

South Park Middle School

Student Handbook 2023-2024 School Year



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Student Handbook 2023-2024

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Dear Students,

The faculty and staff at South Park Middle School are committed to providing an educational environment that adapts to the continuously changing world in order to provide the very best for each of you. We extend a warm welcome and hope you find SPMS a safe and supportive environment for you to learn and grow.

At SPMS, we follow the framework for Schoolwide Positive Behavior Interventions and Supports, which focuses on creating and sustaining strategies for creating a positive school climate. We teach expectations for behavior across all locations within the school, and we recognize those who exhibit appropriate behavior. All members of the school community strive to display eagle PRIDE, when they are **P**rompt, **R**espectful, **a**chieving, **p**repare**D**, and **s**afe - all traits that will help to be successful in both school and the real world.

As a middle school student, you will have the ability to experience new academic and extracurricular opportunities, and we encourage you to get involved in these activities. By choosing those activities that best suit your individual interests and abilities, you will increase your opportunities for learning thus contributing to a positive and enjoyable school experience.

The professional staff will provide a challenging and engaging learning atmosphere that will adapt to your needs. The organization of the middle school addresses a gradual transition from the self-contained classroom of the elementary school to the interdisciplinary team of the high school. Remember that your success in school will be directly proportional to your efforts. Welcome to the SPMS family and be proud to be a South Park Eagle!

**The South Park Middle School is looking forward to your joining us.
Have a great year!**

Lynn C. Como
Principal

Michael Petruzzi
Assistant Principal

2023 - 2024 CALENDAR

August 16 – 17	New Teacher Orientation	No Students
August 18	Teacher Preparation	No Students
August 21 – 22	Teacher Professional Development	No Students
August 23	Staff In-service/Clerical	No Students
August 24	First Day for Students	
September 4	Labor Day	District Closed
September 6	Middle School Open House	Earl Dismissal
October 9	Staff Professional Development	No Students
October 27	End of Quarter 1	
October 30	Staff In-service / Clerical Day	No Students
November 7	Act 80 - Day	No Students
November 10	Veteran's Day	No Students
November 22	Early Dismissal	
November 23 – 27	Fall Break	No Students
December 22	Early Dismissal	
Dec. 25 – Jan. 2	Winter Break	No School
January 15	Martin Luther King Jr. Day	No School
January 18	End of Quarter 2	
January 19	Staff In-service / Clerical Day	No Students
February 19	Presidents' Day (Act 80)	No School
March 22	End of Quarter 3	
March 25	Staff In-service / Clerical Day	No Students
March 28	Early Dismissal	
March 29 – April 1	Spring Break	No School
April 23	Act 80 Day	No School
May 17	Act 80 Day	No School
May 27	Memorial Day	No School
May 30	Last Student Day / Graduation	
May 31	End of Quarter 4 & Act 80 Day	No School
June 3	Staff In-service / Clerical Day	No Students
	Kennywood Picnic	

SOUTH PARK SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

John Innocenti.....President
Frank Wentzel.....Vice President
Patrick Sable.....Treasurer

Brenda Lindsay.....Member	Mark DePretis.....Member
Angela Girol.....Member	Nicholas Rudolph.....Member
Norman Solomon.....Member	Wayne Perry.....Member

Wayne Gdovic, Superintendent
Erica Kolat, Director of Curriculum, Academics and Innovation
Chelsea Campolongo, Business Manager/Board Secretary
Isaac Tarbell, Director of Special Education Services
Steven Powell, Director of Technology
Jason Guintini, Director of Building and Grounds
Patrick Colligan, Athletic Director

Please refer to the District website for all policy information. This site contains the most updated versions.

<https://go.boarddocs.com/pa/spar/Board.nsf/Public#>

IMPORTANT TELEPHONE NUMBERS

District Office.....412-655-3111
Middle School Office....412-655-3111
Middle School Fax412-831-7204
South Park Police412-833-1000
Matthews Bus Garage ...412-384-8810
District Magistrate.....412-653-2102

DISTRICT MISSION STATEMENT

South Park School District fosters a student-centered culture of lifelong learners, difference makers, and global citizens.

THE DISTRICT'S ESSENTIAL BELIEFS IN ACHIEVING ITS MISSION

- Students should be actively engaged in a broad-based education, which will enable them to meet the challenge of becoming lifelong learners and contributing members of the emerging global community.
- The school, family and community will form a partnership to educate the children.
- Instruction (curricular and co-curricular) should address the needs of the learner and should focus on helping the student to learn.
- The physical facilities should be made adequate to meet the growing needs of the community and accommodate the changes in the education program.
- The staff must be capable of facilitating the instructional programs of the district while conducting themselves in a professional manner. As such, we believe in a professional development program to meet these needs.
- Students must understand the function of technology in their personal and work lives, be prepared to use it in the workplace and be aware of how it is integral to the learning process.

MIDDLE SCHOOL PHILOSOPHY AND OBJECTIVES

The South Park Middle School will provide a program for students in grades five, six, seven and eight. According to research, youngsters in this age group are involved in three distinct stages of maturation: childhood, emerging adolescence and adolescence. Youngsters in this group constitute a distinct stage of development involving similar physical, emotional and mental characteristics.

The school will provide for the identified needs of members of this age group. These include the need:

1. To adjust to continuing personal, physical, and psychological change.
2. To develop standards, values and self-discipline.
3. To adjust to the pressures of peer groups, as well as to develop their own personality.
4. To achieve some independence from adults, yet receive guidance from them.
5. To share with others, peers, and adults.
6. To think about education beyond the middle school.
7. To gain a sense of personal and group acceptance and achievement.
8. To explore vocational, academic and recreational interests.
9. To develop appropriate skills and attitudes.

The middle school will serve as the transitional school between the elementary school and the high school. To serve this need, the middle school will attempt to help the student change from a teacher-dependent learner to a self-directed independent one. In addition, students will be encouraged to acquire a spirit of inquiry and dedication to continued self-learning and improvement. The curriculum will be designed to fulfill the needs of the students and be relevant to daily life. Emphasis will be placed on the development of the emotional, social and physical growth of each youngster.

Specific objectives of the middle school include the ability:

1. To create a climate sensitive to the changing needs of the student. The climate will be flexible, relevant, and include a variety of learning experiences.
2. To strengthen the student's self-concept.
3. To provide for physical and social experiences adapted to the ability of each student.
4. To employ a staff of dedicated professionals, knowledgeable in the characteristics of emerging adolescents and sympathetic to their development.
5. To present an articulated instructional program coordinated with the elementary and secondary schools.
6. To establish a climate well suited to the development of individuality, creativity, self-discipline and wide range of social and moral values.
7. To help the student gain an understanding of his changing physical body.
8. To assist the student in considering his future career.
9. To simplify school routines and programs of studies so as to focus more attention on the student rather than the system or subject
10. To encourage in students a love and respect for their school, their peers and their community.
11. To provide a gradual transition from the self-contained elementary classroom teaching to the strictly departmentalized secondary instruction.
12. To direct our efforts toward child-centered concerns rather than subject-oriented approaches.
13. To provide opportunities for students to select various subject-related offerings, within the concept of exploration.
14. To be organized as to permit flexibility for regrouping, large group instruction and team teaching.
15. To provide the climate and facilities necessary to encourage innovative and improved approaches for instruction.
16. To provide an atmosphere in which there is opportunity for students, regardless of degree of intellect, to achieve success.

As the middle school program develops, it will provide opportunities for innovation, cultural enrichment, experiential sampling, social interaction, attitudinal development, and many other opportunities to better prepare the child for the future and living in our society.

STUDENT BILL of RIGHTS

A student of The South Park School District has the right to...

- **Grow intellectually** by exposing yourself to ideas and concepts that challenge your ability to think, reason and make decisions;
- **Mature emotionally** while interacting in an environment that nurtures awareness and an understanding of yourself;
- **Become a whole person** by learning from people who have made a commitment to your education and special needs;
- **Develop socially** by modeling accepted social attitudes and social skills;
- **Grow physically** by being an active participant in curricular and extracurricular activities that develop your body and sense of fair play;
- **Express yourself creatively** by sharing your talents and abilities in the Arts;
- **Allow yourself to be helped** through a challenging period in your growth by people with a sincere understanding of your feelings;
- **Understand your fears** knowing that your concerns are natural and shared by everyone;
- **Seek help** when you need it in order to gain a better understanding of your schoolwork;
- **Be yourself** because you are a special person.

STUDENT RIGHTS

Students do have rights. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or to like to attend, but all school personnel and parents should encourage students to attend at all times.

BELL SCHEDULE 2023-2024

	5th	6th	7th	8th
HR/Breakfast/ET	7:50 - 8:30	7:50 - 8:30	7:50 - 8:30	7:50 - 8:30
1	8:33 - 9:13	8:33 - 9:13	8:33 - 9:13	8:33 - 9:13
2	9:16 - 9:56	9:16 - 9:56	9:16 - 9:56	9:16 - 9:56
3	9:59 - 10:39	9:59 - 10:39	9:59 - 10:39	9:59 - 10:39
4	10:42 - 11:22 Lunch	10:42 - 11:22	10:42 - 11:22	10:42 - 11:22
5	11:25 - 12:05	11:25 - 12:05 Lunch	11:25 - 12:05	11:25 - 12:05
6	12:08 - 12:48	12:08 - 12:48	12:08 - 12:48 Lunch	12:08 - 12:48
7	12:51 - 1:31	12:51 - 1:31	12:51 - 1:31	12:51 - 1:31 Lunch
8	1:34 - 2:14	1:34 - 2:14	1:34 - 2:14	1:34 - 2:14
9	2:17 - 2:57	2:17 - 2:57	2:17 - 2:57	2:17 - 2:57
Dismissal	2:57 - 3:00	2:57 - 3:00	2:57 - 3:00	2:57 - 3:00

ADMISSION OF STUDENTS

A child entering the South Park Schools from another district should present proof of residency, immunization records and a report card or other evidence of temporary placement. Should there be any doubt as to placement, an achievement test will be administered and results fully evaluated before placement is completed.

A.I.D.S. (ACQUIRED IMMUNE DEFICIENCY SYNDROME) CURRICULUM

It is required by law to instruct all eighth grade students on Acquired Immune Deficiency Syndrome. Information will be sent to the parents/guardians of eighth grade students regarding this curriculum.

ARRIVALS / PICK-UP

Arrival - Parents and guardians of middle school car riders will drop off students in the rear of the building near the cafeteria from **7:50 a.m. to 8:00 a.m.** Please **do not arrive prior to 7:50 a.m.** as it will conflict with bus arrival time. Students will report to their appropriate area upon arrival. Students arriving **after 8:00 a.m. must come to the main entrance** and report to the main office. **Students must be in homeroom by 8:05 am** or they will be marked **tardy**.

Pick-up - Parents wishing to withdraw their child from school during school hours must check the student out through the school office. If someone other than a custodial parent is picking up the child, the name of that person must be on the authorized pick-up card. For the safety of your child, there can be no exceptions. Due to safety concerns, students are not permitted to walk to or from school for any reason. Parents picking up their children at dismissal should arrive between 2:50 p.m. and 3:00 p.m. and report to the rear parking area of the school that is located by the cafeteria. For the safety of our students, parents will be assigned a pick-up card # to show upon arrival before the student exits. Car riders will be called during the first dismissal phase.

Students who become ill during the school day **MUST** report to the nurse for an evaluation. All students will only be dismissed by the nurse, with the nurse contacting the student's parents in regard to student pick-up. Should it become evident that a student who feels ill did not report to the nurse, but rather contacted their parent to pick them up, the student will be referred to the office to conference with the parent regarding appropriate contact protocol.

ATTENDANCE POLICY

The purpose of this policy is to promote regular school attendance and to improve the academic achievement of students in the South Park School District. Regular school attendance is a prerequisite for school success as research supports a strong correlation between student attendance and high achievement. A student's absence from class disrupts the continuity of the learning process and the benefits of regular classroom instruction, which once lost, can never be regained. Facilitated classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the facilitation of school personnel provides valuable important personal interactions between students and teachers. Such activities are a vital part of the learning process in any public school. The provisions of this policy shall govern all students enrolled in the public schools of the South Park School District. Please keep this policy for convenient reference. **A maximum of 10 days of lawful absences, verified by parental notification may be permitted during a school year. Each absence beyond a total of 10 days during a school year will require a state licensed physician's excuse or it will become an illegal absence.**

A. COMPULSORY SCHOOL ATTENDANCE LAW

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents of the child with the responsibility for the child's school attendance.

B. EXCUSED ABSENCES FOR TEMPORARY PERIODS

The following are reasons for excused absence for temporary periods of time from school:

1. **RELIGIOUS HOLIDAYS** A student may be excused from school for the observance of bona fide religious holidays of particular religious groups. A student's absence from school for religious holidays shall be recorded as an excused absence and there shall be no penalty attached to such an absence.
2. **HEALTH CARE** A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:
 - a. The health care services are rendered by state licensed practitioners.
 - b. There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
 - c. The time of necessary absence from school involves a minimum of interference with school work.
 - d. Every principal may require a written statement signed by the practitioner stating the time of the student's appointment.
 - e. Not excused for sports physicals
 - f. Students who miss more than half a day, four (4) hours, due to a healthcare appointment will be counted absent and will not be eligible to participate in school extra-curricular activities or practices that day.
3. **ILLNESS OR OTHER URGENT REASONS** Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. However, the term "urgent reasons" shall be strictly construed and shall not be used to permit irregular attendance.

4. **EDUCATIONAL VACATIONS** Student absences from school resulting from family vacations with educational value **shall not exceed five (5) school days per school year to be considered excused**. Any additional days will be deemed unexcused. Educational vacations shall be ruled excused if it is the opinion of the building administrator a vacation does have educational value and the following procedure is adhered to:
- The parent or guardian completes an "Educational Trip" form two weeks prior to the trip, unless an emergency situation arises. This form can be found on the SPSD web site at <http://www.sparksd.org/common/pages/DisplayFile.aspx?itemid=4436991> and submitted to the office.
 - The student is responsible for obtaining assignments prior to the trip.
 - The student shall give completed assignments to his/her teachers immediately upon return and arrange for the completion of other academic missed work.
 - All academic work and exams shall be completed within a time period not exceeding the number of days absent as a result of the trip.
 - If a student has missed 10 or more days in the year, an educational vacation will be denied.
 - An extended leave can only be granted by written approval of the Superintendent or his/her designee after a written parent/guardian request containing the student name, grade, reason for absence, dates of absence and date of return.
 - Please note that educational trips will not be approved during the final two weeks of the semester or during the PSSA or Keystone testing periods for those students who are scheduled to take the PSSA or Keystone Assessments.

C. **WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES** Upon return from an absence from school for any reason, the student shall present to the appropriate attendance personnel a written statement, which is signed by the student's parent or guardian, giving the date of the absence and the reason for the absence. The online attendance form is encouraged. **If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unexcused absence.** If a student has a record of excessive absenteeism (5 consecutive days or 10 or more cumulative days in 1 year) they will be required to present a written statement from a licensed health practitioner. A student who is required to present such proof must do so for every absence from school for illness. All doctor's excuses must be submitted to the office within 3 days after the student returns to school. Failure to do so will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance law of Pennsylvania. On-going medical conditions, with a doctor's excuse on file, will be reviewed every 30 days.

D. **UNEXCUSED ABSENCES AND MAKE-UP PRIVILEGES** The following actions will be taken to notify parents/guardians of their child's unlawful absences:

- First unlawful absence: A notice of unlawful absence will be sent to the child's parent/guardian.
- Third unlawful absence: A notice of unlawful absences will be sent to the child's parent/guardian.
- Fourth unlawful absence: Student Assistance Program Referral (SAP) and meeting for Student Attendance Improvement Plan (SAIP) takes place.
- If the child is unlawfully absent 6 times at any point within the school year, a citation will immediately be sent to the Magisterial District Judge and a referral to Focus on Attendance will be made.

While all unexcused student absences are subject to the provisions of the Pennsylvania School Code (School Laws), certain absences carry make-up privileges and others do not. The following unexcused absences carry make-up privileges:

Emergency at home - one or more days of absence can carry make-up privileges depending upon the nature of the emergency. This privilege shall be at the discretion of the principal.

Runaways - each case must be dealt with on its own individual merit. A decision to grant make-up privileges must rest with the administrator involved.

Weddings, funerals, and graduations - make-up work will be granted for the day and reasonable travel time.

The following unexcused absences from school do not carry make-up privileges:

- Truancy
- Unexcused absence during PSSA testing, semester or final examinations.
- Recreational purposes, e.g. baseball games, fishing, hunting, sports physicals, outside sports events.
- Draft registration (time is given during the school day to register at the draft board.)
- Failure to bring excuse within the three (3) day period immediately following the student's return to school.
- Non-educational vacations - when in the judgment of the building administrator a vacation is considered to be one of convenience.

After 20 unexcused absences, students will lose credit in those classes already attended. For semester classes, students will lose credit after 10 days of unexcused absence. Classes for this credit will have to be made up in summer school or in future scheduling.

E. **TARDINESS TO SCHOOL** Students who are tardy to school shall report to the school office. Students who are tardy are expected to have a valid reason for being tardy. These reasons are illness, appointment with licensed practitioner, or family emergency. All other excuses will be deemed unexcused. In the event of four (4) unexcused tardy incidents, a verbal warning will be issued. Five (5) unexcused tardy incidents will warrant a one (1) hour detention. At ten (10) unexcused tardy incidents, two (2) hours of detention will be issued. At fifteen (15), a SAP referral will be initiated. Twenty or more will result in elevated disciplinary action. Grades 5-8 students reporting to school after 8:00 a.m. must be signed in at the office, and if arriving later than 8:10, will be marked tardy. Students in grades 5-8 arriving after 10:10 a.m. shall be marked as a partial day of absence.

F. SCHOOL RESPONSIBILITY Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. The attendance secretary will provide a report listing those students who are absent to all faculty members as early in the day as possible. The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals. All attendances/absences are recorded on the student's permanent record cards.

G. PARENTAL RESPONSIBILITY The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance in school during the school year. The only school holidays which are sanctioned by the school district are those listed in the official school calendar adopted by the board of school directors. Parents should direct their children to report to school even when it appears the child may be late to school. Parents/guardians must submit a dated, written excuse within three (3) days of their child's return to school. After the 5th consecutive day of absence or 10th cumulative day of absence, a medical excuse from a licensed physician shall be required upon the student's return. **A doctor's excuse is required each time a child is absent after the 10th day of absence for the remainder of the school year.**

H. STUDENT RESPONSIBILITY Students are responsible for regular school attendance. They are expected to report to school classes each day on time. All makeup work must be submitted within 3 school days after the student returns. Student assignments can be requested through direct contact with the teacher. It is highly recommended to get work ahead of time if future absences are expected. Work will be emailed home or sent to the office for pick-up.

Full-Day / Half-Day Absences

1. Students who are legally absent for the entire school day will be given the opportunity to make up all work missed.
2. All makeup work must be submitted within three (3) school days after the child's return, or by the end of the grading period, whichever comes first.
3. Only in extreme cases of extended absence will a longer period of time be allowed for work to be made up. The time and nature of the make-up work may be determined by the teacher.
4. Students arriving after 10:10 a.m. shall be marked half (½) day absent. Students arriving after 11:30 a.m. shall be marked absent for a full day. Students leaving before 1:30 p.m. shall be marked absent half (½) day.

Partial-Day Absences

Students who have a legal absence for any part of the school day are responsible for the work covered in all classes. If students know that they are going to miss class because of an appointment, athletic event, or credited class activity, they should get their assignments or make arrangements to take a test **BEFORE** they leave for the day. They are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

Early Dismissals

Students requesting an early dismissal must report to the school office prior to homeroom with a written statement from their parent or guardian indicating the reason. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; and (2) family emergencies. A phone number must be included for confirmation. Early dismissal for college appointments, job interviews, or graduation projects must have prior approval from the principal. A parent or guardian must sign the student out in the school office and must return with verification of early dismissal. An early dismissal on a day of a school sanctioned athletic event, or school sponsored activity, or game, or practice, must occur after 11:30 a.m. If a student has a morning appointment, they must report to school first, sign out for dismissal, and then return to school. Early dismissals are not permitted for non-competing students for spectator purposes at an event.

AUTOMOBILES ON SCHOOL GROUNDS

Automobiles constitute a hazard in all school areas. Parents are urged to be especially alert for children and to observe the 5 M.P.H. speed limit. Parents and visitors are also asked to park in designated parking spaces. Bus loading areas must also be avoided whenever possible. State law requires that "traffic must stop when a school bus is stopped with red signal lights flashing." This law applies to school grounds as well as on roadways. To avoid traffic problems, we encourage the use of our school bus transportation. Parents picking up their children at dismissal should arrive between 2:50 p.m. and 3:05 p.m. and report to the rear parking area of the school that is located by the cafeteria. Car riders will be dismissed at approximately 3:05 p.m. or once the buses have been dismissed.

BOOK BAGS

Please carry only school-related materials in your book bag between SPMS and home. Store your book bag **in your locked locker** during the school day. Due to safety precautions, book bags are **not permitted** to be carried from class to class. Ample time is given for students to go back and forth to lockers.

BULLYING/CYBERBULLYING

South Park School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated.

BUS TRANSPORTATION

The safety of all students to and from school is somewhat dependent on an understanding and cooperative effort of parents, students, school bus drivers and school personnel. Parents are urged to caution their children to obey the following rules to insure their safety to and from school. **The use of video and audio equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district owned, operated or contracted school buses or school vehicles. (District Policy 810.2)**

General bus rules

- Walk on the left side of the highway facing traffic when there are no sidewalks going to and from the buses.
- Be on time at the designated bus stop. Please arrive at least 5-10 minutes prior to the scheduled time.
- Cross in front of the school bus when crossing a highway, not in back of the bus.
- Dress suitably, according to the weather.
- Never play games on the street or highway while waiting for the school bus. Stand as far as possible from the edge of the road.
- Do not run to the buses when being picked up in the morning, leaving the building or being picked up from school.
- Never ask or accept rides from strangers.

PLEASE BE ADVISED

- **South Park School District has implemented a new transportation policy for the safety of South Park Middle School students; Students are no longer permitted to ride to or from South Park Middle School on another student's bus as per District Policy.**

When riding the bus, the following rules apply:

- Obey bus drivers, as they are in full charge of buses and pupils while in transit.
- Help keep buses clean, sanitary and orderly.
- Go directly to the assigned seat and remain there until arrival at the destination. No jumping from seat to seat.
- Never cause damage to the school bus, and report anything noticed to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damages and may be denied further use of the busses.
- No eating or drinking is permitted on the bus.
- No items are to be thrown out of the bus windows.
- No part of the body shall be extended through the bus window.
- There shall be no vandalism or destruction of a school bus or van.
- Seatbelts must be worn when available.

Discipline and penalties:

- The riding privilege of a student may be revoked for violation of the rules, for conduct that is detrimental to the safe operation of the school bus or for multiple bus infractions.
- The driver may assign seats to an individual or the entire busload as deemed necessary.
- The driver has the authority and the responsibility to discipline students for behavior on the school bus.
- When a student receives a bus misconduct form, the progressive discipline of the student conduct policy will be followed. The following disciplinary options may occur, but are not limited to:
 - Restitution for damages
 - Verbal warning
 - After-school detention
 - out-of-school suspension

→ Removal / suspension from the bus

POLICY FOR SMOKING, FIGHTING, OBSCENITIES AND VANDALISM

- There shall be no smoking on a school bus or van.
- There shall be no fighting on a school bus or van.
- There shall be no use of obscene words on a school bus or van; spoken or written.
- For any violation(s) of the above, the principal may exercise his authority as follows:
 - * **First Offense** - The student may be suspended from riding the school bus for ten days.
 - * **Second Offense** - The student may be suspended from school for ten days.
 - * **Third Offense** - The student may be notified to appear before the Board of School Directors for a hearing.
- Students with multiple bus disciplinary offenses may be excluded from riding the school bus for one academic year.
- Riding the school bus is a privilege and should not be considered a right. Offenses reported by the driver to the office will result in disciplinary action and may result in a temporary suspension of privileges. Repeated offenses can result in a student's suspension from riding the bus for the remainder of the school year.
- It is important to note that bus drivers are instructed not to delay at stops to wait for children exiting homes. This causes schedule delays. In addition, students will ride only their assigned bus and will not be permitted to transfer to other buses.

CAFETERIA

During the 2023-24 school year, students will be charged for breakfast and lunch. Additional meals or items may be purchased at ala carte pricing. A free and reduced lunch program is offered to students whose families qualify. Forms are available in the school office. Send your child to school the first day with a lunch or lunch money or until the free and reduced forms are completed and approved. The updated cost for Middle School Breakfast is \$1.50 (\$.30 for reduced). The updated cost for Middle School Lunch is \$2.70 (\$.40 reduced). The South Park School District has implemented a point of sale system in our cafeteria. This system will give you the ability to place money in an account for your child to use to purchase breakfast or lunch in our cafeteria. We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. If a student puts money into his or her account in the lunch line, change **will not** be provided. The entire amount will be placed into their account. Any money not spent by the end of school will be available for your child's use the following year or refunded if your child is graduating.

Breakfast in the Cafeteria will be available as "grab and go" from **7:50 a.m. until 8:10 a.m.**. Students **MUST be in their homerooms by 8:10**. Students who are participating in the breakfast program will be marked tardy if they arrive to class **without a pass** after 8:10 a.m. If your child rides a bus to school, the child will arrive in time to have breakfast. If they are a car rider, they must arrive **before 8:00 in time for breakfast**. If your child is not going to arrive in time for the breakfast program, please make sure that your child has a healthy breakfast before coming to school.

CAR RIDER DISMISSAL

Parents picking up their children at dismissal should arrive between 2:50 p.m. and 3:00 p.m. and report to the rear parking area of the school that is located by the cafeteria. For the safety of our students, parents will need to check in with the monitor before their child proceeds to the car. Car riders will be dismissed so as to not interfere with bus routing.

Note: Only parents, guardians, or another adult designated in writing by the parent may pick up a student. Remember, if your child is usually a bus rider and is to be a car rider, **please notify the school office in writing** of your intentions to pick up the child. Notes should be delivered to the office or emailed to the school secretary in the morning upon arrival to school. Regular car riders will be assigned a number to present when arriving daily.

CELL PHONES AND ELECTRONICS

Cell phones and electronic devices, if brought to school, need to be **turned off and placed in a locked locker and must not be used during the school day**. If used during the school day, upon the first incidence, cell phones and electronic devices will be confiscated until a parent comes to the school office to retrieve them. A second infraction will warrant confiscation, parent retrieval and a one hour detention. Further occurrences will result in progressive discipline. In an effort to ensure the safety of our students, any student who uses their cell phone to take pictures or videos of other students will be disciplined and may be suspended for their actions. Any uploading of said photos or videos to the internet will warrant further disciplinary action.

CHILD CUSTODY

When a dispute exists regarding legal custody of a child, it is the responsibility of the registering parent to notify the school district of any person who is not entitled to excuse the child from school for any reason. Such notice shall be written on a district form and proof of custody shall only be verified by a court order. If legal custody is not resolved, the registering parent and their estranged spouse must record this on a notarized form and, upon approval by the superintendent of schools, the child will not be released to any person not named by the parent. Custody papers must be updated each year. The removal of a child from school for the purpose of establishing custody is not permitted by board policy and the administrator will enforce this policy through legal means, if necessary.

CHROMEBOOK PROGRAM

Students in kindergarten through twelfth grades receive a Chromebook as part of the South Park School District's one-to-one initiative.

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the South Park School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. The equipment will be returned when requested by South Park School District, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the District approved app store. But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The South Park School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

An email account—a school licensed Gmail account – firstname.lastname@sparkstudents.org – will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the School District and approved senders.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

CHROMEBOOK RESPONSIBILITIES

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of South Park School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the South Park School District.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup work is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.

- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and e-texts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

No Expectation of Privacy: No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software: School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.

Files Downloaded onto Chromebooks: All images, documents, files, and apps downloaded onto the Chromebook become the property of South Park School District as allowable by law.

CODE OF CONDUCT

Discipline may take many forms. It may involve informal or formal sanctions. It may involve adjustment within the school setting or separation from school.

What is important is that the disciplinary response be appropriate to the infraction, and that it be designated to eliminate any disruption within the school and to adjust any personal problems involved.

It is urged that in all cases, except those involving infractions of the penal law, attempts be made to resolve problems informally. In so doing, school personnel should make full use of all supporting services, both those within the school, and those outside. The South Park Middle School, committed to excellence in its school program, considers discipline essential to the educational process.

The school believes all students can behave at school and have a responsibility to behave in a manner, which allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community.

The district believes pupil conduct should be maintained with procedures which will advance the purposes of education while remaining consistent with applicable state law and established board of education school policy. The South Park School District does not use "corporal punishment" as a consequence.

Direct Contact with Pupil and Parent

To work out a problem, contact with the home may frequently be the most helpful response to an offense. In some cases, where it is felt appropriate, school counselors and other school personnel, or outside social agencies, may be called in for help in this procedure.

Loss of Privileges

- Individual teachers may withdraw privileges extended within the classroom for infractions of the rules.
- School privileges may be withdrawn for a designated period of time. These may involve removal from events during the school day, extracurricular activities (both athletic and non-athletic), school social events, as well as other functions. The use of technology is a privilege; students found violating the District's technology policy, will lose this privilege and be subject to disciplinary action.
- Detentions and Suspensions may result in the student's not being permitted to attend the next school-sponsored activity.
- A student who receives a Level IV infraction may be unable to participate in any school-sponsored, extracurricular activities.

Detention

Detention is a type of consequence that can occur after an undesirable behavior takes place. After school and/or lunch detention may be assigned for disciplinary infractions that do not merit a suspension. After school detention may be held up to two days a week from 3-4 PM.

- A student may be placed in after-school or lunch detention under the supervision of a staff member or administrator.
- The student may serve a 1-hour after-school detention. Parents are responsible for picking up their child at the end of the detention.
- Students will serve the detention in a designated area. One-hour detentions will be held from 3:00-4:00. Socializing with other students is not permitted during the period of the detention.
- Students will be expected to complete all school work. Enrichment activities will be provided if the student does not have school work available. There will be no idle time.
- **Misbehavior in after-school detention will result in elevated consequences.**
- Students who are absent on the day of an assigned after-school detention will be rescheduled when they return at the discretion of the office.
- Parents have the right to reschedule an assigned detention one time. Parents must call the office to reschedule prior to the assigned detention.
- Students who fail to serve the assigned detention, and whose parents have not called to reschedule the detention **prior** to assigned detention, will be assigned an additional consequence.

Out-Of-School Suspension

Students involved in disciplinary action, which warrants suspension, will be suspended in conformance with the following procedures:

- An attempt will be made to contact the student's parents/guardians to inform them of the school's action, the violation and the length of the suspension, and may request that they come to the school for their child.
- A suspension letter will be sent to the student's parents/guardians and to the office of the Superintendent.
- Any student who is suspended from school shall not return to the school or school grounds until the period of suspension is terminated with the exception of scheduled sessions with the guidance counselor or administration. Any unauthorized presence on school property will be treated as a trespass, and prosecution for the same may result.
- The student is responsible for making up all work and tests missed after the suspension within 3 days of the student's return to school.
- Suspended students are not permitted to participate in any school activities, and this includes witnessing an athletic contest.
- Students may have social privileges revoked as a result of his/her disciplinary infraction(s).
- A conference with the parent/guardian and the administrators may be required before the student is readmitted to school.
- Subsequent suspensions could lead to a recommendation for a full 10-day suspension or to an expulsion.

Expulsion

Expulsion means the permanent removal of a student from the school. It is a very serious step that should only be ordered for the most serious offense and follow strict adherence to the requirements of due process of law. Only the Board of School Directors can permanently expel a student.

- Pupils may be expelled for a period exceeding ten school days or permanently by a majority vote of the Board of School Directors (24 P.S. Sec. 13-1318) following a formal hearing before the entire board of school directors or a committee of the board composed of no fewer than three members for any of the offenses listed in Part D of this section.
- The following procedures must be observed in connection with a formal hearing conducted by the Board of School Directors:
- Notification in writing of the charges lodged against the pupil must be sent to parent(s) or guardian(s) by certified mail;
- Sufficient notice of the time and place of the hearing must be given;
- The accused pupil must be accorded the right to be represented by counsel;
- The right to call friendly witnesses and to cross examine all prosecution witnesses must be granted the pupil, his parent(s) or guardian(s), or his counsel;
- An accurate record of the hearing must be kept and made available to the accused pupil;
- The Board of School Directors must honor a request by the accused pupil that the formal hearing be held in private.
- Any pupil absolved of alleged violations by a formal hearing of the Board of School Directors shall have any evidence of the alleged offense expunged from the school records.

Reasons for Out-Of-School Suspension or Expulsion

A violation of any of these regulations is considered a reason for suspension or possible expulsion from school. The building principal or assistant designee shall have complete discretionary powers to interpret and suspend in all cases governing the school.

Students may be suspended or expelled for:

- being in possession of, using or selling narcotics, (including alcohol) on school property, school buses, bus stops or at school-sponsored activities. This also includes look-alike products and devices.
- performing or threatening to perform acts of violence on school personnel, on school property, on school buses or at school-sponsored activities.
- using obscene, vulgar, profane, racial slurs/or disrespectful words and/or actions or gestures directed to or in the presence of any school member or school employee.
- being insolent, insubordinate and/or generally incorrigible toward school personnel on school property, school buses or at school.
- destruction of either private or public property at school, on school buses or at school-sponsored activities.
- being in possession of a weapon or look-alike weapon, which can endanger the safety of others on school property, school buses or at school-sponsored activities.
- setting off false fire alarms, calling in false 911 calls, and/or calling in bomb threats to the school or at school-sponsored activities.
- starting any fires on school property, school buses or at school-sponsored activities.
- wearing attire which is disruptive to normal school operations or which could be damaging to school property or school-leased buses.
- smoking or use of tobacco on school property, school buses or at school-sponsored activities.

Search and Seizure Policy

- When there is reasonable suspicion to believe that contraband, illegal and/or prohibited items are on a student's person, the principal, assistant principal or principal's designee may authorize a search of the student's outer clothing, handbag, and/or book bag for the purpose of removing such items. The student's parent/guardian will be notified.
- The principal, assistant principal or principal's designee may find that a search beyond the outer clothing is necessary based on the following reasons:
 - have received reliable information from an individual that he or she had actually seen narcotics, contraband, illegal and/or prohibited items very recently in the possession of the student to be searched, or
 - have personally observed contraband, illegal and/or prohibited items in possession of the student, or
 - have information that the student admitted possession of the contraband, illegal and/or prohibited items and gave its location.

The principal, assistant principal or principal's designee shall first notify and request the presence of the police and/or parent or legal guardian before continuing the search.

- When there is reasonable suspicion to believe that contraband, illegal and/or prohibited items are located in a student's locker, other assigned or personal property and there is reason to believe a student is using the locker, other assigned or personal property in such a way as to endanger his or her health, safety and rights of others, the principal, assistant or designee may authorize a search of such property for the purpose of removing such items.

Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible, the student should be aware of, and involved in, a search of such property to which they are assigned. In the absence of the student, a second party shall witness any search.

Parents shall be informed as soon as practical upon the discovery of any items being in their child's possession or control that would be detrimental to the health, safety and welfare of the child or others.

To minimize the possibility of unauthorized students entering unlocked lockers and the possibility of placing contraband in those lockers, **ALL LOCKERS MUST BE LOCKED AT ALL TIMES.**

LOCKER/VEHICLE SEARCH

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Prior to a locker search, the student shall be notified and given an opportunity to be present.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation.

Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

Cheating/Plagiarism Policy

Cheating is a very serious offense. It violates an individual's realization of his/her maximum potential to become a worthy member of society. It undermines the overall development of a student and the entire school structure. Cheating is defined to include any of the following:

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- The use of notes, books or any other source of information during examinations, unless authorized by the examiner.
- Obtaining, without authorization, an examination or any part thereof.
- Plagiarism.
- Providing one's work for another student to copy and submit as his/her own.
- Altering, or causing to be altered, the record of any grade book, office, or other record.
- Using another student's work to copy and submit as his/her own.

Any cheating/plagiarism violation will be reported in writing to the appropriate administrator. Cheating is a very serious matter. Once you violate this policy, any succeeding offenses will be cumulative while you are a student at South Park Middle School for that year.

- First offense will be handled by the teacher involved. The student will receive a zero, the respective parent will be notified, and the student will be referred to his/her counselor.
- Second offense, in the same class, will necessitate a parent-teacher conference with the assistant principal and counselor. The student will receive a zero for the work and be present at the conference.
- Third offense, in the same class, will necessitate a parent conference with the principal. The student will receive a failing grade for the course and be present at the conference.

SOUTH PARK MIDDLE SCHOOL DISCIPLINE

In the 2021-22 school year, South Park Middle School implemented SWPBIS (School Wide Positive Behavioral Interventions and Supports) as a model and structure for both recognition of positive behaviors and disciplinary consequences for problematic behaviors. A proactive, restorative approach to school

discipline continues to be utilized in accordance with school district policies.

PROBLEM BEHAVIORS	
Minor Behaviors (Classroom Managed)	Major Behaviors (Office Managed)
<p><u>Definition:</u> Minor misbehavior is on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors should be handled by an individual staff member. Such misbehavior may be indicative of a problem that should be referred to appropriate support staff.</p> <p>Generally, a classroom teacher will make an office referral if a minor behavior becomes repetitive (after 3 times).</p>	<p><u>Definition:</u> Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of the Minor discipline response level, require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>
<p>EXAMPLES of Minor Behaviors:</p> <ul style="list-style-type: none"> ● Excessive Talking ● Non Compliance* ● Work Refusal* ● Lying ● Running in classroom or hallway ● Cheating* ● Not using kind words ● Invading others' space ● Tardy to class ● Talking Back ● Inappropriate language ● Inappropriate gestures ● Cell Phones ● Bus referral 	<p>EXAMPLES</p> <ul style="list-style-type: none"> ● Bus issues ● Physical Altercation or Fighting ● Weapons ● Drug (Juil) ● Bullying ● Cutting Class ● Abusive language ● Intentional threat to a person or a thing ● Verbal Aggression ● Cell Phones ● Bus referral

***Note: All discipline is progressive and confidential.**

RESPONSES TO BEHAVIOR

<p style="text-align: center;">MINOR BEHAVIORS (can be given by all staff and/or admin.)</p>	<p style="text-align: center;">MAJOR BEHAVIORS (can be given by admin.)</p>
<p>PROCEDURES</p> <ol style="list-style-type: none"> 1. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. 2. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. 3. The staff member may wish to discuss the behavior with the parents, the administrators, and/or appropriate support personnel. 	<p>PROCEDURES</p> <ol style="list-style-type: none"> 1. Student is referred to the administration for appropriate disciplinary action 2. Administrator meets with the student and/or teacher and determines most appropriate response 3. Teacher is informed of administrator's action 4. Parents are notified of student's referral 5. A proper and accurate record of the offense and disciplinary action is maintained by the administrator 6. Check-in, check-out procedure begins
<p>EXAMPLES</p> <ul style="list-style-type: none"> ● Utilize classroom management system ● Redirection ● First/Then (Verbal/Visual) ● Individual Student Conversations/Conferences ● Consult with other staff/mentor ● Individual Re-Teaching by teacher ● Offer break (walk, Chill Room) ● Seat Change ● Parent phone call ● Verbal warning ● Letter of apology ● Planned Ignoring ● Student Mediation ● Behavioral Contract ● Use of problem solving worksheet <p>*Office referral after repetition of behavior 3 times</p>	<p>EXAMPLES</p> <ul style="list-style-type: none"> ● Loss of special privileges ● Change of environment ● First/Then (Verbal/Visual) ● Individual Student Conversations/Conferences ● Consult with other staff/mentor ● Individual Re-Teaching ● Offer break (walk, Chill Room, alternate space) ● Seat Change ● Schedule Change ● Parent phone call ● Verbal warning ● Letter of apology ● Behavioral Contract ● Use of problem solving worksheet ● Lunch Detention ● After School Detention ● Out-of-School Suspension ● Student Mediation ● Restraints ● IEP Meetings/ Individual Student Meetings ● Develop/Revise a Crisis Plan ● Conduct a Threat Assessment ● Alternative Educational Placement ● Develop/Revise PBSP with FBA

***Note: All discipline is progressive and confidential.**

COMMUNICATING WITH THE SCHOOL

At various times parents will need to contact the school regarding questions or to resolve issues. The initial point of contact should be with the individual involved. If the question or issue is not resolved, parents should contact the following individuals in the sequence listed: Teacher, Team Leader/Counselor, Assistant Principal, Principal, and Superintendent.

COUNSELING SERVICES

A school counselor is a specially trained person who will help students realize their full potential as a unique human being. The counselor will help them solve personal problems with family, friends and teachers; make suitable decisions about their life; provide information and testing to determine their interests and abilities.

Students who desire to meet with his/her counselor should request an appointment whether in person or in written/email form. Should a student need to meet with the counselor who is not available at the moment, the student should notify the office secretary and then return to class until called. Students will be sent a pass when the counselor is available. No student is to leave his/her assigned class unless they have a pass. Remember, what is discussed between counselor and student is confidential and kept between the counselor and student. **However, if the information provided affects the health, safety, or welfare of the student or others, the information must be reported and forwarded to the appropriate entity.**

DRESS CODE

Students should adhere to the school dress code policy at all times. Apparel and accessories that may damage or destroy furniture, clothing that may be considered injurious to self or others or is considered a safety hazard is prohibited. Shorts, skirts or dresses must be at minimum, mid-thigh length; tank tops and bare midriffs are prohibited as well as shirts that promote drugs and alcohol or drug usage or are in poor taste are prohibited; no undergarments should be showing at any time.

- a) Shirts and blouses should minimally come to the waist, and should have straps (**no tank tops or tops with spaghetti straps**). **Low cut shirts are not permitted. Shirts worn with leggings should come to fingertip length.**
- b) Short shorts, dresses, and short skirts should not be worn. The length must reach mid-thigh at minimum.
- c) Students should refrain from wearing clothing that promotes violence, alcohol, tobacco, illegal substances, or sexual innuendo.
- d) **Clothing with excessive holes may not be worn. Garments with holes in inappropriate places may not be worn.**
- e) Hats, bandanas, head wraps or hoods may not be worn in the building (except on special Hat Days).
- f) No costume type attire shall be worn unless on a special school event day.
- g) Outer jackets should be placed in the locker and should not be worn during the school day.
- h) Dog chains, wallet chains and sunglasses are not considered to be proper attire and will be confiscated and will only be returned to a parent.

Students are encouraged to bring an alternative change of clothing and place it in their lockers at the beginning of the school year. When found in violation of any dress code policy, students will be asked to change immediately. Parents will not be called to bring a new "outfit" to school, or inconvenienced in any way, because the student refuses to follow the Dress Code Policy. Should students not have alternative clothing to change into, clothing will be provided by the School Nurse. If any student refuses to change objectionable clothing, parents will be contacted, and the student will be sent home.

DRUGS/ALCOHOL POLICY

The following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood-altering substances and alcohol-related situations:

- No person may possess, use, produce, sell, distribute or aid in the distribution of alcohol, narcotics, drugs, look-alike drugs, health-endangering compounds, mood-altering substances or other substances, nor use, possess, sell or distribute paraphernalia for the purpose of drug use, at any time in school buildings, on school property and grounds, in school-sponsored vehicles or at school-sponsored events at other sites
- Any controlled substance, as identified by Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, but not including any substance excepted or exempted from said Act by Secretary of Health of the Commonwealth of PA.
- The unauthorized, inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply.

Any student violating the Statement Of Policy shall be subjected to discipline pursuant to the provision and procedures outlined in Board policies. Offenses will be cumulative, K-12. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule and regulation enumerated herein. In determining the final disciplinary action to be issued as a result of any violation of this policy, the school district will consider all circumstances relevant to the situation, which must include a complete drug and alcohol screening by a licensed drug and alcohol provider, behavior of the student, the age of the student involved and the nature and severity of the conduct.

EAGLE TIME

A 30-minute period of time during the school day is designated as "Eagle Time". This time begins immediately following homeroom during the 2022-23 school year. Eagle Time is when students may see a teacher for extra help, complete work, study, make up assignments or tests, or receive additional instruction within the band and gifted program (depending on grade level and instrumental section).

EDUCATIONAL TRIPS

The South Park School District's policy will permit educational travel during the school year that is provided at the parent's expense as an excused absence provided the procedures listed below are followed. When applying for an excused absence for educational travel, please be sure to adhere to these procedures as it helps us to expedite approval.

1. Complete the appropriate District Form, which will indicate the days of absences, the destination of the trip, the educational purposes of the trip, and the reason why the trip could not be taken on days when school is not in session.
2. Unless an emergency arises, the written request for excusal must be submitted to the building principal at least two (2) weeks prior to the date of trip.
3. Unless an unusual family circumstance exists, such trips may not be approved during the final two (2) weeks of each semester.
4. The trip(s) may not exceed a total of five school days. Please attempt to avoid taking an educational trip near the end of a grading period or district testing period. It is the parent's and student's responsibility to obtain all classroom assignments prior to the absence and to ensure that all missed work is completed.
5. There is a district policy that states that no educational trips will be granted during the weeks of your child's PSSA and Keystone testing periods.

Applications for approval of educational trips are available in the school office, or are available on the District's website.

EMERGENCY DRILLS

Emergency procedures are in place at the middle school in situations of fire, severe weather, or other emergencies. To maximize safety under such emergency situations, drills are periodically held to practice these procedures. Fire drills are held regularly in the middle school, as set forth by the procedures of the District's fire marshal. It is essential that all students adhere to fire drill and other emergency drill procedures at all times. Any student misbehavior during an emergency drill will warrant increased discipline.

EMERGENCY FORM

Each parent completes Student Information Forms. This form indicates the address, telephone numbers, doctor, or persons to contact in the event of an emergency. Please be certain that the telephone numbers on the child's form, even if unlisted, are up-to-date. The primary phone number on the Emergency Form is entered in the student information account to be used by our "School Messenger" system. The "School Messenger" system is utilized for emergency calls and snow delay/cancellations, and other important building notifications. It is essential for the health office to have correct information on file, so that you may be reached quickly in an emergency. Parents are responsible for transportation of their children when they become ill or injured.

EMERGENCY OPERATIONS PLAN (E.O.P)

The South Park School District has an Emergency Operations Plan to assure the safety and welfare of all students during any emergency situation. Each student is issued a student pick-up authorization form with an overview of the program. It is essential that the form is completed by the parent and is promptly sent back to the school. The district also has "School Messenger". "School Messenger" is a phone and email system that calls or emails everyone in the District to relay important information in regards to emergencies. In order for you to be alerted of emergencies, the district must have a correct phone number and email address.

EMERGENCY SCHOOL CLOSURE AND DELAYS

During adverse weather conditions, operation of school will continue on the regular schedule if at all possible. Only in the event of severe weather conditions will there be a deviation from the established schedule. When the opening of school is delayed, we ask that you do not drop your child off at school early because there will not be teacher supervision at this time. "School Messenger" will call your house and inform you of delays and cancellations. Please make sure the district has a correct phone number for your residence in order for you to have the full benefit of this feature. Changes to the normal school day will also be communicated through the school website and email.

For more information on schedule changes listen to the following radio and television stations:

TV	Radio
KDKA (Channel 2)	KDKA 1020 AM
WTAE (Channel 4)	WTAE 1250 AM
WPXI (Channel 11)	WVTY 96.1 FM

Please do not call the schools or the radio stations. School is called off on a day-to-day basis. Remote Learning Days may be utilized and Canvas pages will be maintained in the event of an unexpected closing.

FIELD TRIPS

Each grade level may plan one field trip within the school year. Field trips are designed to enrich and enhance the curriculum or they may be used as a reward. Reward-based trips are a privilege and attendance is determined by the student's behavior. Permission forms, which are provided by the school, must be signed and submitted by each student's parent/guardian, in order for each student to participate.

HEALTH SERVICES

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases so that each pupil may receive the maximum benefit from his/her educational opportunity. First-aid is the only service that the school nurse is permitted to administer for an accident or illness. Nurses neither diagnose nor treat illnesses or injuries that originate after school hours. Facilities are provided for temporary care of students in case of illness or injury. Parents are invited to contact the school nurse for conferences concerning health problems.

Communicable Disease Control

In order to prevent the spread of communicable diseases, the Allegheny County Health Department requires that a child be excluded from school for the following time periods:

Measles.....	4 days from onset of rash
German Measles (3 day).....	4 days from onset of rash
Chicken Pox.....	Until all vesicles have dried and crusted
Scarlet Fever and Strep Throat.....	24 hours after start of antibiotic
Whooping Cough.....	3 weeks from onset of illness or 5 days from start of antimicrobial therapy
Mumps.....	9 days from onset or until subsidence of swelling
Diphtheria.....	2 weeks from onset or until a negative culture test
Head Lice.....	Exclude from school until immediately after the first treatment.
Pink Eye.....	24 hours from start of treatment or determined non-communicable by a physician
Impetigo.....	24 hours after start of antibiotic and sores are no longer draining
Ringworm.....	Until immediately after first treatment. Body lesions that are not dry should be covered.
Scabies.....	Exclude until day after treatment.

Written certification from a physician is requested for re-admittance to school if a child is afflicted by the following ailments: *Pink Eye, Impetigo, Scabies and Ringworm.

*(Or proof of treatment for 24 hours with appropriate antimicrobial therapy).

Examinations

The Pennsylvania School Health Code mandates the following:

Hearing Test	Grades K, 1, 2, 3, 7, and 11 and transfer students that have no results on record, and children who failed the test the year before.
Physical Exam	Grades K, 6, 11 and those children that missed the examination the year before due to absence.
Height, Weight and Body Mass Index	K – 12 annually
Vision Test*	K – 12 annually
Dental Examination	Grades K, 3, 7 and those children absent the year before on examination day.

*This test screens for vision difficulties and does not address medical conditions of the eyes. All pupils new to the school in grades other than the above will be examined by the doctor or dentist within a year, if they have not been examined previously in accordance with Pennsylvania Law. Physical defects or dental defects discovered or suspected during the examination are reported to parents in writing by the school nurse. Parents are expected to consult with

their family physician or dentist concerning the corrections made. The school will provide the facilities for conducting examinations. The State Department, however, encourages parents to have these examinations performed by their family physician and dentist. The school provides forms for these examinations.

Immunization Requirements

The South Park School District is in compliance with the Pennsylvania Department of Health requiring parents to have their child immunized against various communicable diseases. All students in the middle school are required to have a minimum of:

Diphtheria, Tetanus (DTaP, DTP, Td or DT)	4 doses minimum, 1 dose must be on or after 4th birthday
Polio	4 doses, 1 dose must be on or after 4th birthday
Hepatitis B	3 properly spaced doses
MMR	2 doses after first birthday
Varicella (chicken pox)	2 doses after 1st birthday, documentation of disease from physician, or serologic proof of immunity

The following immunizations are required for all students entering 7th grade in addition to those listed above:

Tetanus/Diphtheria/Pertussis (Tdap)	1 dose
Meningococcal (MCV4)	1 dose

The following immunization is required for all students entering 12th grade in addition to those listed above:

Meningococcal (MCV4)	2nd dose
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Students who have not completed immunizations as required will be excluded from entering school. Please keep the school nurse informed of any additional immunizations received throughout the child's school years. These requirements allow for the following exemptions: medical (only from licensed physician), religious or philosophical. Even those students exempt from immunizations may be excluded from school during an outbreak of vaccine preventable disease.

HOMEBOUND INSTRUCTION

Instruction at home may be requested by parents if a physician has certified that the student will be absent from school for a period of two weeks or more. Application for Homebound Instruction is made through the building principal and guidance counselor. Homebound students will be eligible for a total of five (5) hours of instruction per week. Instruction will be provided by a Pennsylvania certified teacher.

HOMELESS STUDENTS

In compliance with the federal McKinney-Vento Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), South Park School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to lack of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternate adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings; bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact your school principal of your child(ren)'s school.

HOME-SCHOOL COMMUNICATION

Important information concerning school activities, policies and PTO news can be found on the District's website, newsletter, and periodic email correspondence. Communication from the home is highly encouraged. If you have a question or concern, first contact your child's teacher either by a note, an email or a telephone call. Further assistance can be sought through the offices of the school counselor, Assistant Principal or Principal at the school. The Superintendent at the District Office can provide additional assistance for concerns not resolved at the school level. The South Park School District Board of Directors will address concerns not resolved at the district administrative office level.

HOMEWORK

Homework is given by classroom teachers to enable skills to be reinforced and to help children acquire necessary study habits. Homework accounts for no more than 10% of a child's grade. A general policy on homework is as follows:

<u>Grades</u>	<u>Maximum Daily Time</u>
5 & 6	60 Minutes
7 & 8	90 Minutes

This policy may not be strictly followed as some children need extra work to master skills or may not have completed assigned work in school. If you have questions about the amount of homework, please consult your child's teacher.

INTERNET/NETWORK SAFETY, ACCEPTABLE USE POLICY AND DISTRICT ISSUED DEVICES **Board Policies 815 and 815.1**

Board Policy 815: Acceptable Use of Internet, Computers and Network Resources

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

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

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

For more details, please see the following: <http://www.boarddocs.com/pa/spar/Board.nsf/goto?open&id=A9KPBQ58942D>

Board Policy 815.1: District Issued Devices

Definition

District-Issued Devices are considered to be any portable computing device that is assigned to a particular student for curricular use in school, and/or outside of school. This includes, but is not limited to, a notebook computer, Chromebook, and/or tablet-device. All devices must be configured appropriately to prevent network problems. This configuration will be implemented and maintained by the South Park School District technology department.

Guidelines

Student Responsibilities

Students have a responsibility to use the device appropriately while at school or at home. **Appropriate use** includes, but is not limited to the following:

1. Students are responsible at all times for their device, whether at home or in school.
2. Students may only log in under their assigned username. Students may not share their password with other students.
3. All device components are to be carried in the provided device bag at all times.
4. Students may not loan device components to others for any reason.
5. Students may not load or download any unauthorized software, programs, or games on the device.
6. Students are responsible for charging battery units in the device.
7. All use of the Internet must comply with district guidelines as detailed in the Acceptable Use of Technology Policy.

Parental Responsibilities

South Park School District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district encourages parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access while using the device. Parents/Guardians have a responsibility to ensure proper home use of the device. This responsibility includes, but is not limited to the following:

1. Parents/Guardians will be responsible for monitoring the student's use of the device at home.
2. Parents/Guardians will be responsible for reviewing the Acceptable Use of Technology Policy with their child/student.

3. Parents/Guardians are expected to monitor their student's activities on the Internet on a regular basis. Remember, parents/guardians are responsible for overseeing their child's use of the Internet while at home.

Device Identification

Devices will be labeled by the technology department. These labels, along with any other label residing on the device, must not be removed or altered in any way by anyone other than the staff of the SPSD technology department. Further, all devices will be configured by the technology department with a unique "Computer Name". This name and any other configuration settings must not be changed by anyone other than the staff of the SPSD technology department.

Device Storage

When students are not using their device, it should be stored in a secure area. While at home, it is the responsibility of the student's parent/guardian to ensure the device is stored securely and appropriately. While at school, it is the responsibility of the student to ensure proper security. Guidelines for proper storage are as follows:

1. If the student is not able to monitor the device while at school (during lunch, special period, general assembly, etc.), s/he should store it in a secure locker in the provided device bag.
2. Nothing should be placed on top of the device.
3. The device should not be stored in direct sunlight or near a heating source.
4. Care must be taken to ensure the device is a safe distance away from any liquid.
5. Devices should not be stored in a student's vehicle while at school or at home.

Under no circumstances should devices be left in unsupervised areas. **Unsupervised areas** include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, common areas, locker rooms, library, unlocked classrooms, dressing rooms and hallways.

A device is considered to be in the student's possession from the time it is issued to the student until the time it is returned to a pre-assigned staff member. A sign-out sheet will be maintained for each assigned device. This sign-out sheet will be maintained by the pre-assigned staff member and initialed by the student and staff member whenever a change of possession occurs.

If a device is lost, stolen, or damaged beyond repair while in the student's possession, it will be the responsibility of the student's parent or legal guardian to reimburse South Park School District for the cost of the device.

Technology Protection Program

The South Park School District will offer a Technology Protection Program to cover accidental damage to district-issued devices. This agreement covers the device loaned to the student against some incidents of accidental damage. The following items are **not** covered.

1. A device that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces.
3. Intentional misuse of one's own or a peer's device.
4. More than one (1) accidental incident, including more than one (1) broken screen or accessories.

This coverage is effective from the date the required form and premium payment are received by the School through the date at which the device is required to be returned in good order to the School.

The total premium and terms for participation are reviewed annually and are published in the student handbook. Partial semesters/years are not refundable. It is agreed and understood that:

- The Protection Plan is offered to all students.
- Participation in the Protection Plan is highly recommended.
- A separate signed application will be needed for each Chromebook covered.

It will be the right of the building principal or his/her designee to determine if damages were due to negligence or accidental. The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the device to and from School. It will be the

right of the school administrators and designees to determine if damages were due to negligence or accidental.

Warranty coverage is purchased by the South Park School District as part of the purchase price of the equipment. The device is warranted against defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. The student (parent) is to report all device problems to your teacher or the technology department. All repair work will be the responsibility of the SPSD technology department and will be carried out by qualified personnel authorized by the SPSD technology department. No unauthorized person will be allowed to attempt to repair any equipment, device or otherwise, owned by the South Park School District.

Device Loss

In the event that device accessories are lost or stolen, the student (parent) is to report the lost items to the pre-assigned South Park staff member or school office. Loss of the device is not covered by the SPSD device Insurance Program. The cost to replace specific accessories will be that of the current state contracted price list.

Intentional Damage

Students/Parents/Guardians are responsible for full payment of intentional damages to devices. The device warranty and SPSD Insurance Program **does not** cover intentional damage.

General Information

All devices will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. They will be reassigned at the beginning of the new school year. If at all possible, the student will receive the same device each year.

Unacceptable Conduct

Certain conduct or behavior is considered unacceptable while using equipment owned by South Park School District. This conduct or behavior is considered unacceptable without regard to location, time, or date. **Disciplinary action will be taken should it be determined unacceptable conduct or behavior has occurred (this includes violations in and out of school).** Unacceptable conduct or behavior includes, but is not limited to the following:

Using any South Park School District-owned equipment for illegal activities, including copyright, license or contract violations; intentionally downloading:

1. Inappropriate materials; viruses, and/or software, such as but not limited to hacking and host file sharing software.
2. Using any South Park School District-owned equipment for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring online locations or materials that are inappropriate as defined by the SPSD Acceptable Use of Technology Policy.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the device or network. Use or possession of hacking software is strictly prohibited.
5. Gaining unauthorized access anywhere on the network.
6. Revealing the home address or phone number of one's self or another person.
7. Invading the privacy of other individuals.
8. Using another user's account, password, or allowing another user to access your account or password.
9. Coaching, helping, or joining any unauthorized activity on the network.
10. Posting anonymous messages or unlawful information on the system.
11. Many devices contain camera or motion picture recording technology – devices are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person's permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.
12. The use of devices is strictly forbidden AT ALL TIMES in restrooms, locker rooms and swimming pool areas.
13. The use of devices is forbidden during assemblies, detention, during fire or other emergency drills or during actual emergencies.

LOCKER/VEHICLE SEARCH

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Prior to a locker search, the student shall be notified and given an opportunity to be present.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation.

Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

LOCKERS AND COMBINATION LOCKS

Lockers are to be kept neat and clean. All lunch food should be properly wrapped and stored on the top shelf of the locker. Students are **not permitted** to decorate the lockers in any way. If a locker is damaged by writing on it, chipping the paint, kicking it or prying it open, the student will have to pay to have it fixed. If a locker becomes jammed, the student needs to go to class and tell the teacher. A jammed locker is no excuse for being tardy.

All students will be assigned a locker along with a combination lock by their homeroom teacher at the beginning of the year. These locks are expected to remain on the lockers and are to be locked at all times to ensure that the student's possessions are secure. Combination locks will be collected by the homeroom teacher at the end of the school year. Any student who loses their lock will be assessed a \$10.00 replacement fee.

Students are not to share their locker or their lock combination with other students. Students must only use the locker issued to him/her.

Lockers will be checked by the homeroom teacher at the end of every marking period. Teachers will be looking to see that you:

- have not damaged anything
- are still in the assigned locker
- have not moved someone else in with you
- have been keeping the locker clean. No decals or other items are to be attached to the locker. Damage will result in restitution by the parent.
- have a lock that is affixed to the locker

Locker Rules

- Students may utilize their lockers as needed or as per grade level guidelines. Students are expected to be on time to their classes.
- When there is reasonable suspicion to believe that prohibited items are located in a student's locker, the principal or assistant principal may authorize a search to remove those items.

MEDICATION POLICY

The South Park School board shall not be responsible for the diagnosis and treatment of a student illness. The administration of prescribed medication in accordance with the direction of a licensed physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

For the safety of the children of South Park, NO medication will be administered to students by school personnel unless medication has been prescribed by a licensed physician (including over the counter medication) and the guidelines below are followed:

Nonprescription medicine must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

- Name, address, telephone and federal IDEA number of pharmacy
- Student's name
- Direction for use (dosage, frequency and time of administration, route, special instructions.
- Name of licensed prescriber
- Prescription serial number
- Date originally filled
- Name of medication and amount dispensed
- Controlled substance statement, if applicable

All medications shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Medication must be brought to the school by the parent.

No student is permitted to carry medication (except for inhalers and Epipens) in school. Prior to allowing self-administration of emergency medication the district requires an order from a licensed prescriber for the medication including a statement that it is necessary for the student to carry the medication and the student is capable of self-administration. The parent and physician must also complete the proper district medication permission form. For the safety of the children of South Park, no student will be permitted to distribute medication to another student.

Medication ordered three (3) times a day will not be given during school hours unless specified by the physician.

Violation of this policy may result in disciplinary action as per the Substance Abuse Policy No. 227.

MONEY AND VALUABLES

Students should not carry more money than required to meet their immediate needs and should be never leave their money or valuables in an unsecured location. Cases of theft should be reported immediately to the classroom teacher.

MOVIES AND DOCUMENTARIES

At times throughout the school year, appropriate movies, movie clips or documentaries will be utilized effectively to enrich classroom instruction and to accomplish identified curricular objectives. These movies have the possibility of having a rating of G, PG or PG-13. With that said, we are requiring parental permission to show any movie or video rated over G in class. The classroom teacher will be responsible for the dispensation of the permission form.

NON-DISCRIMINATION POLICY

The South Park School District does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability or any other legally protected classification in its education programs, activities or employment practices. Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.

Any person who believes that s/he has been subjected to discrimination shall report all incidents of such conduct to Wayne P. Gdovic, Title IX Coordinator, 2005 Eagle Ridge Drive, South Park, PA 15129 or by calling (412) 655-3111, extension 1000.

OPEN CONTAINERS

Students are **not permitted** to bring open containers to school. If a student is in possession of an open container, the container will be confiscated and emptied. Students may bring drinks for lunch and for after school activities providing that they are in a sealed container and may be consumed at that time.

OUTSIDE AGENCY REFERRALS

Should a child require additional services from an outside agency, the following list provides the names of community based organizations with which the district has had prior experience.

Child Mental Health and Social Services

Chartiers Mental Health	412-221-3302
Duquesne Reading/Guidance Clinic	412-434-6088
Family Links (Banksville Road)	412-343-7166
InterCare	412-831-0355
Mercy Behavioral Health	412-323-4500
South Hills Interfaith Ministry	412-854-9120

South West Human Services 412-831-1223

Hospital & Treatment Centers

Southwood Psychiatric Hospital	412-257-2290
Western Psychiatric Inst. & Clinic	412-624-1000

Hotlines

United Way Helpline 24 Hours	412-255-1155
Sexual Assault Hotline	412-765-2731

PARENT CONFERENCES

The South Park School District encourages conferences between teachers and parents to discuss student progress. In order to schedule a conference, please email the teacher(s) directly or contact the school secretary who will forward a message to the teacher to contact you to arrange a mutually convenient meeting time.

PARENT-TEACHER ORGANIZATION

The middle school has an active parent-teacher group. The group works in cooperation with the school to establish goals, to meet children's needs, and to coordinate many special activities. This group is facilitated by an elected Board and communicates during the school year. A PTO news link can be found on the middle school website. Parents wishing to participate in the PTO must obtain the required, updated clearances, and submit them to the office.

PARENTAL SUPPORT

Following are some suggestions for parents to help your child be successful in school.

1. Send the child to school well rested and well fed.
2. Send the child to school regularly unless he/she is ill, and on time. A good calm start to each day helps to establish a good calm day.
3. Read many good stories to your child.
4. Teach your child his/her full name, address, and telephone number.
5. Teach your child the best route to and from school or the bus stop. Design an emergency/back-up plan in case you are unable (traffic, etc.) to be at home as scheduled at dismissal time.
6. Show an interest in the school work he/she brings home.
7. Never send anyone to school to pick up your child who does not have proper identification. Always provide a written note if someone other than those listed on the emergency card is to pick up your child.
8. Teach your child to advocate for themselves and how to engage others in an appropriate manner.
9. Caution your child never to accept rides from strangers.
10. Dress your child suitably according to the weather.
11. Mark your child's belongings with his/her name.
12. Help your child to get along with others.
13. Caution your child to go directly home from school or the bus.
14. Take your child to visit interesting places.
15. Teach your child to respect teachers, rules, school policies, and other students.

PHYSICAL EDUCATION

Physical Education is provided at each grade level. In grades 5 & 6, students will have PE and Health for two of their six exploratory cycles. In grades 7 & 8, students will have a trimester of PE. Appropriate clothing should be worn to maximize students' health and safety. In order to keep our gym in the best condition for sports, only students with gym shoes will be permitted in the gym. Student safety is important. To keep students safe, they are not permitted to climb the light structures, walls, windowsills or the fence. Students are to dress in gym clothes for gym classes. Those who do not dress may receive an office referral after repeated infractions. Inappropriate locker room behavior will not be tolerated.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

South Park School District and its employees are required by Federal Law and State and Federal Rules/Regulations to protect the rights of students. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Education Records, Personally Identifiable Information, and Directory Information. Education Records consist of information directly related to a student which is maintained by an educational agency. Personally Identifiable Information includes the student's name, and name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Written parental consent is necessary for disclosure of personally identifiable information and educational records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, South Park must maintain a written record of disclosure for the parents to inspect in case information has been released.

PENNSYLVANIA SYSTEM of SCHOOL ASSESSMENT and KEYSTONE EXAMS

The Pennsylvania System of School Assessment and the Keystone Examinations are a requirement. Students in grades 3-8 take a series of tests that gauge their ability in English Language Arts, Math and Science. The results of these tests contribute to the School Performance Profile that has replaced adequate yearly progress. One condition that is measured in the School Performance Profile is attendance during the taking of the test. The District must have as close to 100% attendance during the testing windows as possible. District policy states that no educational trips will be granted during the testing windows of your child's PSSA or Keystone testing.

Testing Tips for Students

Here are some tips for parents who would like to help students cope with the PSSA, Keystone Exams or other standardized tests:

Have your child go to bed on time and wake up with a good breakfast. This helps them mentally wake up and be ready for the morning exam.

Give your student a positive way to think about the tests. These tests, despite all their political baggage, are to help assess your child's skills. Compare them to a health check-up. A child will likely understand that a person needs to go to the doctor now and then so that the doctor can look for problems so they can be treated.

Use positive words about the child's abilities and academic progress, such as "You're good in math," "I know you try hard" or "Remember when you couldn't read this book?" Stress that he or she should "Do what you can do" instead of saying "Don't worry about the test."

Ask the child what he or she did during each day of the tests and how he or she was feeling. Give him or her words to name emotions: "I was frustrated because I couldn't figure out the last math problem" or "I was angry because the test was so hard."

Give students ways of coping when they're not sure of an answer. Tell them if they can eliminate wrong answers they can make a better guess on multiple-choice questions, for example. Tell them they can skip a question or section and come back to it later. Tell kids what they can do if they feel tired or stressed. Check with their teachers on what is allowed, but generally kids can put down their pencil or just sit and relax for a moment or put their head down on their desk. Teach them how to take deep breaths to relax.

Stress the need to listen carefully to directions and check their work. PSSA tests require boxes be filled in on separate sheets and worksheets handed in, so students need to make sure what they hand in reflects what they mean. Educate yourself about the PSSA. Attend any meetings at which PSSA testing is discussed and ask questions of school staff, especially if standardized testing is new to you.

PUBLIC RELATIONS RELEASES

The South Park School District promotes and communicates student achievements and activities through district publications and the media. Students may be interviewed, photographed, and/or recorded on video throughout the school year for use in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. Names of students may appear in district publications, the district's website, the district's social media pages, in local newspapers, or on local television. Students are also identified by name when appropriate to the use of the photograph or video footage.

Photos and/or videos will be taken unless a note from the student's parent/guardian is sent to the school office stating that you do not want your child's photo and/or name used in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. The request will be in effect for that school year only and can be changed at any time by submitting a written request to the school office.

REPORT CARDS

Report Cards in grades five through eight are issued four times each year at the end of each nine week period. Grades will now be posted on the Home Access Center every Friday so that grades, attendance and discipline can be monitored from home on a weekly basis. Due to the grades being posted weekly, no interim reports will be distributed unless a written request is made by the parent. A letter grading system is used. The grades are as follows:

A	100 – 90	Outstanding Achievement	High Honor Roll	=	92% and Above
B	89 – 80	Achievement is consistently Above Standards	Honor Roll	=	85%-91%
C	79 – 70	Standard Achievement			
D	69 – 65	Minimum Standard of Achievement			
F	64 – 0	Fails to Meet Minimum Standard of Achievement			

Please note that any student who receives a grade less than 74% or receives an incomplete in any subject will be disqualified from the honor roll for that marking period.

RETENTION OF STUDENTS

A student may be retained if his/her progress in school is unsatisfactory. We do not recommend that a child be retained more than two years. The Student Information System provides weekly updates on grades and attendance so that adequate communication may be established. The procedure for retention shall be a parent-teacher-counselor-principal conference. School District policy states that a student receiving two (2) failing grades in major subjects shall be retained. The final decision will be at the discretion of the superintendent. Retention may be recommended at the kindergarten level if a child lacks maturity and/or readiness skills.

SCHOOL BOARD POLICIES

To review these policies in their entirety, you may view them on the District website by accessing the following link:
www.boarddocs.com/pa/spar/Board.nsf/Public

SCHOOL VISITATIONS

All visitors are required to sign in at the main office upon arrival. A valid drivers' license will be used to produce a visitor's badge by utilizing the building's Raptor Visitor Management System. After the visitor's badge is issued, the visitor will surrender their car keys to the office throughout their visit. When leaving, visitors will turn in their visitor's badge, receive their keys and will sign out. This system provides the school with the opportunity to be accountable for all visitors in the building, if an emergency situation should arise. Visitors must be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property. **Visitors are asked to turn off their cellular phones while in the building so as not to distract from the educational process.**

SCREENING AND EVALUATION

The South Park School District uses the following procedures for locating, identifying, and evaluating specific needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

Screening of a child's hearing acuity in the following grades: K, 1, 2, 3, 7 and 11.

Visual acuity is screened in every grade.

Speech and language skills are screened in kindergarten and on a referral basis.

Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis. After all evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. Should an individual Education Program (I.E.P.) be necessary, it will be developed to reflect the student's special needs.

The South Park School District I.E.P. Team will consist of at least two of the following district staff: the building principal, the special education teacher, the regular education teacher(s), the district psychologist/liaison, other teachers or specialists as needed and other administrative staff when appropriate.

Parents are an integral part of the I.E.P. Team. The district will notify the parents in writing and make documented phone calls to make parents aware of the I.E.P. conference and the need for parental participation. Parents are then presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing. After the initial NOREP, a new NOREP will be issued whenever there is a major change in program/placement.

SELECTION CRITERIA FOR ADVANCED PLACEMENT

The District has a standardized procedure for identifying students who may qualify for placement in an accelerated Math or English Language Arts class. By utilizing a rubric, there are criteria that are heavily considered for the appropriate educational placement of students who are in the fifth through eighth grades. The criteria are as follows:

1. Teacher Recommendation
2. Final Grade Average of a 94% or greater
3. Score on Comprehensive Grade Level Examination of a 90% or greater
4. *State test scores may also be considered

Students moving into an accelerated curriculum placement must meet ALL of the first 3 criteria. If there is still a question pertaining to the placement, the teacher may determine that the PSSA score is to be used as the deciding factor. The PSSA score must have an "Advanced" designation only. Any change in placement requires the teacher to contact the parent. Data is utilized every year to determine the most appropriate academic placement.

SELECTION CRITERIA FOR MAINTAINING ADVANCED PLACEMENT

The District has a standardized procedure for identifying students who qualify for maintaining their placement in an accelerated Math or English Language Arts class. By utilizing a rubric, there are 3 main criteria that are heavily considered for the appropriate educational placement of students who are in the fifth through eighth grades. The criteria are as follows:

1. Teacher Recommendation
2. Final Grade Point Average of an 88% or greater.
3. Score on Comprehensive Grade Level Examination of an 88% or greater.
4. *State test scores may also be considered

Students will remain in an accelerated curriculum placement providing that they meet the first 3 criteria. If there is still a question pertaining to the placement, the teacher may determine that the PSSA score is to be used as the deciding factor. The PSSA score must have an "Advanced" designation only. Any change in placement requires the teacher to contact the parent. Data is utilized every year to determine the most appropriate academic placement.

SMOKING POLICY

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco and/or nicotine in violation of this policy.

In addition to the three (3) day suspension, students will also receive the following suspensions from extra-curricular activities when applicable:

- *1st offense: 1 calendar week
- 2nd offense: 45 calendar days
- 3rd offense: 90 calendar days
- 4th offense: 180 calendar days

Extra-curricular activities suspension is to be served between the first and last day of the school calendar.

*On a first offense students will be given the option of completing a vaping education program in lieu of a three-day suspension. The student will have one week to complete the program; failure to successfully complete the program will result in the three-day out-of-school suspension being imposed. The suspension from extra-curricular activities, including sports, will remain in effect regardless of the vaping program exercised.

SPECIAL EDUCATION PROGRAMS

To meet the needs of eligible students, the following services are available at the Middle School:

English as a Second Language
Speech and Language
Learning Support

Itinerant Hearing
Gifted Support

Itinerant Vision
Autistic Support

SOUTH PARK STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a school-wide effort developed to help students who are having difficulties with attendance, learning, behavior, or social adjustment. The assistant principal oversees the program at the middle and high schools. The teachers identify concerning behaviors, show concern for the student by talking over the problem, and then refer the student to a member of the SAP Team. The SAP Team is a group of trained teachers, counselors and administrators who meet and collect information about the student who is having difficulties. The SAP Team will obtain this information from the student, his parents and teachers. This information can be used to establish a plan of action that may help the student to become more successful. A student may be referred to a school counselor or to outside services. The SAP Team and staff continue to care about and monitor the progress of all students who have been referred for services.

STUDENT ACTIVITIES

ACADEMIC GAMES

Academic Games are introduced to students at the fifth grade level. The games are an extension of the basic curriculum areas of mathematics, language arts and social studies. The games reinforce and extend learning in these three areas. The program is an extra-curricular, after-school activity. Students must provide their own transportation home. Students who excel in these competitions go on to the local competition in Allegheny County. The winners of the local competitions may go on to the nationwide competition. All interested students may obtain Academic Games from the club sponsor to begin an informal introduction to game material.

BAND/CHORUS

Band classes at the Middle School are offered to grades 5-8. Chorus is offered to students in grades 6, 7, and 8 for the 2022-23 school year. Students electing to participate are expected to perform in two concerts per year; one in the winter and one in the spring.

CHEERLEADING

Students in grades 6 and 7 may try out in May to be part of the South Park Middle School cheerleading squad for the following school year. A panel of judges selects participants after an extensive tryout session. These participants will cheer at all home interscholastic games.

F.O.R. CLUB

Students in grades 5-8 are encouraged to continue participating in the Friends of Rachel (F.O.R.) club established as a part of the Rachel's Challenge Initiative. Grade level teachers oversee initiatives that are student-suggested and coordinate ongoing efforts throughout the school. While student leader groups have been established through team recommendations, any student interested in joining should reach out to the assistant principal or team leader.

GREENHOUSE CLUB

Students in grades 5 through 8 can assist periodically after school with the upkeep and care of the greenhouse and plants inside. Responsible students in the club may be asked to share in light duties like watering throughout the school day during his/her available time.

PBIS Student Leadership Team

New in the 2022-23 school year will be a designated PBIS Student Leadership Team to serve as an advisory panel for the staff coordinating the SPMS Eagle PRIDE efforts in the building. As the school has earned Tier 2 status for the PBIS initiative, student feedback is necessary to keep the program growing strong. Students interested in serving on the leadership team will submit an application and the team will be chosen by the core staff team.

SPMS NEWS TEAM

Students in grades 7 & 8 may be selected to participate in the SPMS News Team. Students must express interest and display consistent responsible behaviors in order to be considered. The news team for the following year is typically determined prior to summer break based on behavior and performance throughout the entirety of the school year. A news team code of conduct will be signed by the student prior to participation.

STUDENT COUNCIL

Students in grades 7 and 8 can join the Student Council. The Student Council plays a very important role in every school. They help share students' ideas, interests, and concerns with the teachers and principal. They help the students raise funds for school wide projects. They assist the community when they are in need of aid. Being on the Student Council is something that will help our students become responsible and active members of the community. Student Council members also assist our Service Club with various activities.

SERVICE CLUB

The middle school Service Club is a program for all middle school students to engage in service activities. It has become one of the most active organizations at the middle school involving numerous activities such as spirit days, roadside cleanup, Drug & Alcohol Awareness Activities, Earth Day Activities, local fundraising support, and schoolwide celebrations.

SCHOOL DANCES

School dances are held on various dates during the school year for 7th and 8th grade students. The PTO offers refreshments and snacks at each dance. Unless otherwise specified, the dress at these dances is regular school clothes. Proper school behavior is expected at these dances. Dances usually are held on Friday nights from **7:00-9:00 p.m.** These dances are open to our seventh and eighth grade students only; **no students from other schools are permitted to attend!** Any student who causes a problem at a dance will be asked to leave and will not be permitted to attend any other dances during that school year. Any student who is suspended from school will not be able to attend evening functions during the time of that suspension. Also, any student who is absent on the day of the dance is not permitted to attend the evening function. Students are to arrange for transportation before arriving at the dance. **All students must be picked up promptly at 9:00 p.m. at the main entrance of the building.** Students having after-school detentions or out-of-school suspension between dances may be excluded from the next dance. Students who are ineligible to attend dances will be notified by the assistant principal.

SPORTS

Interscholastic Sports are held after school. Students must provide their own transportation home. These sports are of a competitive nature for the 7th and 8th grade students. The students will compete with other participating middle schools in the area.

Girls' Volleyball	7th grade team and 8th grade team
Football	7th and 8th grade combined team
Boys' Basketball	7th grade team and 8th grade team
Girls' Basketball	7th grade team and 8th grade team
Wrestling	7th and 8th grade combined team
Softball	7th and 8th grade combined team

Eligibility: In order to be eligible to participate in the following sports, academic eligibility guidelines are to be followed as well as an adherence to the middle school discipline and attendance policies. Academically, students may not participate in contests if they are failing two or more core classes (ELA, Math, Science or Social Studies) during the season. Grades are reviewed every Friday, and students will be informed of their eligibility status at that time. Students will be considered ineligible to participate in their sport from Monday through Sunday following the notification.

YEARBOOK CLUB

This activity is open to students in grades 5-8 with editors selected from a group of older students. Students assist the Yearbook sponsor in design, layout, taking photographs, and organizing sales and distribution of the Middle School Yearbook.

STUDENT DEBTS

It shall be the policy of the South Park School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, and/or equipment, or cafeteria, parking or library debts, the student's report card and/or the diploma may be withheld until such debt is cleared.

Student Expression/Distribution and Posting of Materials

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates the use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, or discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place, and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

STUDENT PHOTOGRAPHS

The South Park School District promotes and communicates student achievements and activities through district publications and the media. Students may be interviewed, photographed and/or recorded on video and their names may appear for use in district publications, on the district's website, on the district's social media pages, on South Park Community TV, in local newspapers or on television. Names of students may appear in district publications, the district's website, the district's social media pages, on South Park Community TV, in local newspapers or on local television. Students are also identified by name when appropriate to the use of the photograph or video footage.

Photos and/or videos will be taken unless a note from the student's parent/guardian is sent to the school office stating you do not want your child's photo and/or name to be used. The request will be in effect for that school year only and can be changed by submitting a written request to the school office.

STUDENT REWARD SYSTEM

Eagle P.R.I.D.E

Positive behavior is recognized throughout the school day in the classroom, hallway, cafeteria, and on the bus. SPMS adopted the Eagle P.R.I.D.E. motto in the 21-22 school year to reflect the character traits and expectations important at the middle school level. Being **P**rompt, **R**espectful, **a**chieving, **p**repare**D**, and **s**af**E** embody the daily expectations for the middle school learners. Students receive eagle feathers in recognition of these traits, and they deposit the feathers into grade level birdhouses in order to be selected for weekly prizes. Monthly prizes and special events are also an integral part of the PBIS

program. Classroom lessons are facilitated at the beginning of the year and periodically throughout the year as needed to demonstrate the expectations and model the PRIDE traits.

STUDENT-OF-THE-MONTH

Two students per grade level each month are recognized for their outstanding citizenship, manners, and respectful attitude. The students' pictures are taken and placed in the school cafeteria or hallway. The students are treated to gifts that are compliments of the PTO.

SUICIDE AWARENESS, PREVENTION and RESPONSE

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the school counselor and Student Assistance Program for support and follow-up.

TEXTBOOKS, CHROMEBOOKS AND WORKBOOKS

Students are to assume the responsibility for all Chromebooks, textbooks, library books, and school materials that are distributed to them. Therefore, you can be held financially responsible for any lost or damaged school materials. Book covers are required to be on all textbooks in their possession. Students are required to pay for lost books or books damaged beyond normal wear and tear. This includes library books, as well as textbooks and other school materials and/or equipment. Your child's teacher will notify you of the cost of the book. Chromebooks should be kept in cases at all times. Please make checks payable to South Park School District. If a book is found at a later date, a refund may be received from the office. Money paid for workbooks will not be refunded.

UNLAWFUL HARASSMENT

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

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

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

USE OF FACILITIES

All school facilities are available to the public but permission must be granted by the superintendent, in accordance with school board policy. Any group desiring to use any part of a building should request an application from the Athletic Director in the High School Athletic/Attendance Office. Rules which must be closely followed include:

1. No smoking or alcoholic beverages on school premises.
2. No boisterous behavior.
3. Only tennis shoes can be worn in gymnasiums.
4. Participants must bring their own materials.
5. All equipment must be returned to its proper place and the facility must be left in the condition in which it was found. A monitor should be available to supervise the completion of this task.
6. Group leaders must sign in at the facility and supervise the group at all times.

VANDALISM

The school and equipment must last for many years and great care should be shown in their use. The custodial staff works very hard to maintain the building in top condition. Students' cooperation and support are needed to keep lavatories, classrooms, hallways, and furniture clean and free of all markings. **ANYONE WHO DEFACTS OR DESTROYS ANY TRANSPORTATION, OR SCHOOL PROPERTY WILL BE REQUIRED TO PAY FOR ALL DAMAGED MATERIALS AND MAY BE SUBJECT TO FURTHER DISCIPLINARY ACTION. THIS IS TO INCLUDE INTENTIONAL DAMAGE TO CHROMEBOOKS EITHER BY THE OWNER OF THE CHROMEBOOK OR BY ANOTHER PERSON.**

VIRTUAL INSTRUCTION

In the event that virtual instruction is necessary, the following procedures will be put in place.

- Students will be expected to **login daily by 10:00 am for attendance** purposes. If there are extenuating circumstances why this is not feasible, please contact the middle school office at 412-655-3111 extension 3000. Students will follow the building 2-hour delay schedule when virtual instruction is necessary.
- **Canvas** will be utilized for instruction along with any other resources that accompany the facilitation of instruction for a particular class.
- Students should devote the appropriate amount of time per class as necessary to complete the assigned work for that day. For example, a blocked class may require more time than a typical single-period class.
- All daily assignments will have an 11:59 pm deadline that day unless otherwise noted by the teacher of the course. Completion of assignments will be documented daily by teachers, and students are to adhere to these expectations to receive full credit. The grading of assignments and assessments will continue as normal and will conform to the guidelines of the South Park School District.
- **Teacher availability** is within the constraints of normal school hours. These hours are scheduled from 8:00 am to 3:00 pm. Email will be the primary mode of communication. Please understand that there may be a delay in response from the teacher based on the number of inquiries.

W.I.N. Time (What I Need Time)

WIN Time is designed as an intentional time for necessary intervention, remediation, or enrichment based on a variety of student data. Students will be placed in flexible groups throughout the year to address individual or small group needs during time allotted during their 6 - day rotation. A variety of programs, materials and supplemental strategies are utilized to offer additional, targeted support to students.

WITHDRAWAL OF CHILDREN

If you are planning to move, please notify the middle school office by written notice as soon as possible indicating the last day of attendance, new school and new home address. All school materials, Chromebooks, and library books must be turned in before records are released.

**** The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the South Park Middle School office.**