weeks. Midterm reports are issued halfway through each marking period. We ask that parents sign both report cards and midterm reports and return them. In addition, 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 students who qualify. Honor roll requirements are as follows:

1. Subjects included for honor roll are Language Arts, Math, Music, Physical Education/Health, Reading, Science, Social Studies, and Special Areas.
2. Students must have a (B) or above in all subjects to qualify for the honor roll.

Those students 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 student's grades for the four nine-week marking periods.

#### **PROMOTION POLICY**

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

#### **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 one planning period each week to hold telephone 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.

#### **ACADEMIC HONESTY**

- I. STATEMENT OF BELIEFS  
As a community of learners, the students 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
  - A. Cheating
    1. Intentionally using or attempting to use unauthorized materials, information, notes, study aids.
    2. Unauthorized communication of information.
  - B. Fabrication and falsification
    1. Intentionally inventing or counterfeiting any information.
    2. Altering information.
      - a. Changing record of data or experimental procedures/results.
      - b. Falsely citing a source of information.
  - C. Multiple submissions
    1. Turning in more than once substantial parts of the same work for credit.
    2. Turning in the same work for credit in more than one class without prior authorization.
  - D. Plagiarism
    1. Submitting material that is not credited to the proper owner.
    2. Knowingly presenting another's work as one's own.
  - E. Complicity in academic dishonesty.
    1. Knowingly assisting another without prior authorization.
    2. Discussing or distributing test questions without prior authorization.

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

#### **III. PROCEDURE FOR INFRACTIONS**

- A. Student-teacher conference.
- B. Timely hearing, if desired by student and/or teacher, by a panel consisting of teachers and, if requested, parents, and/or an equal number of peers.
- C. Possible penalties
  1. Verbal reprimand
  2. Student will retake the test or redo the assignment. The highest grade that will be earned will be a 59%.
  3. No credit for the assignment.
  4. Written warning, a copy of which is to be placed in the Assistant Principal's files.
  5. Failure for the marking period and/or the year.

## **GENERAL INFORMATION**

### **ATTENDANCE**

Regular attendance at school is necessary for a good educational experience. If a student is under the compulsory school attendance law, proper steps will be taken to enforce that law. Illegal absences will result in no credit for the day and no opportunity to make up work that was missed.

When a student returns to school after an absence, the student must present a properly assigned excuse during the homeroom time. If you have obtained a written doctor excuse, please send this excuse also. The student has 3 days after his/her return to school to bring this note. Each day that is not covered by a legal excuse will result in an illegal day on record. Excuses do not have to be accepted after the three day window is over.

The Huntingdon Area School District attendance policy provides that a claim of continual or repeated illness in excess of 10 days per school year requires a physician's statement regarding illness. If a student has absences in excess of 10 days with no medical excuse, the absences will be considered illegal. Students whose absence is determined to be illegal will not be allowed to make up their work.

Parents will receive an attendance letter in the mail after 10 days of recorded absences and doctor's excuses will be required. State legislation stipulates that students (and/or their parents) may be fined for excessive absences. A citation may be filed once a student reaches 4 illegal absences.

### **HOMEWORK**

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

Students are responsible for making up any missed assignments/tests when absent. Your child's teachers will fill out a homework sheet if he/she has been absent two or more days. You should contact the school at 643-2900 before 9:00 a.m. Homework sheets may be picked up in the office after 2:30 p.m. or will be sent home with another student when a request is made. Homework assignments are also available on Edline. Parents may come in to the school and get books from a child's locker when necessary. Students 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. Students 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.

### **FAMILY VACATIONS**

Family vacations during the school year are permitted but are not encouraged. If a vacation will be scheduled please avoid our state testing windows. Family vacations not exceeding five (5) school days will 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 student must be in good standing. Good standing is determined by the student's teacher(s) and based on attendance, academic progress and discipline.
3. The student must keep a log of educational sites and include brochures. This log must be submitted to the principal upon return to school.
4. Homework will be provided to the student one day prior to departure.
5. All schoolwork missed must be completed and turned in to the principal upon return to school.

**Failure to meet any of the above conditions may result in unexcused/illegal absences.**

Any days exceeding five days will be counted in number of days permitted for unexcused/illegal absences. (Note attendance policy.)

#### **Students Under the Compulsory Attendance Law (Under 17 Years of Age)**

Any student who has been absent for a total of four (4) or more illegal days will be cited to the local magistrate for a fine, loss or delay of driver's license, and/or community service. In addition to being cited, a referral may be made to Huntingdon County Children's Services. An illegal absence from a class period will count as one-half day of illegal absence.

#### **Students Not Subject to Compulsory Attendance Law (17 Years of Age or Older)**

After four (4) or more unexcused absences, the student will be referred to the superintendent for consideration of school board expulsion.

Acceptable Excuses are:

1. Quarantine
2. Illness of the student
3. Impassable roads
4. Death in the immediate family
5. Absences approved in advance by the administration or superintendent

**EARLY DISMISSALS (Prearranged)**

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. The number of early dismissals must be held to a minimum and appointments should be made for late afternoons. 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.

The procedure for early dismissals will be as follows:

1. The student must present, during homeroom, a written note from his/her parent or guardian requesting the early dismissal. This note must contain name, phone number, reason for request, time of departure and time of return. Verbal requests will not be recognized.
2. Students will be given an early dismissal slip and early dismissals will be recorded on the attendance bulletin.
3. Parents must come into the office to sign their child out unless prior arrangements have been made with the office.
4. When the student 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.
5. Students are responsible to receive and turn in any class work missed during their absence.
6. If the dismissal results in half a day absence a doctors excuse will be required if the child is over their 10 illness day limits or it will be considered illegal.

**EARLY DISMISSALS (Emergency)**

When a parent calls the school during the day to have his/her child excused for an emergency early dismissal, every effort will be made to notify the child ahead of time. However, this is not always possible, and parents need to allow enough time to come into the school and wait until the student is excused from class, if necessary. Parents must come into the office to sign out their student.

**TARDINESS TO SCHOOL**

Students will be admitted into the building at 7:30 a.m. unless inclement weather warrants an earlier admittance. Students report to their assigned areas from 7:30 until 7:40 a.m. each morning. At 7:40 a.m. students may go to their lockers and then report to their homerooms. Students must be in their homerooms each morning by 7:50 a.m. Students arriving after this time must report to the office for a tardy slip. Reasons for excused tardiness are: illness, appointment with doctor's excuse, inclement weather, late busses. Any other reason is considered an unexcused tardy. Students arriving after 9:30 a.m. will be considered ½ day absent and students arriving after 1:05 p.m. will be considered absent for a full day. Excessive tardiness may result in a citation being filed with the District Magistrate. Disciplinary consequences will be the same as for tardiness to class.

**TARDINESS TO CLASS**

Students 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 students to resolve problems of tardiness. Disciplinary consequences are listed below:

Procedure for handling tardiness –

1. Student/Teacher conference – 1st tardy
2. Student/Assistant Principal conference – 2nd tardy
3. Letter sent home – 3<sup>rd</sup> tardy
4. After School Detention – 4th tardy
5. Two After School Detentions – 5th tardy
6. Administrative discretion – 6 or more tardies

**HOMEBOUND INSTRUCTION**

In case of prolonged absences, arrangements for make-up work or homebound instruction shall be made at the school office. Students who have or will have two weeks or more of excused absences should contact the school as soon as possible at 643-2900 to make arrangements for homebound instruction. A doctor's request is needed. Qualified students receiving homebound instruction will receive 5 hours of instruction per week.

**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 student is capable of going on the field trip. Students must be in good academic and behavioral standing to participate in

field trips. Students who are at a Level II Suspension or above, or have a poor attendance record, will not be eligible to participate.

### **DRESS GUIDELINES**

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

1. Cleanliness and personal hygiene must be stressed at all times.
2. Sandals, shoes, or some form of footwear must be worn at all times.
3. Culottes, pant dresses, skirts, dresses, and shorts must be of reasonable length (fingertip length).
4. Clothing, buttons, or other wearing apparel which condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, are prohibited.
5. Students must wear clothing of conservative neckline; two piece outfits must overlap at the waist with no bare skin exposed. Students are permitted to wear sleeveless, short sleeve or long sleeve tops. Clothing that exposes the torso or upper thighs are not permitted. Tank tops and spaghetti straps are not permitted (two fingers width minimum).
6. No spandex clothing may be worn in school. All undergarments must be covered by outer wear.
7. Hats, visors, bandannas, head coverings, or sunglasses may not be worn in school.
8. Articles of clothing or jewelry with projecting studs (e.g., dog collar) and safety pins worn as decoration or accent are prohibited.
9. Chains hanging from wallets, pockets, shirts, etc. are prohibited.
10. Face painting, hair painting, or writing on body is not permitted.
11. Trench coats are prohibited.
12. Display of gang colors, symbols, language or gestures associated with undesirable groups/gangs will not be tolerated.
13. Pocket chains or other material hanging from clothing is not permitted.
14. No bedroom slippers/pajamas may be worn.
15. 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 student being placed in ISS until proper attire is worn in addition to other disciplinary action.

### **BEVERAGE CONTAINER/SNACK GUIDELINES**

Students may not bring opened and/or glass beverage containers to school for lunch or classroom activities without permission. 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. If a family wishes to send unsealed beverages with a student's lunch, they must submit a form available in the school office.

### **HALL LOCKERS**

Students will be assigned a locker in the corridor close to their homeroom. The Middle School will provide the use of a lock to all students. Locks remain the property of the District; loss or destruction of locks will be subject to replacement charges. Lockers are to be locked when unattended. Student are discouraged from bringing valuables to school. The school is not responsible for lost, damaged or stolen valuables. Students 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 students fail to use a lock. Students should not have an expectation of privacy for hall and gym lockers. These areas will be subject to search with reasonable cause.

### **BACKPACKS**

Backpacks are permitted to be used to and from school. Backpacks/bookbags are not to be used between classes throughout the school day. Like lockers, students should not have an expectation of privacy. Backpacks will be subject to search with reasonable cause.

### **MECHANICAL AND 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 the use of iPods, cameras, hand held video game systems, tablets and other Internet capable devices. Cell phones are not to be turned on during school hours and not visible.

### **LOST AND FOUND**

Articles found by students 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.



#### **PARENT ORGANIZATION / COFFEE HOUSE**

The purpose of this group is to support the educational process of the school. If you would like to be a part of this organization, please contact the middle school office at 643-2900.

#### **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.

#### **STUDENT SEARCHES**

Students have the right to be free from unreasonable searches and seizures under the Fourth Amendment to the U.S. Constitution. Balanced against this right is the school officials' responsibility to create and maintain a school environment consistent with the school's educational mission.

School personnel may search individual students and their property when they have reasonable grounds or reasonable suspicion to believe that the search will uncover evidence that the student is violating the law or the rules of the district or the school. All staff members must exercise discretion, good judgment, and common sense in all student searches. Unannounced locker searches, conducted by local or state police departments using certified dogs, may occur during the school year.

#### **STUDENT MESSAGES**

Any message called in to a student by parents or guardians will be held until the end of the day unless it is necessary for the student 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 student.

#### **TELEPHONES**

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

#### **LUNCH PROGRAM**

#### **STUDENT ACCOUNT PAYMENTS**

All cafeteria lunch payments may be handed in each morning in the Middle School cafeteria during the homeroom period. Students should bring their money and completed yellow slip to the lunchroom by 8:00 a.m. Payment may be made in cash or by check. Checks should be made payable to HASD Cafeteria. Student ID numbers are non-transferable and student accounts may not be borrowed from or loaned to another student.

#### **CHARGING PROCEDURE**

1. A limit of three lunches will be enforced for charging.
2. Purchasing of any a la carte items or a second lunch is prohibited if any amount of cash is due to the cafeteria. Second lunches and a la carte items are not covered by free or reduced lunch programs and must be paid for through the student account.
3. Positive balances from each school year will be carried over into the next school year even if the student moves to another building. Any negative balances must be paid before the end of the school year.
4. Due to excessive negative balances in the past, no charging will be allowed during the last two weeks of school.

#### **CAFETERIA PROCEDURES, RULES, AND CONSEQUENCES**

##### **PROCEDURES:**

1. Students will go to their lockers before entering the cafeteria.
2. On the first day of school, student will choose a seat (3 students per bench—following days will be assigned to that seat. Teacher will reserve the right to change seats.)
3. When all students are seated and talking is controlled, students will be dismissed by table to get in line for trays.
4. Students will return to seats and empty trays as needed.
5. Students may use restrooms with teacher permission only.
6. Students are not permitted to have books at tables or use lockers during lunch.
7. Students may request use of phone, nurse or office pass with teacher permission.

8. Students are not permitted to go to other classrooms unless a pass is given from the teacher.
9. Students are responsible for keeping the table and floor area clean. Both must be done for students to be dismissed from lunch.
10. **ALL** food must be consumed in the cafeteria unless permission is granted/requested by staff.
11. Students will use polite table manners at all times.
12. Excessively loud voices are not permitted. Students are expected to be quiet during any announcements and when passing through school hallways.
13. Students are not permitted to throw food or any other object.
14. Food from outside sources (ex: Fast food restaurants) is discouraged and not permitted in the cafeteria. If a student is provided that for lunch they will be asked to eat in the office. Please keep this to a minimum.

#### POSSIBLE CONSEQUENCES:

1. Warning
2. Lunch Detention
3. Detention
4. Loss of cafeteria privileges
5. Other consequences deemed appropriate by administration.

### **HEALTH AND SAFETY**

#### **MEDICATION POLICY**

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:

1. The doctor must complete Medication Form A (obtained from school or online).
2. The parent/guardian must sign the consent form for Medication Form B (obtained from school).
3. Any medication to be given during school hours must be delivered to the school nurse, school secretary, principal, or designated individual by the parent/guardian. The medication must be brought to school in the original pharmaceutical dispenser and properly labeled container.
4. In instances where parent/guardian neglects to fulfill the requirements of forms A and B, the medication will not be administered.
5. Students may not carry medications. (Exception: Students with asthma may carry inhalers as prescribed by a doctor. Students may also carry Epipens as prescribed by a doctor. Students may also carry their own cough drops when appropriate. Please note that parents should only send an appropriate amount of cough drops for a day)

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

Proof of immunizations is required of all students 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.

#### **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 student must have a pass from his/her classroom teacher to report to the nurse's room. If the nurse is not available, the student must see the principal, assistant principal, or the secretary for permission to go home. When a parent/guardian comes in to pick up a sick student, that parent/guardian must sign the student out on the attendance notebook on the counter in the office.

The school nurse is available at the Middle School each morning from 7:45 until 11:15 a.m. Her duties include: caring for students who are ill and/or injured, administering medication, maintaining health and immunization records, serving on the student assistance team and coordinating routine screenings. Physical examinations are required for grade 6. (The school physician will administer the physicals or the students 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 students are required to have a signed pass from their teacher to visit the Health Room, except in the case of an emergency.

#### **FIRE REGULATIONS**

A fire drill may be called at any time. Fire drills are very important, for the lives of many students may depend on their success. When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit

which has been indicated for the particular room in which the pupils are located. Information concerning assigned fire exits for all rooms is posted in every room. The LGR, cafeteria, and gymnasium have their own plainly marked exits.

The first student 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. Teachers and students 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 or she will report attendance to an administrator or school official. Students 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.

#### **INTEGRATED PEST MANAGEMENT PARENTAL NOTIFICATION**

The Huntingdon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodent 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 students 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-containerized baits placed in areas not accessible to students, 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

#### **DISCIPLINE**

For any school district to function properly, reasonable and necessary rules governing student conduct must be designed and enforced. Every student 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 made.

The administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within this statement. Students will be disciplined taking into consideration the past disciplinary record of the student 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 students should have the opportunity to learn and grow in a learning environment that is safe and friendly for both students and staff. This positive environment is the responsibility of students, staff, parents, and the community. Students and staff will be expected to:

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

Regarding bullying behavior in particular, we have adopted the following four student rules from the Olweus anti-bullying program:

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

The aim of our anti-bullying program (Don't Bully a Bearcat) is to ensure that students are provided a supportive, caring and safe learning environment. Bullying affects the entire school community and will not be tolerated. Teachers are committed to identifying and reporting bullying. Students are encouraged to report bullying to a teacher, administrator, school counselor, or other school staff member.

A student is being bullied when she or he is exposed, repeatedly and over time, to negative actions on the part of one or more students. The student who is being bullied has difficulty defending him or herself. Bullying is distinguishable when there is an imbalance of power, an unfair advantage, a feeling of dominance and power, and/or repetitive negative actions

## **DEFINITIONS**

### **A. Assault**

Hitting, biting, kicking, or striking with an object another student 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. Bicycles are permitted on school property. A bicycle rack is available for security. Students are required to obtain permission from the principal and parents/guardians.

### **C. Bus Rules**

Rules and consequences (suspension of bus privileges) are addressed on page (36). In addition, students subject to additional consequences in accordance with school discipline policies. Students are not permitted to ride a bus other than the bus to which they are assigned without prior permission from the office staff.

### **D. Class Skipping**

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

### **E. Computer Policy**

All students 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 student'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.

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

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

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

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

Students are expected to behave in a respectful manner toward all other students and staff members.

### **I. Disruptive Behavior**

Disruption of the educational process will not be tolerated.

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

Students 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 hall 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 parent conference encouraged.

### **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 Student Services Committee of the School Board for expulsion.

#### **L. Forgery**

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

#### **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 as well as currency and extends to keeping score for later settlement. No card playing is allowed unless it a part of the approved academic curriculum.

1st offense 1 day ISS and parents will be informed

2nd 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 student may return to school

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

Except for class change periods, students are expected to carry a valid hall pass at all times.

#### **O. Harassment/Bullying**

General Harassment - Verbal, written, or physical taunting of others will not be permitted.

Ethnic Harassment - Harassment against another's culture, heritage, or other characteristic will not be permitted.

Sexual Harassment - The Equal Employment Opportunity Commission Guidelines on Sexual Discrimination (20 CFR 1604.11) defines sexual harassment as deliberate, unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature.

Examples:

- Sexual bantering or verbal abuse of a sexual nature.
- Touching or pinching.
- Language or jokes.
- Displaying sexual photographs or illustration.
- Unwelcome sexual advances or request for sexual favors.
- Offensive sexual flirtations.

The Huntingdon Area Middle School will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and intimidation are present. The Huntingdon Area School District is committed to ensuring that the school environment is free of sexual harassment and other unlawful discriminatory practices.

Students, employees, and visitors are encouraged to report any instances of sexual harassment. Such complaints should be reported to the office. This will result in Level III disciplinary action.

#### **P. Housekeeping**

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

#### **Q. Insubordination**

Students 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, students must comply in a respectful manner.

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

Students 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 student before leaving.

#### **S. 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.. Electronic devices are not to be turned on during school hours. If a device is out without permission it will be confiscated. First offense the student may pick

it up after school. Any offense following will require a parent/guardian to pick up the device. This is a Level I Discipline Offense.

**T. Possession of Matches/Lighter**

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

**U. Public Display of Affection**

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

**V. Repeated Lack of Preparation for Class**

Including, but not limited to: required materials and supplies, completed assignments, PE uniforms. When this is reported to the office it will result in a Level I discipline offense.

**W. Tardiness to Class or to School**

Students are expected to arrive on time to school and to each class. Please refer to attendance on page 14.

**X. Threats**

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

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

**Y. Tobacco**

The possession or use of tobacco (including any form of smokeless tobacco or its look alike) by students 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 Level III discipline offense. In addition, Pennsylvania Law now requires school districts to submit the names of all students who possess or use ANY tobacco product on school property. Students who violate this law must appear before the local magistrate and will be required to pay a fine and court costs.

**Z. Truancy**

Students are truant when they are absent from school without the knowledge/permission of their parent/guardian. Truancy may result in In-School Suspension.

**AA. Vandalism**

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

**BB. 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.

Students will 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**

1. The term **Controlled Substances** means
  - a. Alcohol;
  - b. All controlled substances, marijuana, and certain solvents as defined in the Pennsylvania Criminal code;
  - c. Imitation controlled substances as defined in the Pennsylvania Criminal code;
  - d. Over-the counter drugs and any other drug or prescription medication not possessed for legitimate medicinal purposes; and
  - e. Inhalant substances (glue, gas, paint, etc.).

2. 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.
3. The term **Drug Paraphernalia** means all equipment, products and materials of any kind that either are designed for use or intended by the student 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.
4. The term **Substance Abuse** means:
  - a. 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.
  - b. Being under the influence of a controlled substance.
5. **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.

#### B. Possession or Use

##### **First violation of the prohibition against the use or possession of a controlled substance or drug paraphernalia:**

- A minimum out-of-school suspension for 5 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 student may be required to participate in and complete an appropriate substance abuse program.
- If the student 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 a discipline hearing. When they meet with the Student Services Committee, the student and the parents/guardians will be requested to sign a statement that they have been informed of the consequences of any subsequent violations.
- Huntingdon Borough Police Department may conduct an investigation.

##### **Second violation of Possession or Use:**

- A minimum out-of-school suspension for 10 days.
- Suspension from all school activities (participation on teams, in clubs, and in all other school-sponsored student activities) for at least the remainder of the school year.
- At or before the time of the re-entry conference with the Superintendent, the Principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.
- The student may be required to participate in, and complete, an appropriate substance abuse program before re-admission.
- The Huntingdon Borough Police Department 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:

- Immediate out-of-school suspension for a minimum of 10 days. These days of suspension will be excused absences, and make-up work will be provided.
- Suspension from all school activities (participation on teams, in clubs, and any other school-sponsored student activities) for at least the remainder of the school year.
- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he will recommend to the superintendent that the student be expelled for the remainder of the school year.
- The Huntingdon Borough Police Department 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 students and staff and is prohibited by law.

#### B. Definitions

1. The term Weapons means
  - a. 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; and

- b. Any object used with the intent of threatening or harming an individual.
2. The term Explosive means
  - a. 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 student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while 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 student 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 student 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 student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.
- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he will recommend to the superintendent that the student be expelled for the remainder of the school year.
- The Huntingdon Borough Police will 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 student activities) for at least the remainder of the school year.
- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he will recommend to the superintendent that the student 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.
- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he will recommend to the superintendent that the student be expelled for the remainder of the school year.

**IV. PROCEDURES FOR HANDLING VIOLATIONS AND PENALTIES**

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

1. The Principal or her/his designee may search such student's locker, desk, personal belongings such as book bag, clothing, pocketbook, etc.
2. In the event that a search discloses the existence of contraband, the Principal or her/his 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 student has violated Sections I, II, or III of this policy, the procedures will be as follows:
1. The Principal shall immediately notify by telephone the student's parents/guardians and the school superintendent. In all instances in which any contraband is seized, the principal or her/his designee will observe the procedure described in Paragraph A.2. of this section.
  2. The Principal or her/his designee will confer with the student, his/her parents or guardians, police officials, and school superintendent or her/his designee to discuss the incident and determine a proper course of action consistent with the policy set forth herein.

#### V. PREVENTION

- The Principal and her/his staff shall maintain a general knowledge of Controlled Substances and be able to recognize significant changes in appearance and behavior in students.
- The Principal and her/his staff shall monitor each substance abuse case to ensure that an appropriate intervention and follow-up response has been made.
- The Principal or her/his designee 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** may be searched by authorized school personnel with reasonable cause without prior warning. Students should not have an expectation of privacy at school for these items.

#### 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. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances.*

#### REPRIMAND AND WARNING

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

#### STUDENT PROBATION

Probation means that the student is not permitted to attend any after-school activities sponsored by the Huntingdon Area School District. If the student does, he/she may be charged with trespassing. Students needing to come to school for any reason must receive prior permission from a school administrator. Additionally, probation means that the student's attendance at school, academic effort, academic achievement, behavior, and attitude will be closely monitored. Probation may be assigned as a separate consequence for violation of school rules.

#### DETENTION HALL

Detention is held Tuesday and Thursday from 2:45 until 3:45 p.m. Students will be given a 24-hour notice of assigned detention hall, and parents are responsible for transportation for their child. Students' assigned detention cannot participate in extra-curricular activities until after the assignment has been completed. In addition, failure to report to detention will result in an additional detention hall assignment or suspension.

Detentions may eliminate activity nights, assemblies, clubs, activities, and athletics. Extra-curricular activities cannot be an excuse for missing detention hall. An administrator must approve excused absences from detention hall prior to the absence.

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.

#### TEACHER-ASSIGNED DETENTION

Teachers may assign students detention. The teacher assigning the detention will notify parents. Parents are responsible for transportation for their child. Any student assigned detention by teachers cannot participate in extra-curricular activities until the assignment has been completed

## **SUSPENSION**

Students 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 High School from 1<sup>st</sup> period through 7<sup>th</sup> period. Students 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 student 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. Students 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.

## **DISCIPLINE LEVELS**

### Level I Violations (to include but not limited to):

- Minor school disruptions (i.e. minor horseplay, shouting, running, pushing)
- Possession of electronic device
- Dress Code Violation
- Throwing objects (including snow)
- Outside assigned area without assignment book or pass
- Violating general and classroom rules (i.e. printing on unauthorized printer, using equipment or systems for non-educational purposes, name-calling, put-down statements, teasing, etc.)
- Changing computer hardware or software configuration that requires minimal time to restore
- Inappropriate language, verbal or written
- Repeated lack of preparedness to class
- Public Displays of Affection

### **Level I Disciplinary Action**

<b>First Offense</b>	Teacher/Student Conference	Discipline Referral Sent Home	Verbal Warning/Reprimand or 1 Detention
<b>Second Offense</b>	Student Conference	Parent Contacted	1 Detention
<b>Third Offense</b>	Student Conference	Parent Contacted	1 Detention
<b>Fourth Offense or More</b>	Student Conference	Parent Contacted	ISS

Level II Violations (to include but not limited to):

- Academic dishonesty (academic dishonesty encompasses cheating, plagiarism, fabrication or forgery, obstruction, multiple submission, etc.)
- Skipping class
- Defacing school property (defacing school property includes writing on walls, desk, other school property, etc., that CAN be removed by routine cleaning.)
- Swearing, verbal or written
- Inappropriate peer interactions (pushing in a bullying manner, hitting a peer in an inappropriate area, etc.)
- Insubordination (includes back talk, refusing to comply with a reasonable request, failure to report to the office upon command, leaving the classroom without the teacher's permission, open defiance of school rules, etc.)

**Level II Disciplinary Action**

<b>First Offense</b>	Student Conference	Discipline Referral Sent Home	1 Detention	
<b>Second Offense</b>	Student Conference	Parent Contacted, Letter sent home	2 Detentions	
<b>Third Offense</b>	Student Conference	Parent Contacted, Letter sent home	1 Day of ISS	Probation - 15 days
<b>Fourth Offense or more</b>	Student Conference	Parent Contacted, Letter sent home	2 Days of ISS	Probation - 15 days

Level III Violations (to include but not limited to):

- Stealing/Possession of stolen property
- Fighting/attempt to injure another person (police may be contacted)
- Destruction of property (Destruction of property includes any damage that CANNOT be removed by routine cleaning, for example, carving or scoring into materials. Restitution may be required.)
- Harassment/Sexual Harassment
- Leaving school grounds without permission
- Threats, written or verbal
- Possession of matches/lighter
- Possession of tobacco. Student will be required to pay a fine.

**Level III Disciplinary Action**

<b>First Offense</b>	Student Conference	Parent Contacted, Letter sent home	1-2 Days of ISS	Probation - 45 days
<b>Second Offense</b>	Student Conference	Parent Contacted, Letter sent home	2-3 Days of ISS	Probation - 45 days
<b>Third Offense</b>	Student Conference	Parent Contacted, Letter sent home	3-5 Days of ISS	Probation - 45 days
<b>Fourth Offense or more</b>	Student Conference	Parent Contacted, Letter sent home	5-6 Days of ISS	Probation - 45 days

Level IV Violations (to include but not limited to):

- Violation of HASD Drug and Alcohol Policy (includes the school building, the school grounds, the school buses, school activities, en route to and from school, and any and all activities under the control or direction of school personnel whether they occur on or off school property)
- Possession of and/or use of weapons or look-a-likes
- Arson
- Terrorist threats
- Physical assault on students/staff

**Level IV Disciplinary Action – First Offense and Subsequent Violations:**

1. Student Conference
2. Parent Conference / contact
3. Disciplinary Referral completed
4. At the discretion of the administration, the disciplinary action may result in one or more of the following:
  - a. Immediate Out of School Suspension
  - b. Long exclusion and probationary contract upon return to school
  - c. Student Service Hearing for possible expulsion
  - d. Alternative School recommendation
  - e. Referral to SAP
  - f. Police will be contacted.
  - g. No extracurricular activities
  - h. Other disciplinary action deemed appropriate by administration

**ALTERNATIVE EDUCATION**

Alternative Education placement of a student may result from a series of incidents from any of the previous mentioned reasons/examples, wherein the student does not respond in a positive and forthright manner to in/or out-of-school suspension. Students who are placed in the Alternative School cannot attend regular school or participate in any extra-curricular activity. The Alternative School is held Monday through Friday.

**EXPULSION**

The process of expulsion is the prerogative of the Huntingdon Area School Board. As such, it is the board's responsibility to act upon any request that is brought before it by the district's administrative staff.

**EXPULSION** – The School Board or an appropriately appointed committee may, after a proper hearing, permanently expel a student. 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 the students or disrupts the educational environment.

**EXPULSION HEARING** - The student who is being recommended by the Middle School administration for expulsion from school will have two (2) hearings. The first hearing, an informal hearing, is held before a committee that may be composed of Middle School Principal, Assistant Principal, Guidance Counselor, Coordinator of Student Services, Learning Support Teacher, and School Psychologist. The second hearing, a formal hearing, is held before the school board or a committee authorized by the school board.

\*\*\* All of the above are guidelines.

**The final decision will be made by Administration based on the situation and severity of the offense. \*\*\***

## **TRANSPORTATION**

### **STUDENT CONDUCT ON BUS**

Good 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 pupils. If for some reason unruly students disrupt his/her concentration, the welfare and safety of all is in danger. The school bus is an extension of the classroom. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported.

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 students which is deemed serious enough for further action.

Each driver will establish and post the rules of his/her bus. Riders must obey these rules. The bus driver will assign all students a seat.

No unauthorized person is to enter a school bus without permission from the bus driver. The only authorized personnel are school officials, students, and bus drivers/contractors.

The school district provides all eligible students with an opportunity to be transported by school bus to and from school. The riding of a school bus by students is a privilege and not a right. Disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for a student to be denied transportation to and from school in accordance with regulations of the HASD. Misconduct on the school bus can result in the following:

- First Offense – One (1) day removal from bus
- Second Offense – Three (3) days removal from bus
- Third Offense – Five (5) days removal from bus
- Fourth Offense – Ten (10) days removal from bus
- Fifth or More Offenses – Removal from bus for the remainder of the year.

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

1. Observe the same conduct as in the school.
2. Be courteous. Use no profane language.
3. Keep the bus clean.
4. Cooperate with the bus driver.
5. Tobacco products are prohibited.
6. Do not be destructive.
7. Students must stay in their seats.
8. Keep head, hands, and feet inside the bus.
9. The bus driver is authorized to assign seats.
10. Students should not bring electronic devices.
11. Students are not permitted to sell food, etc. on the bus.

### **TRAFFIC PATTERNS**

Additionally, 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 students and a fleet of buses moving inside our lot, additional cars present a real danger to our students. This policy does not apply to parents who need to pick up their children before 2:20 p.m. Please note: Cassady Avenue will not be open to private vehicles between 2:30 P.M. and the time when the last school bus exits the intersection of Cassady Avenue and 25<sup>th</sup> Street (approx. 3:00 P.M.)

### **ALTERNATE BUS ASSIGNMENT**

Acceptable reasons for a change in bus assignment are:

- Changes in child care arrangements
- Emergencies

Alternate bus assignments will not be granted for social reasons. Students must present written requests to the office at the beginning of the school day. Bus drivers will only accept notes which have been properly signed by school officials.

**HAMS  
2013-2014**

6 Bears

Mrs. Susan Sellers – Rm 118  
Mr. Ben Vescovi – Rm 120  
Ms. Phyllis Brown – Rm 123  
Mr. Toby Mitchell – Rm 119  
Mrs. Becky Robb – LS – Rm 122

7 Bears

Mrs. Kristi Watkins – Rm 204  
Mr. Brandon Thurber – Rm 206  
Mrs. Travis Martin – Rm 222  
Mr. Brock Anders – Rm 205  
Mrs. Lisa Abernethy – Rm 203  
Mrs. Kristen Sheilds - Rm 223

8 Bears

Mr. Ken Sowers – Rm 212  
Mr. Phil Mazurowski – Rm 214  
Mr. Todd Quinter – Rm 216  
Mr. Drew Ketterer – Rm 213  
Mr. Jeremy Uhrich – Rm 215  
Mr. Tim Snare – Rm 218

UNIFIED ARTS

Mrs. Erin Shaffer – Art – Rm 128  
Mr. Matt Rakar – Technology Ed – Rm 127  
Ms. Tanya Grenoble – FCS – HS

SPECIAL EDUCATION

Mrs. Wendy Gibbs – Life Skills -Rm 112  
Mr. Alan Secrest - Rm 114  
Ms. Jennie Barnett – ES – Rm 219  
Mrs. Staci Young – Speech – Rm 219  
Sensory – Rm 113

COMPUTER LITERACY

Mrs. MaryAnn Buckley – Rm 224

Literacy Coah

Mrs. Melissa Decker – Rm 202

Team Room – Rm 226

OFFICE

Mrs. Patricia Wargo, Principal – Rm 102  
Mrs. Kimberlie Rieffannacht, Assistant Principal – Rm 103  
Mrs. Linda Miller, Counselor – Rm 110  
Mrs. Kristy Launtz, Secretary – Rm 101-5  
Mrs. Lisa Wykoff, Secretary – Rm 101-5  
Mrs. Denise Felton, Nurse-Rm 105  
Officer Buckley - Rm 101

SUBJECT

Language Arts  
Math  
Science  
Reading  
Special Ed.

SUBJECT

Language Arts  
Math  
Science  
Social Studies  
Reading  
Special Ed.

SUBJECT

Language Arts  
Math  
Science  
Social Studies  
Reading  
Special Ed.

Accelerated Reading/  
Gifted Support

Mrs. Kathy Botteicher –  
Rm 111

ELL

Ms. Melissa Perez- Rm 208

COMPUTER LAB

Mrs. Carol Foster – Rm 225

6 Cats

Miss Kristen Cook – Rm 117  
Mrs. Lori Dickson – Rm 115  
Mrs. Kelly Thomas – Rm 124  
Mrs. Amy Mykut – Rm 116

7/8 Cats

Miss Kellyn Miller – Rm 211  
Mr. Matt Orenshaw – Rm 209  
Ms. Alison Goodman – Rm 217  
Mr. Patrick Smith – Rm 210  
Miss Kellyn Miller – Rm 211

PHYS. EDUCATION

Mr. Nate Carlson- Rm 130-3  
Mrs. Vickie Schneider – Rm 131-9

BAND/CHORUS/MUSIC

Mrs. Emily Canner – Rm 140

Library

Ms. Sarah Varner