

# Big Spring Middle School

43 Mount Rock Road  
Newville, PA 17241

## 2024-2025 STUDENT/PARENT HANDBOOK



**Mrs. Clarissa Nace - Principal**  
**Mr. Bradly Fry - Assistant Principal**

You may call the Middle School office at 717-776-2471 or fax at 717-776-2468.

The following is the listing of middle school office personnel and contact information:

Mrs. Clarissa Nace  
cnace@bigspring.k12.pa.us  
Principal

Mr. Bradley Fry  
bfry@bigspring.k12.pa.us  
Assistant Principal

Mrs. Kristen Boles  
kboles@bigspring.k12.pa.us  
6th, 7th and 8th Grade School Counselor

Mrs. Amy Craig  
acraig@bigspring.k12.pa.us  
6th, 7th, and 8th Grade School Counselor

Mrs. Dianne Doll  
ddoll@bigspring.k12.pa.us  
School Nurse

Mrs. Karlyn Miller  
kmiller@bigspring.k12.pa.us  
Administrative Assistant to the Principal

Mrs. Tanya White  
twhite@bigspring.k12.pa.us  
Administrative Assistant to the Assistant Principal

Mrs. Cynthia Kanc  
ckanc@bigspring.k12.pa.us  
Administrative Assistant to the School Counselors

ALCOHOL AND OTHER DRUGS	29
ATHLETIC POLICY	28
ATTENDANCE POLICY/TARDINESS/EARLY DISMISSALS	30-31
BELL SCHEDULE	10-12
BUILDING REGULATIONS.	5
BULLDOGS C.A.R.E.	20-21
BUS PROCEDURES/REGULATIONS/ACTIVITY BUS ROUTE	18-19
CAFETERIA/PRICES	7
CELL PHONE USAGE	6
CLUBS	9
CODE OF CONDUCT - ATHLETIC EVENTS	28
CUSTODY SITUATIONS	7
CYBER/LIVE STREAMING STUDENTS	36
DANCE RULES	17
DEVICE PROGRAM	35
DISCIPLINE	22-27
DRESS	13
DRINKS & SNACKS	8
DRUG/ALCOHOL ALTERNATIVES AND THE STUDENTS ASSISTANCE PROGRAM	33-34
EDUCATIONAL TRIPS	32
E-HALL PASS	8
EMERGENCY CLOSINGS/SAFETY PROCEDURES	7
EXTRA-CURRICULAR ACTIVITIES	28
GENERAL RULES	5
HOMEWORK FOR AN ABSENT STUDENT	9
HOMEWORK PROCEDURES	16
HONOR ROLL/END-OF-YEAR HONORS/FINAL GRADES	15-16

INCENTIVES	22
IN-SCHOOL SUSPENSION RULES	24
INTERNET ACCESS AND USAGE	34
KEY SCHOOL DISTRICT POLICIES	27
LOCKERS/LOCKS	9
MIDDLE SCHOOL OFFICE	5
NATIONAL JUNIOR HONOR SOCIETY	9
NO CHILD LEFT BEHIND NOTIFICATIONS	39-42
NOTICE OF NON-DISCRIMINATION	45
PARENT MEETINGS	7
PARTY DANCES	16-17
PERCENTAGE GRADE	16
PERSONAL DIGITAL DEVICE GUIDELINES	35
PERSONAL PROPERTY	6
PHYSICAL EDUCATION ATTIRE	13
PHONE USAGE	6
POLICY OF NON-DISCRIMINATION	45
POLICY OF TERRORISTIC THREATS/ACTS	29
POSITIVE BEHAVIOR PLAN	18-21
REMOTE LEARNING	7
REPORT CARDS	15
SCHOOL BOOKS/SUPPLIES	8
SCHOOL COUNSELING SERVICES	15
SPECIAL EDUCATION, GIFTED EDUCATION & PROTECTED HANDICAPPED	36-42
STOP TECHNIQUES	22
STUDENT MEDICATION PROCEDURES	32
TERRORISTIC THREATS/ACTS	30
THERAPY DOG	6

TOBACCO - ACT 145 OF 1996/SMOKING	29
TOKEN SYSTEM	19
UNLAWFUL HARASSMENT POLICY	30
VISITORS	6
WEAPONS POLICY	29

## GENERAL RULES

1. All students are responsible for following board policies and school rules and regulations while on the bus, during school hours and while attending school functions.
2. Students who travel on the bus will exit the bus, enter the building, and report to homeroom at 7:25 am.
3. Students will enter the building via the front door.
4. Each student has a specific schedule stating where he/she is expected to be each period of the day. The only deviation from this schedule is when a student is signed out in E-Hallpass.
5. No sales transactions are permitted on school property except those approved by the principal.
6. Objects not contributing to classroom instruction or cause disruptions in the school building are not permitted. These objects include but are not limited to, the following: cigarette lighters, laser pens, skateboards, noisemakers, and water pistols.
7. Chewing gum is a privilege left to the discretion of the classroom teacher. Students who abuse this privilege are subject to discipline.
8. Public displays of affection are not appropriate for school.
9. Students may use backpacks for transporting school materials to and from school, as well as during the school day. The use of a backpack during the day is a privilege that can be revoked if abused.
  - \*Students are encouraged not to bring valuables to school. Students should not use or touch other students' personal belongings.
10. If students are not present in school on a particular day, they are not permitted to attend activities after school (i.e., dances, sporting events) that day. (see page 18 for extra-curricular activities)
11. Students are expected to utilize the transportation provided to and from school by the District unless the family has arranged for an alternative mode. Students staying for after-school activities which may involve walking to another facility on campus should do so utilizing sidewalks and crosswalks.

## BUILDING REGULATIONS

Students may not enter the building before 7:15 a.m. Students should not be dropped off before 7:15 am. Students must remain in the commons until 7:25 a.m. At 7:25 a.m., students will be dismissed to their lockers and/or homerooms. No student is allowed in the classroom section of the building or lockers after 2:55 p.m. unless the student is required to be in the building for a school activity or program and is supervised by a staff member.

Students are not permitted to loiter after school. Students not participating in an after-school activity must leave the property by 3:00 p.m.

## **THE MIDDLE SCHOOL OFFICE**

The personnel in the middle school office are available to assist students. The middle school office is open from 7:15 a.m. until 3:30 p.m.

## **THERAPY DOG**

Big Spring Middle School is lucky enough to have the service of a certified therapy dog. If a student has severe allergies/fear of dogs please reference the middle school webpage for further information.

## **VISITORS**

The Big Spring School District welcomes parents, community members, and visitors into our buildings to observe or participate in a wide variety of educational experiences. We believe that student and staff safety is of the utmost importance. For students and staff to thrive they must feel secure in their environment. Each building is required to have parents, family members, and/or visitors show a form of identification before being issued a visitor badge. For safety purposes, all visitors must buzz the office and state the purpose of entry.

## **PERSONAL PROPERTY**

Students are advised to refrain from bringing personal property or excessive amounts of money to school. When possible, checks should be used to pay for school obligations.

## **PHONE USAGE**

The principal, assistant principal, or secretary must permit students to use the office telephone.

## **CELL PHONE USE** *(and other personal electronic devices)*

Cell phone use is strictly prohibited during the school day. **Cellular phones must be turned off and stored in either a backpack or locker during the school day (7:15 AM - 2:42 PM). They are not to be visible at all during the school day.** This policy includes all personal electronic devices

(tablets, gaming devices, etc.) as well as AirPods and any other listening device. Watches that have the capability to receive text messages may be worn but they **are not** allowed to be used for texting during the school day. All violations of this policy will result in the following:

- 1st Offense - Warning
- 2nd Offense - Lunch Detention
- 3rd Offense - 1 Hour After School Detention
- 4th offense - 2 hours After School Detention
- 5th Offense and beyond - ISS

**Please Note:** Parents and/or family members should not call/text students during the school day as it is a temptation to the student to respond thus violating the school's usage policy and more importantly, it can disrupt the learning environment. If a parent needs to contact a student with an emergency situation, the contact should be done through the office (717-776-2471). *\*Students will be permitted to use the phone in the office if there is a personal need to call a family member.*

## **EMERGENCY CLOSINGS/SAFETY PROCEDURES**

The district has an automated calling system in place. This system will be used for closing, delays, early dismissals, and other messages when deemed necessary.

During the first week of school, every teacher will explain emergency safety procedures. During the fire drill, students must follow the instructions of their teacher, and move quickly and quietly to exit the building but should not run. In the event of any other emergency, students should remain quiet and follow the directions of their teacher or an administrator.

## **CUSTODY SITUATIONS**

If there is a custody situation that dictates or restricts parent/guardian access to the school in ANY way, please furnish a copy of that updated stipulation to the school. The school can and will only act following the most up-to-date paperwork that has been provided for the student's file. If custody papers are not provided, the student will be released to either parent.

## **PARENT MEETINGS**

Parents should email teachers directly to schedule a meeting. Parents may call the office to leave a message for a teacher regarding scheduling a parent meeting.

## **CAFETERIA/PRICES**

Students will go to the cafeteria as scheduled and follow these guidelines:

1. Students will not take open containers of food outside of the cafeteria.
2. Students will remain in the cafeteria until dismissed or given permission to leave by the staff.
3. Students who behave inappropriately in the cafeteria will be assigned a consequence.

### Prices for the 2024 – 2025 school year:

Breakfast    One reimbursable breakfast per day at no charge to student  
Lunch        \$3.00  
a la carte items are marked with the price

The district uses the Mosaic Point of Sale system to account for meal purchases. With mySchoolBucks, parents can register for an account and view information. Please visit <http://www.myschoolbucks.com>. If you have any questions, please contact Shelli Kent, at 717-776-2423.

## REMOTE LEARNING

Situations may arise where students will be granted the option of remote learning by the administration. When participating remotely, students are expected to take full advantage of their learning opportunities, just as they would if they were in the classroom. When using the school's technology and platforms all students will be expected to adhere to the expectations outlined below. Students should check the Middle School webpage for further instruction.

1. Daily Routine – When granted a remote learning option, students will still follow their daily schedule. It is important that the student regularly checks his/her email and responds to those emails promptly. On occasion, a student may be required to meet online with a staff member. It is expected that the student will attend those online meetings when requested. A student as well may request an online meeting with a staff member. To do so the student should send an email to the staff member and coordinate a time to meet.
2. Class Meetings – Each student's device camera will be turned on unless otherwise noted by the classroom teacher. Microphones should be muted when there are distractions in the student's learning environment. All students are expected to engage in class discussions just as if the class was meeting in person. Students who do not attend an online meeting will be marked absent and will be reported as unexcused unless an appropriate excuse is provided to the school within three school days.
3. Due Dates – It is the student's responsibility to adhere to the due dates for assignments established for each class. Students have three days to turn in assignments prior to impacting their attendance.
4. School Rules – Just as if the student were in the classroom, school rules apply. This includes dress code, use of technology, harassment through digital media, and use of appropriate communication skills (i.e. misuse of chat feature). Failure to comply with school rules will result in appropriate discipline as outlined in other sections of this handbook. Abuse of the school's technology could result in the restricted use of that technology.

## SCHOOL BOOKS, SUPPLIES, ETC.

School-owned materials may be provided to students throughout the school year. It is the responsibility of the student to care for and protect such articles. If they are lost, stolen, or damaged, the student will be required to pay the current retail catalog price.

## **E-HALL PASS**

All students will have access to the E-Hall pass system. This system will be used anytime a student needs to sign out of their assigned classroom.

For more information on the E-Hall pass system, please contact the middle school office.

Students are required to have validated hall passes when they are in the hallways during class periods.

## **DRINKS & SNACKS**

Snacks during the school day are allowed at the discretion of the classroom teacher. Drinks are allowed as long as they have a lid that can be closed to prevent spills in the classroom. Students are encouraged to bring in water bottles as refill stations are available throughout the school.

## **CLUBS**

Big Spring Middle School is proud to offer an abundance of club opportunities for our students. Clubs occur every Thursday morning, and students have the opportunity to choose what clubs they would like to be involved in.

## **HOMEWORK FOR AN ABSENT STUDENT**

When requesting homework for an absent student, parents should allow a full working day for the teacher to organize assignments. Parents are encouraged to email teachers and check Google Classroom, and teacher pages on the Middle School website. Students can also email teachers for assignments.

## **LOCKERS & LOCKS**

Lockers will be assigned to students at the beginning of the school year. Any students requiring assistance with their locker should contact their homeroom teacher. It is highly recommended that lockers remain locked at all times. If a student chooses not to use a lock it is not the school's responsibility for lost or stolen items.

Locks are available to every student by filling out a Google form that is on the Big Spring Middle School website. Once the form is filled out, the lock may be picked up in the guidance office. School district locks not returned at the end of the year will result in a \$5 fee. If students wish to put a personal lock on their locker, that is allowed with the understanding that the lock may be cut off if needed.

Lockers are the property of the Big Spring School District and can be searched at any time for any reason with no qualifications or exceptions.

## BIG SPRING MIDDLE SCHOOL NATIONAL JUNIOR HONOR SOCIETY

NJHS is more than an honor roll. The NJHS chapter establishes rules of membership that are based on a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character. Students who achieve a 4.0 as the final average of the four content areas (Language Arts, Math, Science, and Social Studies) at the end of their sixth or seventh-grade year are eligible candidates. Following the induction ceremony, students must subsequently maintain a 90% average of the four content areas each marking period they are a member of NJHS. Candidates must submit an NJHS application to the advisor for membership selection. Scholastic eligibility alone does not guarantee acceptance to the NJHS. Only seventh and eighth-grade students are eligible for NJHS.

Upon selection for membership to NJHS, the student must adhere to all rules and regulations outlined in both the BSMS NJHS Chapter Bylaws and the NJHS National Constitution.

### BELL SCHEDULE

<b>AM HR</b>	7:35-7:40	5 Mins
<b>AM WIN</b>	7:40-8:22	42 Mins
1	8:25-9:07	42 Mins
2	9:10-9:52	42 Mins
3	9:55-10:37	42 Mins
4	10:40-11:22	42 Mins
<b>WA</b>	11:25-11:57	32 Mins
<b>WB</b>	12:00-12:32	32 Mins

WC	12:35-1:07	32 Mins
5	1:10-1:52	42 Mins
<b>PM Announcements</b> <i>(start of period #6)</i> 1:55-1:57		
6	1:57-2:39	42 Mins
Pack-up/ Homeroom/ Dismissal	<b>Transition to HMRM: 2:39</b>	3 Mins
	<b>Dismissal for bus riders: 2:42</b> <i>*Walkers will be dismissed after buses leave.</i>	

### 2-HOUR DELAY SCHEDULE

AM HR	9:35-9:40	5 Mins
AM WIN	9:40-10:06	26 Mins
1	10:09-10:35	26 Mins
2	10:38-11:04	26 Mins
WA	11:07-11:37	30 Mins
WB	11:40-12:10	30 Mins
WC	12:13-12:43	30 Mins

3	12:46-1:12	26 Mins
4	1:15-1:41	26 Mins
5	1:44-2:10	26 Mins
6	<i>*Afternoon Announcements: 2:13 2:13-2:39</i>	26 Mins
Pack-up/ Homeroom/ Dismissal	<b>Transition to HMRM/Pack-up: 2:39- 2:42</b>	3 Mins
	<b>Dismissal for bus riders: 2:42</b> <i>*Walkers will be dismissed after buses leave.</i>	

### EARLY RELEASE SCHEDULE

AM HR	7:35-7:40	5 Mins
AM WIN	7:40-7:53	13 Mins
1	7:56-8:19	23 Mins
2	8:22-8:45	23 Mins
3	8:48-9:11	23 Mins
4	9:14-9:37	23 Mins

5	9:40-10:03	23 Mins
WA	10:06-10:36	30 Mins
WB	10:39-11:09	30 Mins
WC	11:12-11:42	30 Mins
6	11:45-12:08	23 Mins
Pack-up/ Homeroom/ PM Announcements/ Dismissal	<b>Transition to HMRM: 12:08-12:11</b>	3 Mins
	<b>Announcements: 12:15</b> <b>Dismissal for bus riders: 12:20</b> <i>*Walkers will be dismissed after buses leave.</i>	

## PHYSICAL EDUCATION ATTIRE

All students will be expected to wear safe, movement-friendly clothing. This clothing must allow you to sit, bend, crouch, run, jump, spin, roll, and even be upside down and remain covered and comfortable. Wear athletic footwear. Specific expectations for P.E. attire will be presented on the first day of P.E. by each Health and Physical Education Teacher.

**Physical Education Expectations:** Dressing for PE classes is imperative to ensure the successful completion of the course. All students who forget their clothing will be allowed to use clean clothing of the appropriate size provided by the physical education department to satisfy their academic obligation.

There will be an option for parents to purchase a uniform if interested. Please visit the Middle School Webpage for more information. \* If a student does not have safe and movement-friendly clothing:

**\*Student accepts the clothing offered**

**\*Student refuses the clothing offered**

1st time	Communication with parents. The student participates and loses no points.	1st time	Warning, communication with parents, alternate written assignment.
----------	---	----------	--

Any time after that	Students participate but can only earn up to 80% of their daily points.	2nd time	Communication with parents, and alternate assignment - can only earn up to 50% of their total points.
		3rd time	Lunch detention, communication with parents, and alternate assignment - can only earn up to 50% of their total points.

## DRESS

Big Spring Middle School expects all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that private body parts are fully covered with opaque fabric. The bottom of the tops must be at minimum touching the top of the bottoms the whole way around the body when standing. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear\*while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”

- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

#### 4. Students Cannot Wear:

Violent language or images

- Images or language promoting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
- A bulletproof vest, body armor, tactical gear, or facsimile
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)
- A hood

#### 5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Sections 1
- and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Teachers have the right to request students to wear attire appropriate for their class, which could restrict some things that may be worn in Section 3. Additionally, a teacher may ask a student to remove their hat. Failure to do so could be considered insubordination.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact their counselor or school administration.

## **SCHOOL COUNSELING SERVICES**

School counselors are professional educators who have been specially trained to help students with both personal and academic problems. Middle school counselors are experienced in working cooperatively with students, parents, and teachers to create the best plan for success for each student according to his/her developmental needs. Counselors use brief individual counseling and small group counseling to maximize student growth. In meeting with students, counselors work to maintain an atmosphere of respect, privacy, and understanding of the unique needs and values of each student.

## **REPORT CARDS**

Report cards are issued electronically in Aspen at the end of each nine weeks to inform parents of student progress at the end of each marking period. Current student grades can be viewed in Aspen at any time.

## **HONOR ROLL**

- The honor roll system will consist of two levels – Distinguished Honors and Honors.
- A student on the Distinguished Honors level must have an A in all subjects (both core and non-core)
- A student on the Honors level must have a grade of B or above in all subjects (both core and non-core).

## **PERCENTAGE GRADE GUIDELINES**

Middle school teachers use the following percentage grading guidelines when assessing quizzes, tests, homework, class participation, projects, and other student work:

A = 90 – 100%    B = 80 – 89%    C = 70 – 79%    D = 60 – 69%    F = 59% and below

In all classes, predetermined weights are used to calculate marking period grades. If you have further questions, please connect with your child's teacher.

## **FINAL GRADES**

Final grades will be determined using the following guidelines:

In the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, the final grade for the year in a core subject is determined by adding the percentage of each marking period grade and dividing by four.

In the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, final grades for the year are used to determine which core subjects are passed or failed. A student must achieve an average of a D (60%) or higher to pass a core subject.

## **HOMEWORK PROCEDURES**

### **Philosophy/Purpose**

The purpose of homework is to prepare students for assessments and to allow teachers to know the level of students' understanding of concepts.

### **Teacher Expectations**

Teachers will:

- communicate the point value for each homework assignment to the students.
- model homework concepts and give clear directions when homework is assigned to ensure student success.
- give some type of feedback to students on all homework assignments; feedback may and should be given in a variety of different forms and may not always include a grade in the teacher's grade book.
- use all homework assigned to support instruction.
- establish a system for absent students to acquire homework assignments.

### **Student Expectations**

Students will:

- complete all assigned work with accuracy and neatness.
- take home all necessary materials such as notebooks, textbooks, and Chromebook to complete assignments.
- ask for help if they do not understand the concepts or material.
- use class time wisely.
- use the system established by their teachers to obtain and complete missed work due to an absence.
- choose a peer and acquire his/her phone number in case they need to call for assistance.
- charge Chromebook for each school day.

### **Parent Expectations**

Homework assignments should not typically require parental involvement for completion. However, parents can and should support their children with the homework process.

Parents should:

- be aware that their child will have homework to be completed at home. Check Aspen to be aware of missing assignments.
- establish a homework routine to be used each night.
- provide a quiet and well-lit area to do homework.

- furnish basic school supplies (pens, pencils, paper, colored pencils, folders/binders, erasers). A specific supply list is listed on the Middle School Webpage. *If any family is unable to provide these items, please notify the school counseling office and ask for assistance.*
- support the return of homework daily.
- communicate with teachers if there are any questions or concerns. E-mail is suggested but phone calls are welcomed.

### Additional Homework Guidelines

Note the following guidelines:

- Students will be given one additional day to complete homework for each day of a short-term absence.
- A late homework assignment is handed in after it is due.

## DANCE RULES

- All school rules and policies apply during dances.
- Attending dances is a privilege. Habitually negative behavior may result in the privilege being revoked.
- Habitually absent/tardy students may be denied dance privileges. Habitually unexcused absences between dances may result in dance privileges being revoked.
- No student will be admitted to dance after one-half hour of its designated start without prior approval of the administration.
- Students must have transportation available in the parking lot after a dance. Any student who has to wait for an extended period for a ride may be denied future dance privileges.
- Dancing that mimics any type of sexual activity, or exhibits lewdness, excessive contact, or inappropriate actions are not permitted.
- **Students are expected to attend the entire dance and will not be permitted to leave early unless granted prior approval by administration.** Once students leave the dance they will not be permitted to re-enter the dance. Prior approval by the administration is needed for parents to pick students up early. Parents may only pick up their child and may not transport other children without written permission from that child's parent.
- Students are expected to remain in the areas that are designated for students at the dance. Any students found outside these areas will be removed from the dance and may face disciplinary action.
- Student's attire should follow the school dress code and be of good taste as determined by school administrators.
- Students must be present at school the day of the dance to attend.

## **BUS TRANSPORTATION PROCEDURES**

1. Riding the bus is a privilege that can be removed at any time for negative behavior.
2. Audio and video recording devices may be used on buses for monitoring safety and behavior.
3. Parents/guardians who wish to request permanent changes in student transportation other than to and from the student's home must complete the online Childcare/Bus Stop Change form. The online transportation change form must be submitted at least five (5) days in advance of any request for a student transportation change.
4. Babysitting and childcare providers must be located within the boundaries of the school in which the child is enrolled, and all babysitting and childcare providers must be located on an established bus route.
5. Student transportation arrangements in effect in the 2023 - 2024 school year, WILL be continued in the 2024 - 2025. school year unless the parent/guardian submits the Student Transportation Form to the Student Transportation Department.
6. Student transportation arrangements must remain the same Monday through Friday. The pick-up location must remain the same Monday through Friday. The drop-off location, even though it may be different from the pick-up location, must also remain the same for every day of the week. Parents/guardians do have the option of having the school bus deliver their child to a location different from the location from which the child was picked up; however, this location must remain the same for every day of the week.
7. Bus passes will be issued only in cases of emergencies or other extreme circumstances deemed valid by the administration.
8. The Big Spring School District encompasses almost 200 square miles; therefore, it is not unusual to have various geographic areas of the school district affected differently by the weather. For this reason, when roads are impassable, as verified by the District's bus drivers, parents are permitted to have their children remain at home. Such absences will be designated as excused absences provided that the parents submit an excuse for absence for impassable roads just as they would do for any other type of absence.

## **BUS REGULATIONS**

1. Students are expected to obey all rules established by their bus driver.
2. Each pupil shall be assigned a regular seat in the bus.
3. Only assigned students shall ride on any bus.
4. Pupils shall be permitted to leave the bus only at their established stop.
5. Pupils riding school buses should be at their bus stop ready to board the bus prior to the scheduled arrival time. Habitual lateness could result in loss of riding privileges.
6. No child will be put off the bus along the road and told to walk to his/her destination.
7. Generally, a student being excluded from a bus on a first offense will not be permitted to ride the bus for a period of three (3) days. He/she will be required to furnish his/her own transportation for this three-day period.
8. If a student is excluded a second time, it will be for an indefinite period. The student, the student's parents, a school administrator, and the bus driver will confer before a decision is made regarding restoration of bus privileges.
9. All school rules apply at the bus stop and on the bus.
10. Middle school students must board the bus at the middle school. Students are not permitted to walk to the high school to board the bus.

## **ACTIVITY BUS**

Only students with valid activity bus passes are permitted to ride the activity buses. Students involved in extracurricular activities need to secure a valid activity pass from their coach/advisor and have it on their person to be permitted onto the activity bus.

The activity buses go along the following routes:

### **#3 (North Side of District)**

Leave Big Spring High School at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Right to Carlisle/Newville Road (Route 641 East); Continue on Route 641 to McAllister Church Road; Left on McAllister Church Road; Right over Creek bridge on Burgners Road; Left on Old Mill Road; Right on Creek Road; Right on Bloserville Road; Left on Enola Road (Route 944); Right on Doubling Gap Road; Left on Roxbury Road (Route 997); Left on Whiskey Run Road at Little Washington; Left on Steelstown Road to Newville.

### **#9 (South Side of District)**

Leave Fitness Center at 5:30 PM; Leave Big Spring Middle School at 5:35 PM; Right on School House Lane; Left on Route 641 to traffic light; Left on Route 233 to Route 11; Left on Route 11 to Mt. Rock Road; Right on Mt. Rock Road to Church Road; Straight on Church Road to Lebo Road; Right on Lebo Road to Pine Road; Right on Pine Road to Route 233 and Keck's Store; Right on Route 233 to Walnut Bottom Road; Left on Walnut Bottom to Brookside Market and Firehouse Road; Right on Firehouse Road to Route 11; Right on Route 11 to Oakville Road; Left on Oakville Road through Oakville to Route 641; Right on Route 641 to Newville Borough.

## **TOKEN SYSTEM**

Positive behavior tokens will be used to recognize the desired student behaviors represented in the Bulldogs C.A.R.E. Matrix. Positive behavior tokens may also be rewarded to students that are either exemplifying the Global Citizen/Empathetic Advocate component of the Profile of a Graduate or are demonstrating growth in regards to a reoccurring behavioral challenge. The tokens will be awarded to students by BSMS teachers, staff, and administrators. Each month, students will have the opportunity to use the tokens to purchase merchandise or other rewards (Dawg Den, other privileges) during lunch. Students may choose to accumulate their tokens over several marking periods or even years to purchase larger items.

## **BULLDOGS C.A.R.E.**

# BULLDOGS C.A.R.E. BIG SPRING MIDDLE SCHOOL



## **C**OMMITMENT

Commit to the process of growing yourself both socially and academically.



## **A**TTITUDE

Make positive contributions in support of our school community.



## **R**ESPECT

Be "you", and be kind and accepting of others.



## **E**XCELLENCE

Learn and grow from every middle school experience.



*At Big Spring Middle School,  
we inspire all students to become lifelong  
learners, confident citizens, and productive  
members of society who strive for academic  
growth and achievement.*



# Bulldogs C.A.R.E.!



BULLDOGS C.A.R.E.:	<b>C</b> ommitment	<b>A</b> ttitude	<b>R</b> espect	<b>E</b> xcellence
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>✓ Come prepared</li> <li>✓ Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Arrive to class with an open mind ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respect classmates</li> <li>✓ Respect teachers</li> <li>✓ Respect yourself</li> <li>✓ Respect classroom expectations</li> <li>✓ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ Strive to be the best version of yourself (socially and academically)</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>✓ Get to class on time</li> <li>✓ Don't "hang" in the hallways</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen to adults in the hallway</li> <li>✓ Speak kindly to everyone</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respect others and school property</li> <li>✓ Don't walk in groups that take up the whole area</li> <li>✓ Stay on the right side</li> <li>✓ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be helpful, as needed</li> <li>✓ If you see trash, pick it up</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>✓ Have your card or know your account number</li> </ul>	<ul style="list-style-type: none"> <li>✓ Talk quietly</li> <li>✓ Clean-up after yourself</li> <li>✓ Push in your chair</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen to adults</li> <li>✓ Include others at your table</li> <li>✓ Use "please" and "thank-you"</li> <li>✓ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ Leave your space cleaner than when you arrived</li> <li>✓ Follow all cafeteria expectations</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>✓ Don't waste time in the restroom</li> <li>✓ Use the restroom for its intended purposes, not for class avoidance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean-up; don't leave a mess</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respect the privacy of others</li> <li>✓ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ Practice good hygiene</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>✓ Know your seat number</li> <li>✓ Enter and exit in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>✓ Speak in a quiet voice</li> <li>✓ Stay in your seat</li> <li>✓ Speak kindly to each other</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respect others</li> <li>✓ Respect others' space/belongings</li> <li>✓ Use headphones when listening to music</li> <li>✓ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself</li> <li>✓ Listen and be respectful to your bus driver</li> </ul>
<b>COMPUTER</b>	<ul style="list-style-type: none"> <li>✓ Bring your charged Chromebook daily</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use Chromebook only when directed</li> <li>✓ Only access the websites you are asked to use</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be honest</li> <li>✓ Report all problems and damage to your Chromebook</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use your Chromebook as a tool to help you grow as a learner</li> </ul>

*\*Please reference the Big Spring Middle School student handbook for specific expectations.*

## C.A.R.E. Tickets

Every week each teacher will have the opportunity to present a C.A.R.E. ticket to one student who has continuously exemplified the characteristics described in the BSMS C.A.R.E. Matrix. When a student is presented with a ticket, they should turn it into the guidance office where they will be entered into a drawing for a grade-level prize each quarter.



Big Spring Middle School

# C.A.R.E. Ticket

No. 1



STUDENT NAME:

GRADE LEVEL:

Why did the student get the ticket?

Teacher who gave the student the ticket:

## STOP TECHNIQUE

**Stop Technique: How to Respond if You are the Recipient of Unkind Words**

1. Say the word “stop”, you may also hold up one hand, elbow touching the body.
2. Walk away (if possible).
3. IF the disrespectful behavior continues with the same person, tell an adult—the adult will:

Ask you what the problem is.

- Ask if you said stop.
- Ask if you walked away calmly.
- If you have said stop and walked away calmly, the adult will say “Thank you, I will handle it from here” and help address the problem. Stop Technique: How to Respond if You are the Recipient of Unkind Words. Say the word “stop”, you may also hold up one hand, elbow touching the body. Walk away (if possible).

4. IF the disrespectful behavior continues with the same person, tell an adult—the adult will:

Ask you what the problem is.

- Ask if you said stop.
- Ask if you walked away calmly.
- If you have said stop and walked away calmly, the adult will say “Thank you, I will handle it from here” and help address the problem.

**Responding to a “Stop” Signal:**

1. Stop what you are doing.
2. Take a deep breath.
3. Walk away (if possible) and go on with your day.  
Remember, you are to do this EVEN when you don't think you did anything wrong!

## **INCENTIVES**

Self-motivation, such as knowing that you are doing the “right thing”, should be the ultimate goal for the BSMS positive behavior program. The BSMS will use a mixture of both emotional (verbal & written praise) and physical rewards using tokens.

Positive behavior recognition will occur throughout the year. This recognition may include team/grade level events, individual behavior tokens, end-of-the-marking period recognition, and/or school-wide assemblies.

## **DISCIPLINE**

One of the most important lessons that must be learned in life is self-discipline. Good conduct throughout the building, grounds, and bus is an expected part of self-discipline. The Middle School enforces all board-approved policies related to discipline. These policies help to develop self-discipline while regulating behavior. Such regulation is necessary to ensure good behavior and safety in our school. Although self-discipline is our goal for all students, we also realize that this is an "ideal" and will not always be achieved.

If students have difficulty maintaining self-discipline and control, a variety of disciplinary methods may be employed to help them understand how to be responsible, respectful, and safe.

These techniques include (but are not limited to):

- further explanation of expectations
- warnings
- teacher issued lunch detention
- administratively issued lunch detention
- special assignments
- apology
- counseling
- behavior contracts
- conferences (with student and/or parents)
- restitution
- restriction from participation in clubs, lunch, or dances
- lunch detention (assigned by administration)
- detention after school
- suspensions (in-school/out-of-school)
- expulsion from school

The following is a representative but not an all-inclusive list of infractions that may result in one of the above techniques:

- any unusual or unrequested act or display that serves no purpose toward the educational program
- any act of misconduct that is interpreted by the administration to be of a serious or unusual nature
- a series of minor school violations
- assaults on fellow students \*
- assaults on school employees \*
- racial slurs, harassment and/or intimidation
- sexual offense \*
- threatening school official/student \*
- reckless endangerment
- burglary \*
- arson \*
- vandalism \*
- disorderly conduct \*
- bomb threat \*
- possession of a weapon \*
- terroristic threat \*
- tobacco products (use, possession, sale, or distribution) \*
- electronic cigarette or similar device (use, possession, sale, or distribution)\*
- drug paraphernalia (possession sale, or distribution) \*
- drug/alcohol (use, possession, sale, or distribution)-including “look-alikes” and unauthorized medication\*
- fights \*
- vulgarity, swearing, offensive language/gestures
- insubordination
- stealing \*
- lying
- truancy, tardiness to school/class, or skipping classes or parts thereof
- disruption of class, assembly, and/or student events
- throwing/shooting objects

- inappropriate dress
- possession of disruptive or dangerous item
- kissing
- inappropriate display of affection
- eating/drinking – outside of the cafeteria area
- cheating on a test or quiz or plagiarism
- littering in hallways

**\*Could result in a police referral**

## LEVELS OF DISCIPLINE

There will be progressive discipline assigned for recurring infractions. This can include but is not limited to:

Hallway misconduct:

1<sup>st</sup> offense - warning/1-hour detention

2<sup>nd</sup> offense - 2-hour detention/1 day in-school suspension

Name Calling:

1<sup>st</sup> offense – 2 hour after-school detention

2<sup>nd</sup> offense – 1 day in-school suspension

Racial/Ethnic Slurs or Intimidation:

1<sup>st</sup> offense – in-school suspension

2<sup>nd</sup> offense – out of school suspension

Fighting:

1<sup>st</sup> offense – 2 days out of school suspension with a possible police referral

2<sup>nd</sup> offense – 5 days out-of-school suspension with a possible police referral

Possession and/or use of Tobacco/Nicotine/Vaping Products:

1<sup>st</sup> offense – 3 day in-school suspension with a possible police referral

2<sup>nd</sup> offense – 5 day in-school suspension with a possible police referral

\*Any first-time offender of the District's tobacco/vaping policy who agrees to participate in the Student Assistant Program and follows the recommendations of the outside agencies, which may include participation in a cessation program, will not have a police referral. There will be no reduction of consequences for repeat offenders.

Possession and/or use of Alcohol, Drugs, Look-alike drugs, and possession of

Paraphernalia:

1<sup>st</sup> offense – 25 days out-of-school suspension/45-day exclusion from extracurricular activities/Police referral

\*Drug and alcohol counseling may reduce this suspension to 10 days/45 school day exclusion from extracurricular activities

2<sup>nd</sup> offense – Expulsion/Loss of extracurricular activity/police referral

Possession of Knives, Guns, Ammunition, or other weapons:

1<sup>st</sup> offense – Immediate police referral/Potential expulsion

## LUNCH DETENTION

There are two tiers of lunch detention at BSMS for students who deviate from school rules.

1. Teacher assigned lunch detention - A teacher may assign lunch detention to a student that is causing a disruption in their classroom. This lunch detention will take place in the maker space beside the library. Students should get their lunch right away and report to the maker space.
2. Administratively assigned lunch detention - A school administrator may assign lunch detention as a result of an office referral. This form of lunch detention will be held in the ISS room. Students should get their lunch right away and report to the ISS room.

## **DETENTION**

Big Spring Middle School has a detention period after school for students who deviate from the rules. Lack of transportation will not be an excuse for not attending detention when assigned. Students have 10 minutes after detention to leave school property. On a detention day, students must fulfill any detention obligations before being eligible to participate in any extracurricular activity. If a student does not attend assigned detention, he/she may be assigned in-school suspension.

## **IN-SCHOOL SUSPENSION**

- No student may receive an in-school suspension unless the student has been informed of the reason for the suspension and has been allowed to respond before the suspension becomes effective.
- Communication to the parents and guardian shall follow the suspension action taken by the school
- Students suspended from school, either in-school or out-of-school, are specifically denied admittance and/or participation in all school events until the day following the day of suspension.
- When the in-school suspension exceeds ten (10) consecutive days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian before the eleventh (11<sup>th</sup>) school day following the procedures established under the section hearings.
- The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

### **RULES**

1. Students should report to their lockers and then go directly to the office.
2. Students are responsible for bringing all necessary materials.
3. Students will not talk to any other student at any time.
4. Students will not sleep or put their heads down on the desks.
5. Students will remain seated in their assigned seats during the entire day.
6. Students will be removed from the suspension room, if necessary.
7. Restroom privileges will only be granted by the staff or administrator in charge or by a principal.
8. The in-school suspension supervisor may assign additional work as required.

- Students will not chew gum or eat snacks in the suspension room.
- Additional consequences may be assigned to those who do not comply with these rules.
- Students are permitted to use school-issued devices in the ISS room only when needed for assignments and as approved by the ISS supervisor.

## **OUT-OF-SCHOOL SUSPENSION**

- Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.
- Suspension may be given by the Principal/Assistant Principal or persons in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and allowed to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
- Parents and the Superintendent of the District will be notified in writing when the student is suspended.
- When the suspension exceeds three (3) days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements outlined in the section relating to the hearing.
- Suspension may not be made to run consecutively beyond the ten (10) school day period.
- Students shall be held responsible for making up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments by guidelines established by the Board of School Directors.
- Students suspended from school, either in-school or out-of-school, are specifically denied admittance and/or participation in all school events until the day following the day of suspension.

## **EXPULSION**

- Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a formal hearing.
- During the period beyond the initial ten (10) day suspension but before the hearing and decision of the Board of School Directors in an expulsion case, the student will be placed in his normal class as outlined in subsection 2.
- If it is determined by the Superintendent after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study as per Board policy.
- Students who are less than eighteen (18) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
- The initial responsibility for providing the required education rests with the student's parents or guardians through placement in another school, through tutorial or

correspondence study, or through another educational program approved by the district's Superintendent.

- If the parents or guardians are unable to provide for the required education, they must within thirty (30) days submit to the Superintendent written evidence stating so. The district then has the responsibility to make provisions for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it will recontact the parent and, pending the parents' or guardians' provision of such education, the district must make provision for the student's education or proceed under paragraph 3, or do both. If the parents/guardians have not complied with the approved educational program, the school district may act in accordance with Chaptallowedede Court to ensure that the child will receive a proper education.

## **KEY SCHOOL DISTRICT POLICIES**

### **STUDENT RESPONSIBILITIES**

1. All students enrolled in the Big Spring School District are expected to conduct themselves by the rules of the system and individual schools. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct.
2. Learning is extremely difficult unless basic rules and regulations are maintained. Therefore, the school district staff is empowered to maintain order in the schools that will be conducive to the learning situation.
3. Student responsibilities include regular attendance, conscientious effort in the classroom, work, and conformation to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
4. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
5. Students should respectfully express their ideas and opinions so as not to offend or slander others.
6. It is the responsibility of the student to:
  - Be aware of rules and regulations for student behavior and conduct themselves accordingly.
  - Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - Dress and groom themselves to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
  - Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Be aware of and comply with state and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily, except when excused, and be on time at all classes and other required school functions.
  - Make all necessary arrangements for making up work when absent from school.
  - Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
  - Avoid indecent/obscene language.

7. School rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, should obey school rules, while working through channels to help change those with which they do not agree.
8. The individual building principal shall be responsible for the dissemination of printed rules and regulations for students in his respective school.

## **ATHLETIC POLICY – ARTICLE II – ELIGIBILITY**

To be eligible for an interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the state Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board.

To be eligible for any extracurricular activity, a student may not fail two or more core courses. Eligibility shall be cumulative from the beginning of a marking period and shall be reported weekly. [In cases where a student’s cumulative work from the beginning of the marking period does not, as of any Thursday, meet the standards provided for this section, he/she shall be ineligible from the following Sunday through the next Saturday.]

During the period of ineligibility, the student-athlete may practice with the team, but may not participate in games/matches/contests or scrimmages.

In cases where a student is failing two or more courses at the end of the marking period, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next marking period, beginning on the first-day report cards are issued.

If any student is retained at a grade level, they will not be eligible to participate in any extra-curricular activities for the first 20 days of the new marking period.

## **EXTRA-CURRICULAR ACTIVITIES**

There are weekly eligibility requirements for all extracurricular activities. Students in extracurricular activities must report to school before 9:00 a.m. on a regular bell schedule school day unless the absence has been approved by the principal in advance. If arriving at school after 9:00 a.m. a doctor's excuse is necessary also or they will be ineligible for practice, games, or performances. In the case of a two (2) hour school delay, students in extracurricular activities must report to school by 10:00 a.m. or they will be ineligible for practice, games, or performances. Students wishing to utilize the fitness center must meet all extra-curricular requirements. See Athletic Policy – Article II – Eligibility for specific requirements.

## **CODE OF CONDUCT FOR THE STUDENT BODY AT ATHLETIC EVENTS**

1. Remember that a student spectator represents the same school as the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Accept the decisions of officials.

4. Throwing things onto the gym floor or field during contests is punishable by detention, suspension, or removal from the event and/or future subsequent activities.
5. Recognize and applaud an exhibition of fine play and good sportsmanship on the part of the visiting team.
6. Accept defeat or victory in the same spirit of good sportsmanship.
7. Be considerate of the injured on the visiting team.
8. Do or say nothing which will bring discredit to the school.

### **TOBACCO - ACT 145 OF 1996**

Act 145 of 1996 requires schools to refer to District Justice students using, carrying, or possessing tobacco in a school building, on a school bus, or on school property. For purposes of this act, tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product as well as smokeless tobacco in any form. The school is a smoke-free building for all occupants, and violations will result in police referral and subsequent fines. Upon conviction, a student will be found guilty of a summary offense and will be subject to a fine and court costs.

### **ALCOHOL AND OTHER DRUGS POLICY (Board Policies 233.23, 233.24, 233.25, and 233.34)**

The Big Spring School District prohibits any student from possessing, using, selling, giving, delivering to another person or consuming any narcotic, dangerous drug, marijuana, look-alike drugs, alcoholic beverage, or any pill, capsule, powder, liquid, or other substance of whatever form or texture which may adversely affect the health, safety, or welfare of any student, including, but not limited to stimulants or depressants, before or during participation in a school activity.

The policy is also in effect when any violations occur on any property owned or leased by the Big Spring School District, including school buses and vehicles located on the premises.

A violation of this policy shall be subject to the following procedure:

1. The principal shall be immediately notified.
2. If the principal establishes that a violation has occurred, the principal shall notify the Superintendent of Schools and the student's parents. Law enforcement officials can be notified.
3. The principal shall determine/recommend what disciplinary action will be taken.

It shall be the policy of the Big Spring School District to offer help to any student who desires such help. A Student Assistance Program team is available in the middle school to assist and evaluate students at risk.

### **WEAPONS POLICY (Board Policy 233.21, 233.22, and 233.23)**

Possession of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community. Therefore, the Big Spring School District emphasizes that possessing a weapon or knowing about

or not reporting, before or during the course of a District investigation, the possession of a weapon in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Big Spring School District, is a serious violation of the rules and regulations of the Big Spring School District. Additionally, because of the potentially harmful effect on the school community and the strong public desire to prevent persons from possessing objects which have the appearance or characteristics of weapons in the buildings of, on the grounds of, or in any conveyance providing transportation to or from an elementary or secondary education institution in the Big Spring School District, for purposes of this policy, objects which have the appearance or characteristics of weapons shall be considered weapons, and possession of such objects or knowledge without proper reporting of possession of such objects also shall be a serious violation of the rules and regulations of the Big Spring School District. Any student who violates the district's weapons policy may be expelled from school permanently.

## **POLICY ON TERRORISTIC THREATS/ACTS** (Board Policy 233.19)

The Board of School Directors recognizes the danger that terroristic threats present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such threats. The Board prohibits anyone from communicating terroristic threats or committing terrorist acts directed at any student, employee, Board member, community member or school building.

## **UNLAWFUL HARASSMENT POLICY**

It is the policy of the Big Spring School District to maintain a working and learning environment free from all forms of intimidation, abuse, hostility, offensive behavior, sexual harassment, and unlawful discrimination, hereinafter referred to either individually or collectively as "*unlawful conduct*." By way of example, and not limitation, such improper conduct may take the form of:

Unwarranted verbal or physical conduct, verbal or written derogatory or discriminatory statements, racial slurs, or unwelcome sexual remarks or advances. Any such behavior violates the policy of the district and is hereby prohibited.

Any student in the District who engages in such improper conduct shall be subject to discipline up to and including expulsion. Any student who believes that she/he is or may be the victim of any improper conduct by any employee of the District or by any student may file a complaint with a guidance counselor, principal, or with the Superintendent's Office. The complaint may be filed by the student or on behalf of the student by the student's parent or guardian. The complaint will be processed following the procedure specified in School Board Policy No. 248, "Prohibition of Improper Conduct and Student Complaint Process."

## **SCHOOL ATTENDANCE**

The Big Spring School District believes that regular daily attendance at school is important to student success in school. The laws of the Commonwealth of Pennsylvania make the parents responsible for a child's school attendance. If a student must be absent from school, the parents **must** furnish a written explanation for the child's absence when the student returns to school. **If**

a parent's or doctor's excuse is not returned within three (3) school days, the school is required to mark that absence as unexcused.

**\*Excused Absences:** impassable roads; quarantine; death in the immediate family; illness; other urgent reasons. An explanation must be provided, "Family matter." or "Emergency." will not be excused. The reason must be serious and apply to the child and not, ordinarily, to other members of the family or home conditions. Exceptions to this policy may be made at the discretion of the administration.

**\*Unexcused/Unlawful Absences:** overslept; missed the bus; work at home; not returning excuses on time; truancy-absent from school without the knowledge and consent of the parent. All unexcused absences for students of compulsory attendance age (under 18 years) are considered unlawful. If students are not present in school they are not permitted to attend activities after school (i.e., dances, sporting events).

**\*Procedures:**

1. Parents will be notified via automated attendance calls to verify when their child is absent.
2. All students desiring to take off school for hunting or fishing shall have their parents complete the hunting /fishing permission form. These forms must be returned to the office, before going hunting or fishing for approval based on a good attendance record. Administrative approval allows a student to make up missed work. Parents and students are reminded that all absences for hunting or fishing are classified as unexcused or unlawful. Unlawful absences result in a First Notice issued to parents after three (3) days of unlawful absence. A fine may be imposed upon parents who have received a First Notice if the student has another unlawful absence.
3. When a student has three unexcused absences, the student's parents/guardians will receive written notice emphasizing that future unlawful absences are subject to citation.
4. When a student has accumulated 10 absences (excused and unexcused combined, excluding excuses from a licensed physician), the parents/guardians will be issued a "Concern" letter.
5. Parents/guardians will be issued a "Medical" requirement letter for absences beyond thirteen (13) days requiring an excuse from a licensed physician for each day of absence. (excused and unexcused combined, excluding excuses from a licensed physician).
6. Any student who has been withdrawn from the Big Spring Middle School and fails to enroll in another district faces denial of credit should the student re-enroll. School days missed due to withdrawal are cumulative and need not be consecutive. School assignments and assessments missed during a withdrawal period may not be made up and will be assigned a zero in the calculation of a final grade.

## TARDINESS TO SCHOOL

A pupil is tardy if he/she is not present within the homeroom/classroom when the homeroom bell rings. Students who enter the school any time after the homeroom bell rings (7:35 a.m. for the middle school) must report to the office. Upon receiving the fourth unexcused tardy to school during the school year, students may receive disciplinary action or be placed on an administrative attendance plan. Oversleeping and missing the bus are not acceptable reasons for tardiness and will be deemed unexcused.

## EARLY DISMISSALS

When it is necessary for students to leave school for important appointments which cannot be arranged outside of school hours, they must submit a written request from their parent or guardian indicating the reasons for the early dismissal and the time they are to be excused from school. This request must be presented to the middle school office for approval on the day of the appointment. Upon approval, students are required to have the early dismissal form completed. This form must be signed by the authorized person at the appointment location and then given to the middle school office immediately upon their return to school.

Students are expected to return to school promptly from medical and dental appointments. Students should be able to verify the medical professional regarding the appointment. Failure to comply will result in a minimum of a half-day or full-day illegal absence.

## EDUCATIONAL TRIPS

Students may be granted an excused absence to participate in an educational trip, national take your child to work day, or activity when the following conditions are met:

1. Parents must submit an educational trip request form two days before the day(s) of absence. A form is provided by the school for completion by the parent.
2. Student participants must be under the direction and supervision of the parents or an approved adult.
3. Parents must supply an itinerary or list of places of educational value to be visited.
4. Assignments are to be handed in on the first day the student returns to school.
5. Approved educational trips will be limited to five school days.

Absences for hunting and fishing generally do not come under the category of an educational trip or tour and are classified as unexcused/unlawful. Students are permitted one excused day for the Farm Show, forms can be found in the office. This should be done prior to the day of the trip.

The school reserves the right to limit the number of trips and/or the number of absences classified as excused for any one trip. Other exceptions and additions to this policy may be made by the principal based on the circumstances associated with the educational trip.

## STUDENT MEDICATION PROCEDURES

1. No prescription or non-prescription medication shall be administered to any student by any employee of the Big Spring School District except as provided for in Board policy and administrative procedures.
2. Parents who bring prescription and/or non-prescription medications onto school property must deliver medications to the nurse.
3. Prescription medication may be taken during school hours under the following conditions:
  - a. The physician and the parent must provide a written request to administer the medication on the appropriate school district form (Private Physician's Request for Supervision of the Administration of Prescription and Non-Prescription Medications during School Hours).
  - b. The written request for the administration of medication must include the purpose of the medication, the dosage, the time at which the medication is to be taken, the length

of time for which the medication is prescribed, and the possible side effects of the medication.

- c. When it is time for the student to take approved medication, the student must report to the nurse's office, and take the medication in the presence of the nurse.
- d. All medication brought to school for student use must be securely stored and kept in the original, labeled container. The nurse shall maintain a record of the names of all students to whom medication may be administered, the name of the prescribing physician, the dosage and timing of the medication, and a notation of each instance of the administration of the medication.

## **DRUG AND ALCOHOL ALTERNATIVES AND THE STUDENT ASSISTANCE PROGRAM**

The primary responsibility of schools is to educate students. If a student is under the influence of mind-altering chemicals, that student cannot learn. If a student is depressed and feels hopeless, he or she cannot learn effectively. If a student disrupts the school climate, other students will not be able to learn and teachers will not be able to teach.

A Student Assistance Program is a way to identify at-risk students who are having school-related problems because of alcohol and drug use, are at-risk of suicide, and/or are experiencing mental health problems. It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not a treatment program. The heart of the program is the Student Assistance Team, which is a core group of school personnel specially trained to assist these students. The student assistance program team (SAP) will review referrals weekly to determine the need for student assessment and intervention strategies. The SAP team shall consist of administrators, counselors, the nurse, and faculty members. Because the Big Spring School District respects parents/guardians and regards parents as partners in the formal education process of their children, Student Assistance Team members at Big Spring will contact parents/guardians prior to gathering information about and prior to initiating any assessment of a student.

A student referred for assessment will participate in conferences with a member(s) of the SAP team. Additional assessments will be conducted by outside agencies as needed. Assessed students may participate in programs designed to educate participants, to encourage family interaction, and to promote wellness and responsible behavior.

1. A student who volunteers for the Student Assistance Program will not receive any punishment unless his/her drug and alcohol involvement is under current investigation by school and/or police officials. This does not apply to the selling and/or distribution of drugs and/or alcohol.
2. Any student who violates the District's drug and alcohol policy and chooses **not** to become involved in the Student Assistance Program will be punished along the following

minimum guidelines: 1st offense for possession and/or consumption - 25 days of the out-of-school exclusion. 1st offense for selling and/or distribution – 45-day exclusion from school.

3. Any first-time offender of the District's drug and alcohol policy, except those involved in the selling and distribution of drugs and/or alcohol, who agrees to participate in and complete the Student Assistance Program and follows all recommendations by an outside agency will have her/his period of exclusion from school reduced by a maximum of fifteen (15) school days. There will be no reductions for repeat offenders. During the time that the student is excluded from school, his/her parents/guardians are responsible for arranging for the student's education. The parents/guardians must contact the middle school guidance office and arrange an appropriate educational program for the student.

If the parents/guardians fail to meet this requirement, it will jeopardize the student's opportunity to fulfill class requirements for promotion and graduation.

4. **Extracurricular option** for students who violate the District's drug and alcohol policy: If a student fails to comply with the district's drug and alcohol assessment, counseling, placement, and/or activities recommended by the Student Assistance Team and referral agencies, the student will be dealt with as outlined in school policy. For the student who has violated district policy (first offense only) by possessing and/or consuming drugs/alcohol, but agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is:
  - a. excluded immediately from any extracurricular activity in which he/she was participating at the time of the violations, and may not return to extracurricular participation for 45 school days from the date of the offense.For the student who has violated district policy (first offense only) by selling and/or distributing drugs and/or alcohol but also agrees to complete the drug and alcohol assessment, counseling, placement, and/or activities, the student is
  - a. excluded immediately from any extracurricular activity in which he/she was participating at the time of the violation;
  - b. excluded from participation in any extracurricular activity for 90 days from the date of the offense.
5. Students involved in drug/alcohol on the second offense will not be allowed to reduce their punishment by being involved in the SAT team but, on a volunteer basis may enlist in the program a second time.
6. Students referred by the Student Assistance Team, students who volunteer to participate, and students who violate the district's drug and alcohol policy will participate in one or more drug and alcohol assessment conferences conducted by drug and alcohol assessment counselors.
7. Those students who have violated the district drug and alcohol policy and who agree to the recommendation of the Student Assistance Team may be required to participate, along with at least one parent/guardian/ responsible adult, in a series of educational program sessions at a time and place to be established by the staff of The Cumberland-Perry Drug and Alcohol Commission. The main thrust of the sessions will be dispelling myths, educating the participants, and promoting family interaction.
8. The Cumberland-Perry Drug and Alcohol Commission offers information and assistance to interested parents and students. The staff members may be reached at 240-6300 (Carlisle) or 1-866-240-6300. The address of the Cumberland-Perry Drug and Alcohol Commission, Cumberland County Courthouse, East Room 206, Carlisle.

## INTERNET ACCESS AND USAGE

The Big Spring School District will provide access to the Internet for teacher aides, teachers, administrative staff, other District employees, and students, with their parents' or guardians' consent, to locate resources to meet their school-related needs. District staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the District's Strategic Plan. Access to the Internet through District resources is a privilege, not a right, and may be revoked for anyone who uses the resources inappropriately as determined by District authorities.

The district provides web content filtering services on all student devices for blocking access to inappropriate and malicious materials while students are using the internet in school and at home. Because of the nature of the Internet as a global network connecting thousands of computers around the world, the landscape is constantly changing and requires the technology department and our technology partners to continually monitor and block inappropriate and harmful materials. Even with these safeguards in place, the district is unable to block access to every inappropriate source at all times. Accessing these and similar types of sources or transmitting such sources with district owned devices will result in suspension and/or other disciplinary measures in accordance with District policies. Through a program of education, the District will educate students, teacher aides, teachers, and administrative staff about their individual responsibility to refrain from engaging in unacceptable uses of the network and about the consequences of their actions if they violate the policy.

The above is information from the Big Spring School District's Internet Access and Usage Policy. To view this policy in its entirety, including guidelines on social networking for educational purposes and the ability for students to bring their own technology to school, please visit the district website at [Technology / Student Device Information](#) or visit any school or district office.

## PERSONAL DIGITAL DEVICE GUIDELINES

### STUDENT RULES

1. All PDDs must be silenced and put away when entering the building.
2. Students must ask a teacher prior to using a PDD.
3. Any PDD may only be used for instructional purposes.
4. Students must use the guest network when using their PDD.
5. No PDD may be used in the restroom.
6. No photos or video recording may be taken with a PDD.

### STUDENT DISCIPLINE FOR MISUSE OF PDD

1. Any electronic communication used for non-instructional purposes may result in an after-school detention.
2. Use of PDD for non-instructional purposes (playing games, social media, etc.) may result in an after-school detention.
3. Any photography or video of a person or persons on or off campus may result in a loss of PDD privileges as well as other disciplinary action.

## 1:1 DEVICE PROGRAM

Each school year, sixth-grade students will be issued a computer device for their exclusive use at school and home. Students will utilize this computer device through their eighth-grade year, at which point they will return it and be issued a new device upon entry to ninth grade. The purpose of this initiative is to fully engage students and create a learning environment that fosters critical thinking, collaboration, communication, and creativity.

Parents and students must sign and return a computer device and Acceptable Use Agreement before a computer device will be issued for use. Any student who transfers out of BSMS will be required to return their computer device and accessories. If the computer device and accessories are not returned, the parent/guardian will be responsible for payment in full.

Students are responsible for bringing their computer devices to all classes unless specifically advised not to do so by their teachers. Computer devices must be brought to school each day in fully charged condition.

While enrolled at BSMS, the District maintains ownership of the device. If requested by the Technology Department or Middle School Administration, students may be required to turn in their computer devices for maintenance or inspection. Additionally, the District utilizes an Internet Content filter that is following the federally mandated Children's Internet Protection Act (CIPA). All computer devices, regardless of physical location, will have Internet activity filtered.

Students are responsible for the general care of the computer device they have been issued and are required to purchase a protection plan. The cost of this plan is \$25. It provides one-time repair/replacement coverage in the event of accidental damage. Damage caused by intentional misuse or abuse will be the responsibility of the student. All issues and/or damages should be reported to the School Office to be logged for repair.

## CYBER/LIVE STREAMING STUDENTS

Live Stream students should report tech issues to [helpdesk@bigspringsd.org](mailto:helpdesk@bigspringsd.org). Students will see it listed as Student Helpdesk in the Google directory when composing the email. The email will route to the tech department for actual ticket creation and tracking in our system. The helpdesk will work with those students and determine if the fix can be done remotely or if the device needs to be brought in. Given the importance of devices for virtual learning, our goal is to turn repairs around quickly or provide a loaner if necessary.

If the student is unable to email us due to the issue and they have no other method to email (smartphone, parent's help) they should call the school office. The secretary answering the phone can simply email [helpdesk@bigspringsd.org](mailto:helpdesk@bigspringsd.org) and provide the name, phone #, and if possible a short description of the problem in the subject (IE: broken screen, can't connect to the internet, sound issue, etc.).

### Face to face Students

Students take devices to the office for repairs. The student should complete a device repair form including the name and description of the problem. The office will email the Helpdesk around 10

am and again at the end of the day if there are devices that need to be serviced. All devices will be returned to the office when fixed.

## **SPECIAL EDUCATION, GIFTED EDUCATION, AND PROTECTED HANDICAPPED**

Big Spring School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs or Protected Handicapped services because of the child's disability as well as programming for students who are eligible for Gifted Services. The information below is designed to help find these children, to aid parents, and to describe the parent's rights with regards to the confidentiality of information that will be obtained during this process. The information below is presented in an abbreviated format. A more detailed version of this notice can be found on the District web page.

Big Spring School District provides free parent training on special education topics at least 4 times per school year through a joint effort with several of our neighboring School Districts. Updated information on topics, locations, and times for these training can be found on the District web page by clicking Departments/Special Ed. on the home page.

### References:

- Individuals with Disabilities Education Act (IDEIA) – 34 CFR Part 300.
- Americans with Disabilities Act.
- Section 504 of the Rehabilitation Act of 1973.
- Chapter 14 "Special Education" – 22 PA School Code.
- Chapter 15 "Protected Handicapped" – 22 PA School Code.
- Chapter 16 "Gifted Education" – 22 PA School Code.

### Law

In Pennsylvania, all exceptional and gifted children have the right to a "free appropriate public education" (FAPE). A FAPE is a planned program of specially designed instruction and related services that accounts for the child's individual needs and allows the child to make "meaningful" progress. The term "exceptional" includes children with physical, emotional, mental, and learning disabilities. State law recognizes the following types of classes for identified exceptional and gifted children:

- **LEARNING SUPPORT** – for students whose primary need is for help in academic areas such as reading and mathematics because of some disability.
- **EMOTIONAL SUPPORT** – for students whose primary need is social, emotional, and/or behavioral.
- **LIFE SKILLS SUPPORT** – for students whose primary need is to learn the skills necessary for independent living.
- **VISION AND HEARING SUPPORT** – for students who have hearing or vision impairments.
- **SPEECH AND/OR LANGUAGE SUPPORT** – for students who have impairments with speech and/or language.
- **PHYSICAL SUPPORT** – for students who need a program that is modified to take account of their physical disabilities.
- **AUTISTIC SUPPORT** – for students who are autistic.

- MULTI-HANDICAPPED SUPPORT – for students with severe multiple disabilities.
- GIFTED EDUCATION – for students who meet eligibility criteria under 22 PA Code Chapter 16 “gifted education”.

In the case of a child that is of preschool age, a developmental delay may create a need for special education and related services. A preschool-age child is considered to have a developmental delay when the results of either a developmental assessment or a standardized test indicate a delay in one or more developmental areas, including cognitive, communicative, physical, social/emotional, and/or self-help development.

Big Spring contracts with other service providers for additional classroom placements and for services in hearing, vision, occupational therapy, and physical therapy. These providers may also assist with different types of assessments, evaluations, and instruction.

Big Spring is also required to provide accommodations for students who have an impairment of a major life function as a result of a disability as defined by the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and 22 PA Code Chapter 15 “Protected Handicapped”

### Process for Identification

A. If a parent has a child whom the family feels may fall into one of the above categories and should be identified as exceptional, gifted or in need of Section 504 accommodations to receive help, a written request for evaluation should be forwarded by the parent to the building principal.

B. A student may also be referred based on screening activities such as reviewing of group data, conducting hearing and vision screening, assessing a student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to intervention.

C. The District will convene a Multidisciplinary Team (MDT) or Gifted Multidisciplinary Team (GMDT) of which the parent is a member. Other members of the MDT/GMDT should be the guidance counselor, school psychologist, principal, Director of Pupil Services, supervisor, teachers, and other staff who are necessary and qualified to evaluate the student's needs. The evaluation may include testing of the child.

Once the MDT/GMDT concludes its evaluation, an Evaluation Report (ER) or Gifted Written Report (GWR) is generated and sent to each member of the team including the parent(s).

### Parent/Student Procedural Safeguards

A. A child is entitled to:

- Specially designed instruction and related services provided by an IEP if he/she is identified as exceptional.
- Accommodations provided by a 504 Service Contract if he/she is eligible and is in need.
- Gifted services if he/she is gifted and in need.

B. The parent must approve of all special education IEPs, gifted IEPs, 504 Service Contracts, and placement changes.

C. Several specific timelines apply from the time the parent gives consent for an evaluation which may or may not include formal testing. The timelines are as follows:

1. 60 Calendar days for the evaluation to be completed and a written report to be distributed.
2. 10 days for the parent(s) to review the report.
3. 30 Calendar days to conduct an IEP, GIEP, or Service Contract meeting.

4. Other timelines may apply. If you have questions, please contact the Director of student services.
- D. All parents have the right to have all materials presented to them in their native language. Upon request, the district will provide translated materials and interpreters to assist parents with their understanding of the Special Education, Section 504 or Gifted Education process. Such services can be obtained by contacting the Director of Student Services.
- E. Disagreements with the District:
  1. Parents of special needs, Section 504, or gifted students always have the right to disagree with the district. The District must give written notice regarding placement, change of placement, significant changes in the IEP/GIEP/Service Contract, and evaluation or re-evaluation. If the parent disagrees, they should indicate their disagreement on the notice or by providing a written reason for disagreement to the Director of Student Services.
  2. To initiate any of the following, please contact the Director of Student Services.
    - a. Mediation: Mediation is a process where parents and school officials agree to have a specially trained person provided by Pennsylvania's Office for Dispute Resolution serve as a mediator. The mediator meets with each side separately and then attempts to bring the two sides together in decision-making. The results are not binding unless both sides agree to the terms.
    - b. Due Process Hearing:
      - Parent(s) sends a written request to the Director of Pupil Personnel. The request should include a statement of the problem that will be the focus of the hearing.
      - The School District will notify the Office for Dispute Resolution.
      - A hearing will be set up with a hearing officer from the Office for Dispute Resolution. The hearing officer will render a decision in the matter that must be enforced.

### **Special Education Individual Education Program (IEP), Gifted IEP (GIEP) Service Contract (504 Plan)**

An IEP, GIEP, or Service Contract is a written plan for an eligible child's education. The plan is developed by a team that includes the child's parents, a regular education teacher, a special education /gifted teacher, a school district administrator, any other professionals who may have relevant input, and, when appropriate, the child.

IEP and GIEP's will include goals as well as a list of specially designed instruction and related services to be provided for the child; a statement that explains the extent to which the child will take part in a regular, educational program; the dates for beginning and reviewing the IEP/GIEP; and in some cases, the IEP may also include objectives.

Service Contracts will include a list of accommodations and the dates for beginning and reviewing the Service Contract.

For Special Education/Gifted Students, if a student is not making progress toward reaching the goals in his/ her program, or if there is a change in the special services received, a revision of the IEP/GIEP may be needed.

IEPs/GIEPs/Service Contracts must be reviewed once a year. Parents will have the opportunity to discuss their child's progress at a conference with District members of the team.

## **Notice of Special Education Services and Programs Child Find**

Big Spring School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, to aid parents, and to describe the parents' rights concerning the confidentiality of information that will be obtained during this process.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact Dr. Abigail Leonard, the Director of Special Education, and request an explanation.

### Identification Activity

*Child Find* refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that, if found, may cause a child to need services are autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, Intellectual Developmental Disability, multiple disabilities, orthopedic impairment, other health impairments due to chronic or acute health problems, specific learning disabilities, speech or language impairment, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, a developmental delay may create a need for special education and related services. A preschool-age child is considered to have a developmental delay when the results of either a developmental assessment or a standardized test indicate a delay in one or more developmental areas, including cognitive, communicative, physical, social/emotional, and/or self-help development.

Big Spring School District is required to annually provide a notice describing the *identification* activities and the procedures followed to ensure the confidentiality of *personally identifiable information*. This notice is intended to meet this requirement.

*Identification activities* are performed to find a child who is suspected of having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. The activities include a review of group data, conducting hearing and vision screening, assessment of the student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation. Input from parents is also an information source for *identification*. After a child is identified as a suspected *child with a disability*, he or she is evaluated but is not evaluated before parents give written permission for their child to be evaluated. Regardless of screening activities, parents who think their child is a child with a disability may request in writing, at any time, that an evaluation be conducted to determine if the child is eligible to receive special education services. Written requests should be sent to Abigail Leonard, Director of Student Services at the address listed at the end of this notice.

## Educational Records/Confidentiality

All records that are directly related to an individual child are called educational records and are maintained by the local school district. Information contained in these records such as the child's name, the name of the child's parents or other family members, the address of the child or their family, a personal identifier such as social security number, or a list of characteristics or information that would make the child's identity easily traceable is called *personally identifiable information*.

Big Spring School District, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws, protects the confidentiality of *personally identifiable information* regarding students that are identified as children with disabilities and eligible for special education services and protected handicapped students. The school district protects the personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information, and maintaining for public inspection a current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

As the parent of the child, you have many rights regarding the confidentiality of your child's records; for example, the right to inspect and review any education records related to your child that are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting) before a hearing should you and your school district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretation of the records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and; the right to have a representative inspect and review the records.

Upon your request, the school district will provide you with a list of the types and locations of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies, except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information.

You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time after receiving your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time additional information regarding the hearing procedures and, upon request, the district will provide you a record hearing to challenge information in your child's education files.

Parent consent is required before *personally identifiable information* contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child, and evaluating your child or for any other purpose of making available a free appropriate public education to your child.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

School districts may establish a policy for the disclosure of some types of student information known as *directory information*. *Directory information* is not subject to access or disclosure rules under FERPA. *Directory information* is that portion of an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may include but is not limited to the student's name and school activities, local and permanent address, family members' names, addresses, and telephone numbers, major fields of study, names of previous schools attended, and enrollment status. Parents may refuse to allow the school district to designate any or all of their child's records as *directory information*. Parents should contact their local school district if they do not want directory information released about the child.

When a child reaches the age of 18, the rights of the parent concerning the confidentiality of *personally identifiable information* are transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided to the following:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district concerning the confidentiality of *personally identifiable information* may also be filed with:

*Family Policy Compliance Office*  
*U.S. Department of Education*  
*400 Maryland Avenue, SW*  
*Washington, D.C. 20202-4605*

### Early Intervention Identification

In Pennsylvania, a child between 3 years of age and the school district's age to begin school who

has a developmental delay or one or more of the physical or mental conditions as listed on page 1, is identified as an “eligible young child.” The parents of these children have the same rights described previously in this document.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening, or for additional information, please call Eric Bostick, CAIU Preschool Program Supervisor, at 717-732-8400 ext. 8619.

## **SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact: Abigail Leonard, Director of Student Services, Big Spring School District, 45 Mount Rock Road, Newville PA 17241, (717) 776-2422

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) is Federal law that gives parents and students over the age of 18 (“eligible students”) certain rights concerning the student’s educational records. Under FERPA, parents and eligible students have the following rights:

- To inspect and review the student’s education records maintained by the school within 45 days of the school’s receipt of a written request. Parents or eligible students should

submit to the school principal (or appropriate school official) a written request that identifies the record they wish to inspect. A school official will decide on access and notify the parent or eligible student of the place and time the record(s) may be available for review. The school is not required to provide copies of records and may charge a fee if copies are requested.

- To request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- To consent to disclosures of personally identifiable information contained in the student's record except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or parent or student serving as an official committee, such as a disciplinary or grievance committee, or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
- To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Family Educational Rights and Privacy Act (FERPA)  
Annual Notice for Disclosure of School Directory Information,**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school district may disclose appropriately designated "directory information" without written consent

unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information in certain school publications. Examples of school publications are

- A playbill or program, showing your child’s role in a drama or music production;
- The annual yearbook;
- Honor roll or other recognition lists published at school or in newspapers;
- Graduation program; and
- Sports statistics listed in programs, such as football or wrestling which may include height and weight of team members.

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include but are not limited to:

- Other schools the student is seeking to attend;
- Class ring manufacturers or yearbook publishers;
- State or federal authorities auditing, evaluating programs, or enforcing state/federal laws;
- A court by order of a subpoena.

The school district has designated the following as directory information and may disclose it without written consent.

- Student name, address, telephone number, email, photograph;
- Most recent educational agency or institution attended, grade level degrees, honors, awards, major course of study;
- Participation in school sponsored activities and sports, weight and height of members of athletic teams, date and place of birth.

The federal laws require school districts that receive assistance under No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings, unless parents have notified the district that they do not want their child’s information disclosed without their prior written consent.

If you do not want the district to disclose directory information about your child without your prior written consent, you must notify the district in writing by **October 1<sup>st</sup>**.

## **NOTICE OF NON-DISCRIMINATION**

The Big Spring School District (“District”), as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its educational programs and activities. Any questions regarding Title IX can be directed to the Title IX Coordinator, Dr. Nadine Sanders, the District’s Assistant Superintendent at 717-776-2000 ext. 2409 or [nsanders@bigspring.k12.pa.us](mailto:nsanders@bigspring.k12.pa.us). Any questions regarding Section

504/Chapter 15 Coordinator, Dr. Abigail Leonard, the District's Director of Special Education, 717-776-2000 ext. 2422 or [aleonard@bigspring.k12.pa.us](mailto:aleonard@bigspring.k12.pa.us).

**2024 - 2025**  
**STUDENT/PARENT HANDBOOK AGREEMENT**

Parents/Guardians are required to acknowledge in ASPEN that they have reviewed the Student/Parent handbook as part of the back to school gateway process.