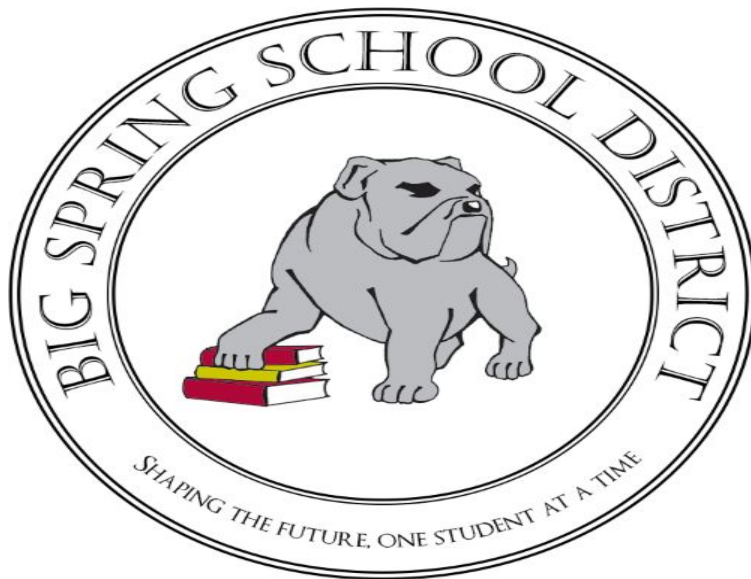


# *Big Spring Middle School*

*43 Mount Rock Road  
Newville, PA 17241*

## *2020-2021 STUDENT HANDBOOK*



*Mrs. Clarissa Nace - Principal  
Mr. Timothy Kireta - Assistant Principal*

## OFFICE STAFF

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. Timothy Kireta  
tkireta@bigspring.k12.pa.us  
Assistant Principal

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

Mrs. Anne Fulker  
afulker@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	30
ATTENDANCE POLICY/TARDINESS/EARLY DISMISSALS	32-33
BELL SCHEDULE	6-12
BUILDING REGULATIONS	4
BUS PROCEDURES/REGULATIONS/ACTIVITY BUS ROUTE	18-20
CODE OF CONDUCT - ATHLETIC EVENTS	30
DEMERIT SYSTEM - LEVELS OF DISCIPLINE	25
DETENTION/ISS/OSS/EXPULSION	26-27
DEVICE PROGRAM	37
DISCIPLINE	24-28
DRESS/GYM CLOTHING REQUIREMENTS	14-15
DRUG/ALCOHOL ALTERNATIVES AND THE STUDENTS ASSISTANCE PROGRAM	30-31
EDUCATIONAL TRIPS	33
EMERGENCY CLOSINGS	12
EMERGENCY SAFETY PROCEDURES	12
GENERAL RULES AND SUGGESTIONS	4
HOMEWORK FOR AN ABSENT STUDENT	17
HONOR ROLL/END-OF-YEAR HONORS/FINAL GRADES	16
INCENTIVES	23
IN-SCHOOL SUSPENSION RULES	26-27
INTERNET ACCESS AND USAGE	36
KEY SCHOOL DISTRICT POLICIES	28
LOCKERS	14
LUNCH PRICES/CAFETERIA	13
MIDDLE SCHOOL OFFICE	6
NATIONAL JUNIOR HONOR SOCIETY	15-16
NO CHILD LEFT BEHIND NOTIFICATIONS	37-45
PARENT MEETINGS	13
PARTY DANCES	17
PASSES	14
PERCENTAGE GRADE	16
PERSONAL DIGITAL DEVICE GUIDELINES	36-37
PERSONAL PROPERTY	6
PHONE USAGE	12
POLICY OF NON-DISCRIMINATION	46
POLICY OF TERRORISTIC THREATS/ACTS	31
POSITIVE BEHAVIOR MATRIX	20-23
REPORT CARDS	16
SCHOOL BOOKS/SUPPLIES	13
SCHOOL COUNSELING SERVICES	15
SCHOOL DELAYS	12
STUDENT MEDICATION PROCEDURES	34
TOBACCO - ACT 145 OF 1996/SMOKING	30
UNLAWFUL HARASSMENT POLICY	31
VISITORS	6
WEAPONS POLICY	31

## GENERAL RULES

1. All students are responsible for following board policies and school rules and regulations during school hours and school functions, including asynchronous class time, as well as while traveling to and from school on the bus.
2. Students who travel on the bus will exit the bus and report directly to their homeroom. In Tier 2 & 3 students will report to their assigned waiting area after passing through the temperature scanner.  
6th Grade - Gymnasium, 7th Grade - Commons & 8th Grade - Auditorium
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 with a pass showing that the student has official permission to go elsewhere.
5. No sales transactions are permitted on school property except those approved by the principal.
6. Objects not contributing to classroom instruction or that cause disruptions in the school building are not permitted. These objects include, but are not limited to, the following: cigarette lighters, laser pens, skateboards, noise makers and water pistols.
7. Chewing gum and candy is a privilege left to the discretion of the classroom teacher. Students who abuse this privilege are subject to discipline.
8. Students are to conduct themselves as ladies and gentlemen at all times. Public displays of affection such as kissing are not appropriate for school.
9. Students may use backpacks for transporting school materials to and from school, but they may not use them during the school day going to and from classes. Backpacks must remain in students' lockers after homeroom until dismissal. During Tiers 2 & 3, Students may use backpacks for transporting school materials to and from school, as well as use them during the school day going to and from classes.
  - Students are encouraged not to bring valuables to school. Students may not give permission for students to use/touch their 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 which is 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 must remain in the commons, or Tier 2 & 3 assigned waiting area 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.

## SOCIAL DISTANCE & SAFETY PROTOCOLS

It is important that we all do our part to protect the health and safety of others and ourselves. New safety protocols have been established and need to be followed. Some adjustments may be made throughout the school year so it is important that you stay current on those changes. If we work together and adhere to these protocols we will hopefully be able to sooner return to a more normal learning environment.

- Classrooms and other spaces will receive a regular cleaning and disinfecting. This may require some areas such as restrooms to be closed for a short period of time during school hours.
- Face mask utilization will be done in accordance with Pennsylvania Department of Health and Center for Disease Control and Prevention guidelines.
- Classrooms will be intentionally structured for student safety and to provide appropriate distance for optimal safety precautions. Classroom furniture will not be moved without the approval of the classroom teacher.
- Hand sanitizer will be stationed throughout the building and in classrooms. If students would like to bring their own hand sanitizer to supplement the school provided hand sanitizer, they may.
- To ensure social distancing guidelines students must keep their hands to themselves. This also means that students should not touch another student's property. Personal items should not be shared.
- During Tier 2, lunches will be consumed in the Commons. Social distancing is required during lunch in accordance with posted guidelines. Face coverings must be worn during lunches when students are not eating (i.e. in line, throwing trash out, when dismissed). Adjustments to the requirements above may be made if the District should move to Tier 3.

## REMOTE LEARNING

There may be situations where some or all of the student body could be engaged in remote learning. 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.

1. Daily Routine – The school will distribute schedules for remote learning dependent on which tier the district is currently in. It is the student's responsibility to adhere to that schedule and appear in remote classes on time. It is important that the student regularly checks his/her email and responds to those emails in a timely manner. 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. It is expected that all students will 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.

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.

## THE MIDDLE SCHOOL OFFICE

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

## 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. In addition, this form of identification will be held by the office staff until the individual returns the visitor badge to the office and signs out of the building. If the school is in use of the Tier 1, 2 or 3 schedule, parents, family members and/or visitors will need to have their temperature scanned upon entering the building. Anyone recording a temperature will be denied 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.

## BELL SCHEDULE 2020 – 2021

Time Frame:	Tier 1	Time Frame: (Minutes )	Tier 2
	<u>Monday and Wednesday-A Student (Synchronous)</u> <u>Tuesday and Thursday-B Students (Synchronous)</u> <u>Friday-A + B Students Virtually</u>		<u>Monday and Wednesday-A Students (Synchronous)</u> <u>Tuesday and Thursday-B Students (Synchronous)</u> <u>Friday-A + B Students Virtually</u> *Following a Tier 1 schedule
			<b>Tier 3</b> *All students report to the building every day, and CDC guidelines are recommended and social distancing is followed.

8:00-8:40	Period 1 (40 minutes)	<b>7:25-7:57</b> (32)	Health Checks/Homeroom/Announcements/ Media
9:00-9:40	Period 2 (40 minutes)	<b>7:57-8:00</b> (3)	Transition
10:00-10:40	Period 3 (40 minutes)	<b>8:00-8:50</b> (50)	Period #1 (50 minutes) <b>*8th Grade Electives</b>
11:00-11:40	Period 4 (40 minutes)	<b>8:50-8:53</b> (3)	Transition
12:00-12:40	Period 5 (40 minutes)	<b>8:53-9:43</b> (50)	Period #2 (50 minutes)
		<b>9:43-9:46</b> (3)	Transition
		<b>9:46-10:36</b> (50)	Period #3 (50 minutes) <b>*7th Grade Electives</b>
		<b>10:36-10:39</b> (3)	Transition
		<b>10:39-11:19</b> (40)	<b>Lunch A (WIN/8th period)-6th Grade</b>
		<b>11:19-11:22</b> (3)	Transition
		<b>11:22-12:02</b> (40)	<b>Lunch B (WIN/8th period)-7th Grade</b>
		<b>12:02-12:05</b> (3)	Transition
		<b>12:05-12:45</b> (40)	<b>Lunch C (WIN/8th period)-8th Grade</b>
		<b>12:45-12:48</b> (3)	Transition
		<b>12:48-1:38</b> (50)	Period #4 (50 minutes)
		<b>1:38-1:41</b> (3)	Transition
		<b>1:41-2:31</b> (50)	Period #5 (50 minutes) <b>*6th Grade Electives</b>
		<b>2:31-2:42</b> (11)	Transition/Report to HM/Pack-up/Dismissal

## BSMS Tier 2 Framework:

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Group “A” students</b> come to the building and follow Tier 2 schedule.</p> <p><b>Group “B” students</b> complete lesson/extension activities offline.</p>	<p><b>Group “B” students</b> come to the building and follow Tier 2 schedule.</p> <p><b>Group “A” students</b> complete lesson/extension activities offline.</p>	<p><b>Group “A” students</b> come to the building and follow Tier 2 schedule.</p> <p><b>Group “B” students</b> complete lesson/extension activities offline.</p>	<p><b>Group “B” students</b> come to the building and follow Tier 2 schedule.</p> <p><b>Group “A” students</b> complete lesson/extension activities offline.</p>	<p><u>All Students</u> will connect virtually following a Tier 1 schedule.</p> <p>(Whole Class)</p>

## BSMS Tier 3 Framework:

Monday	Tuesday	Wednesday	Thursday	Friday
<p>All students report to the building every day, and CDC guidelines are recommended and social distancing is followed.</p>				

### Beginning of the day structure:

- All students will enter through the main entrance, where they will be scanned upon entry.
- Students will not be allowed to enter the building through the main entrance until 7:15 AM.
- Students will have their temperature checks as they walk into the building.
  - 6th grade students will be waiting in the gym for the 7:25 AM start.
  - 7th grade students will be waiting in the commons for the 7:25 AM start.
  - 8th grade students will be waiting in the auditorium for the 7:25 AM start.

*\*Students will be dismissed by grade level to their homerooms starting at 7:25 AM.*

### End of the day structure:

- Students transition back to their homeroom.
- Students pack-up their belongings.
- Afternoon announcements will begin at 2:34.
- Dismissal will be by grade level with 1 minute between each bell.
  - 8th grade-2:39
  - 6th grade-2:40
  - 7th grade-2:41
- Students must exit through the front doors or back doors (outside of district office main entrance)



<b>Time Frame:</b> (Minutes)	<b>Tier 4</b> <u>(A + B students report to building daily)</u> "Back to Normal"
<b>7:25-7:45</b> (20)	Homeroom/Announcements/Media
<b>7:45-7:48</b> (3)	Transition
<b>8:01-8:56</b> (55)	Period #1 (55 minutes) <b>*8th Grade Electives</b>
<b>8:56-8:59</b> (3)	Transition
<b>8:59-9:54</b> (55)	Period #2 (55 minutes)
<b>9:54-9:57</b> (3)	Transition
<b>9:57-10:52</b> (55)	Period #3 (55 minutes) <b>*7th Grade Electives</b>
<b>10:52-10:55</b> (3)	Transition
<b>10:55-11:30</b> (35)	<b>Lunch A (WIN/8th period)-6th Grade</b>
<b>11:30-11:33</b> (3)	Transition
<b>11:33-12:08</b> (35)	<b>Lunch B (WIN/8th period)-7th Grade</b>
<b>12:08-12:11</b> (3)	Transition
<b>12:11-12:46</b> (35)	<b>Lunch C (WIN/8th period)-8th Grade</b>
<b>12:46-12:49</b> (3)	Transition
<b>12:49-1:44</b> (55)	Period #4 (55 minutes)
<b>1:44-1:47</b> (3)	Transition
<b>1:47-2:42</b> (55)	Period #5 (55 minutes) <b>*6th Grade Electives</b>

<b>Time Frame:</b> (Minutes)	<b>Two-Hour Delay Schedule</b> <b>Tier 2</b> <u>Monday and Wednesday-A Students (Synchronous)</u> <u>Tuesday and Thursday-B Students (Synchronous)</u> <u>Friday-A + B Students Virtually</u> *Following a Tier 1 schedule <b>Tier 3</b> *All students report to the building every day, and CDC guidelines are recommended and social distancing is followed.
<b>9:25-9:57</b> (32)	Health Checks/Homeroom/Announcements/Media
<b>9:57-10:00</b> (3)	Transition

<b>10:00-10:26</b> (26)	Period #1 (26 minutes) <b>*8th Grade Electives</b>
<b>10:26-10:29</b> (3)	Transition
<b>10:29-10:55</b> (26)	Period #2 (26 minutes)
<b>10:55-10:58</b> (3)	Transition
<b>10:58-11:38</b> (40)	<b>Lunch A (WIN/8th period)-6th Grade</b>
<b>11:38-11:41</b> (3)	Transition
<b>11:41-12:21</b> (40)	<b>Lunch B (WIN/8th period)-7th Grade</b>
<b>12:19-12:24</b> (3)	Transition
<b>12:24-1:04</b> (40)	<b>Lunch C (WIN/8th period)-8th Grade</b>
<b>1:04-1:07</b> (3)	Transition
<b>1:07-1:33</b> (26)	Period #3 (26 minutes) <b>*7th Grade Electives</b>
<b>1:33-1:36</b> (3)	Transition
<b>1:36-2:02</b> (26)	Period #4 (26 minutes)
<b>2:02-2:05</b> (3)	Transition
<b>2:05-2:31</b> (26)	Period #5 (26 minutes) <b>*6th Grade Electives</b>
<b>2:31-2:42</b> (11)	Transition/Report to HM/Pack-up/Dismissal

<b>Time Frame:</b> (Minutes)	<p><b>Two-Hour Early Release Schedule</b></p> <p><b>Tier 2</b></p> <p><u>Monday and Wednesday-A Students (Synchronous)</u></p> <p><u>Tuesday and Thursday-B Students (Synchronous)</u></p> <p><u>Friday-A + B Students Virtually</u></p> <p><i>*Following a Tier 1 schedule</i></p> <p><b>Tier 3</b></p> <p>*All students report to the building every day, and CDC guidelines are recommended and social distancing is followed.</p>
<b>7:25-7:57</b> (32)	Health Checks/Homeroom/Announcements/Media
<b>7:57-8:00</b> (3)	Transition
<b>8:00-8:26</b> (26)	Period #1 (26 minutes) <b>*8th Grade Electives</b>

<b>8:26-8:29</b> (3)	Transition
<b>8:29-8:55</b> (26)	Period #2 (26 minutes)
<b>8:55-8:58</b> (3)	Transition
<b>8:58-9:24</b> (26)	Period #3 (26 minutes) <b>*7th Grade Electives</b>
<b>9:24-9:27</b> (3)	Transition
<b>9:27-9:53</b> (26)	Period #4 (26 minutes)
<b>9:53-9:56</b> (3)	Transition
<b>9:56-10:36</b> (40)	<b>Lunch A (WIN/8th period)-6th Grade</b>
<b>10:36-10:39</b> (3)	Transition
<b>10:39-11:19</b> (40)	<b>Lunch B (WIN/8th period)-7th Grade</b>
<b>11:19-11:22</b> (3)	Transition
<b>11:22-12:02</b> (40)	<b>Lunch C (WIN/8th period)-8th Grade</b>
<b>12:02-12:05</b> (3)	Transition
<b>12:05-12:31</b> (26)	Period #5 (26 minutes) <b>*6th Grade Electives</b>
<b>12:31-12:42</b> (11)	Transition/Report to HM/Pack-up/Dismissal

<b>Time Frame:</b> (Minutes)	<b>Tier 4</b> <b><u>(A + B students report to building daily)</u></b> "Back to Normal"
<b>7:25-7:45</b> (20)	Homeroom/Announcements/Media
<b>7:45-7:48</b> (3)	Transition
<b>8:01-8:56</b> (55)	Period #1 (55 minutes) <b>*8th Grade Electives</b>
<b>8:56-8:59</b> (3)	Transition
<b>8:59-9:54</b> (55)	Period #2 (55 minutes)
<b>9:54-9:57</b> (3)	Transition
<b>9:57-10:52</b> (55)	Period #3 (55 minutes) <b>*7th Grade Electives</b>
<b>10:52-10:55</b> (3)	Transition
<b>10:55-11:30</b> (35)	<b>Lunch A (WIN/8th period)-6th Grade</b>
<b>11:30-11:33</b> (3)	Transition

<b>11:33-12:08 (35)</b>	<b>Lunch B (WIN/8th period)-7th Grade</b>
<b>12:08-12:11 (3)</b>	Transition
<b>12:11-12:46 (35)</b>	<b>Lunch C (WIN/8th period)-8th Grade</b>
<b>12:46-12:49 (3)</b>	Transition
<b>12:49-1:44 (55)</b>	Period #4 (55 minutes)
<b>1:44-1:47 (3)</b>	Transition
<b>1:47-2:42 (55)</b>	Period #5 (55 minutes) <b>*6th Grade Electives</b>

## PHONE USAGE

The principal, assistant principal, or secretary must give permission for students to use the office telephone.

## CELL PHONE USE

Cell phone use is permitted ONLY during the following times; **Before 7:25, During Lunch, After 2:42 and In certain circumstances permission maybe granted by a teacher to use a cell phone for instructional purposes only.** At all other times during the school day cell phones should be turned off and stored in a secured locker. If in Tiers 2 or 3, cell phones must remain in the students backpack or pocket unless given permission by a staff member or it is lunchtime. Phones that are on silence/vibrate mode are considered off. At no time should students use cell phones to capture images (photo or video) unless specific permission is granted by a teacher.

**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 schools usage policy and more importantly 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. Consequences for unauthorized use of cell phones will begin with the classroom teacher and may for repeated violations include: confiscation of phone until a parent picks it up, detention, suspension.

## EMERGENCY CLOSINGS

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.

## EMERGENCY SAFETY PROCEDURES

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, 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 student access with regards to school in ANY way, please furnish a copy of that updated stipulation to the school. The school can and will only act in accordance with 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 e-mail teachers directly to schedule a meeting. Parents may call the office to leave a message for a teacher regarding scheduling a parent meeting.

## **CAFETERIA**

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. Cafeteria use is a privilege. Students who behave inappropriately in the cafeteria will be assigned a consequence.
4. If cafeteria seating is used during Tier 2 & 3, students must follow posted social distancing rules and regulations.

## **SCHOOL LUNCH PRICES**

School lunch prices are subject to school board revision whenever deemed necessary.

Lunch prices for the 2020 – 2021 school year:

Secondary Lunch \$2.85    Breakfast all Schools \$1.50

## **DRINKING WATER**

During Tiers 1-3, drinking fountains will be shut off within the building. Students may use their personal water bottles throughout the day. As needed, students may refill their water bottle during homeroom and lunch times at our water bottle station located in the commons.

## **SCHOOL BOOKS, SUPPLIES, ETC.**

School books are provided to every student. 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.

## **PASSES**

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

## **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 teachers. Lockers should be **locked** at all times. Students are encouraged not to bring valuables to school.

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

During Tiers 2-3, lockers will only be used to store jackets or coats. Bookbags and any other valuables must remain with the student throughout the school day. Lockers will be disinfected each weekend; coats may not be left in the lockers overnight or on weekends.

## **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 check teacher pages or team pages on the district website. Students also have the ability to email teachers for assignments.

## **GYM CLOTHING REQUIREMENT**

All students are required to wear a gym uniform (a specific shirt and shorts/sweatpants) for physical education class. Tennis shoes/sneakers are required. Jewelry must be removed. Failure to dress in the proper uniform for class will result in a lowered grade.

## **DRESS**

Students' dress is the initial responsibility of the parents. Students are encouraged to dress neatly and wear appropriate clothing at all times. The homeroom teacher is responsible to check students' grooming each morning. The homeroom teacher is expected to counsel any student reporting to the homeroom improperly dressed. If the student's apparel appears to be immodest, indecent, improper, or inappropriate, the school will require the student to conform to meet the established standards. If a student continues to wear inappropriate attire, there will be progressive discipline.

Student Dress Guidelines are intended to meet the following goals:

1. Prevent dress that could be hazardous to the student and his/her classmates.
2. Prevent dress that substantially interferes with the educational program or creates disorder.
3. Prevent dress that may cause excessive wear or damage to school property.
4. Prevent dress that limits student achievement because of blocked vision or restricted movement.

The following are not acceptable:

1. Coats: All coats must be stored in lockers and not worn in the building during the school day. Hoodies and sweatshirts may only be worn as part of an outfit. If a hoodie or sweatshirt is acting as a jacket it must be kept in your locker. Pants must fit properly at the waist. The length of the pants should not restrict/limit movement.
2. Provocative dress: Students are not permitted during school hours or school activities to wear provocative dress which includes, but is not limited to:
  - A. Transparent, revealing or immodest clothing that exposes personal body parts or attracts undue attention either when the wearer is standing or sitting.
  - B. Tops that are low cut in the front or back, halter-tops, tops with thin-spaghetti straps, racer backs, midriff tops, tube tops, and undershirts as outerwear.
  - C. Shorts or skirts that reveal personal body parts or are extremely short. Shorts and skirts should reach the end of the student's longest fingertip. Boxer shorts and/or underwear-type shorts are not permitted as outerwear and should not be seen.
3. Chains: Chains attached to wallets, spiked dog collars, safety pins in clothing, and any other item that poses a danger to other students are prohibited.
4. Slippers are prohibited.
5. Slogans: Clothing containing inappropriate messages, including those that promote violence, drug, alcohol or tobacco consumption, or contain sexual innuendos or inappropriate wording is not permitted.
6. Sleepwear is not permitted in school without administrator approval.
7. No head apparel or head coverings, with the exception of those worn for religious purposes, are permitted in school. Bandanas are not permitted in school.
8. Costumes (Halloween or other) are not permitted.

## **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 upon 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.

## **SCHOOL COUNSELING SERVICES**

- establish a system where homework counts for no more than 10% of the marking period grade.
- model homework concepts and give clear directions when homework is assigned in order 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 grade book.

- use all homework assigned to support instruction.
- encourage students to record homework assignments in their planners or school issued electronic devices.
- establish a system for absent students to acquire homework assignments.

### **Student Expectations**

Students will:

- record assignments in their planner.
- complete all assigned work with accuracy, neatness and the required, grade-level heading.
- take home all necessary materials, such as notebooks and textbooks, in order 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.

### **Parent Expectations**

Homework assignments should not typically require parental involvement for completion. However, parents can and should support their child with the homework process. 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, small group counseling and classroom lessons in order 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 individual student.

## **REPORT CARDS**

Report cards are issued at the end of each nine weeks for the purpose of informing parents of student progress. Report cards should be taken home for parents to examine. The report card copy with the parent's signature should be returned to the homeroom teacher within three school days to ensure that parents are aware of student performance in a timely manner.

## **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 core subjects and a B or above in all non-core subjects.
- A student on Honors level must have a grade of a 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



## 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 in order 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.

Parents should:

- be aware that their child will have homework to be completed at home on most nights.
- check the student planner or Aspen to be aware of assignments.
- establish a homework routine to be used each night.
- provide a quiet and well-lit area to do homework.
- regularly check grades on Aspen to monitor their child's homework completion.
- furnish basic school supplies (pens, pencils, paper, colored pencils, folders/binders, erasers). *If any family is unable to provide these items, please notify the school counseling office and ask for assistance.*
- support the return of homework on a daily basis.
- communicate with teachers if there are any questions or concerns. E-mail is suggested but phone calls are welcomed.

### The Grading of Homework

Homework will count for no more than 10% of the total grade for each class.

Note the following guidelines:

- Students will be given one additional day to complete homework for each day of a short term absence.
- Students will receive a "O" for all work assigned on a day for which a student is determined to be truant.
- A late homework assignment is one that is handed in after it is due.

## DANCE RULES

- All school rules and policies apply during dances.

- ❑ Attendance is dependent upon accumulated demerits. Demerits are checked for the time period between dances. Students with five or more demerits during this period are not permitted to attend dances. Habitually absent/tardy students will be denied dance privileges. Three or more unexcused absences between dances are not permitted to attend the dance.
- ❑ No student will be admitted to a dance after one half hour of its designated start without prior approval of the administration.
- ❑ Students must have transportation available in the parking lot at the conclusion of a dance. Any student who has to wait for an extended period of time for a ride will 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 arranged by a parent/guardian in advance.** Once students leave the dance they will not be permitted to re-enter the dance. Parents picking students up early may only pick-up their child and may not transport other children without written permission from that child's parent.
- ❑ Students are 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.
- ❑ Students' attire should conform to the school dress code and be of good taste.

Appropriate semi-formal dress includes:

**Boys:** button-down shirts and dress pants with dress shoes.

**Girls:** dresses that are not see-through and are of sufficient length to satisfy the school dress code;

Skirt slits, necklines and other features should be appropriate for a school function as determined by school administrators.

## BUS TRANSPORTATION PROCEDURES

1. Audio and video recording devices may be used on buses for monitoring safety and behavior.
2. Parents/guardians who wish to request permanent changes in student transportation other than to and from the student's home must complete and return the Student Transportation Form to the Student Transportation Department.
3. 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.
4. Student transportation arrangements in effect in the 2019-2020 school year, other than those arrangements to and from the student's home, will NOT be continued in the 2020-2021 school year unless the parent/guardian submits the Student Transportation Form to the Student Transportation Department.
5. 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.

6. Bus passes will be issued only in cases of emergencies or other extreme circumstances deemed valid by the administration.
7. 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 impassible roads just as they would do for any other type of absence.
8. The Student Transportation Form must be submitted to the Student Transportation Department at least five (5) days in advance of any request for a student transportation change.

## **BUS REGULATIONS**

1. Each pupil shall be assigned a regular seat in the bus.
2. Only assigned students shall ride on any bus.
3. Pupils shall be permitted to leave the bus only at their established stop.
4. 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.
5. No child will be put off the bus along the road and told to walk to his/her destination.
6. 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.
7. 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.
8. Students should not bring food or drinks on the bus.
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 extra-curricular 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.

## POSITIVE BEHAVIOR PLAN

The mission of the positive behavior team is to outline common behavioral expectations for all staff and students that creates a positive climate where everyone takes responsibility for their actions.

The Middle School staff will conduct positive behavior lessons for the purpose of communicating behavioral expectations and encouraging students to take responsibility for their actions. Students will participate in lessons that model and teach appropriate behavior which will result in a more productive learning environment. Please support this program by encouraging your child to be a positive citizen who focuses on academics and treats others with kindness.

## BEHAVIOR MATRIX FOR GLOBAL CITIZEN/EMPATHETIC ADVOCATOR

This matrix shows examples of how tokens can be earned through growth and exemplary behavior

PBIS Behaviors	BSSD Profile of a Graduate	Student Behavior	Growth Behaviors	Exemplary Behaviors
<b>Responsible</b>  Participate effectively in civic life through knowing how to stay informed and understanding governmental processes	Act responsibly with the interests of the larger community in mind.  Demonstrate personal integrity, honesty, and ethical behavior.  Responsible steward of the environment.	Go above and beyond being helpful to all students, staff and visitors.  Use the "Stop" technique when you witness irresponsible behavior.  Maintaining the work done by Miss Wilma and other custodial & food services staff.	Abstaining from disruptive behavior for progressive periods of time.  Advocating for yourself in communicating to a friend or classmate isn't doing "their part of the project" instead of avoiding the problem.  Leaving your work area neat and tidy after being reprimanded for it repeatedly.	Assisting a classmate who is struggling with a concept.  Calmly and proactively using "stop" to deescalate a potentially hurtful/harmful situation between other parties.  Seeing a mess and taking the initiative to clean it up even though they weren't responsible.

<b>Respectful</b>  Exercise the rights and obligations of citizenship at local, state, national and levels.	Be respectful of others in a diverse society.	Advocate for the feelings of others and using manners and kind words to combat the harassment of members of our community.  Respond to the “STOP” technique and use empathy to recognize how your actions have affected others.	Abstaining from name calling/teasing/etc. after being reprimanded for it.  Recognizing how your behavior has been hurtful to others and apologizing without being told to do so.	Teaching empathy to a classmate who is making comments that could be considered insensitive towards a minority group.
<b>Safe</b>  Understand the implications of civic decisions	Act responsibly with the interests of the larger community in mind.  Exercise the obligations of citizenship at local, state and national levels.	Tell an adult about any concerns which impact the safety of our staff and/or students. Especially when the most important school rules are in question violated (drugs, weapons, fights)  Tell an adult when you see that the “stop” technique didn’t put an end to the disrespectful behavior.	On their own accord, a student makes amends for their unsafe behavior	<b>See something say Something</b> A student alerts a staff member that students are planning to fight in the bathroom.  A student informs a teacher about how they used the stop technique and how it is working.

## RESPONSIBLE RESPECTFUL, SAFE STUDENT BEHAVIOR GUIDELINES

	Bus	Classroom	Bathroom	Offices	Cafeteria	Hallway
Responsible / Ready (Me)	Take all items with you.  Leave the bus how you found it.  Be ready and on time.	Use appropriate volume.  Have materials with you.  Know what you should be doing and do what you should at all times.  Be seated when the tardy bell rings.	Use at appropriate times.  Use the restroom in a timely manner.  Sign out of your classroom, get a signed pass, and sign back in when you return.	Check in and out.  Have your pass signed.  Visit at appropriate times.	Know your student number.  Bring money with you.  Stay at your seat.  Raise your hand to leave your seat.	Go directly to your designation.  Close your locker door carefully.  Keep your locker/hallway neat.  Use your designated hallway.


Respectful (You)	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Use an inside voice.</p> <p>Use manners and kind words.</p> <p>The driver is in charge- follow his or her directions.</p>	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Follow adult directions the first time given.</p> <p>Be considerate of the focus of other students.</p> <p>Use manners and kind words.</p>	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Use fixtures properly.</p> <p>Honor the privacy of others.</p> <p>Keep the restroom clean. Personal and paper waste should be disposed of properly.</p> <p>Use manners and kind words.</p>	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Wait your turn.</p> <p>Use quiet tones.</p> <p>Use manners and kind words.</p> <p>Follow adult directions.</p>	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Wait your turn in line.</p> <p>Use manners and kind words.</p> <p>Use quiet tones.</p>	<p>Be considerate of the space, belongings, and feelings of others.</p> <p>Be considerate of others in the hallway.</p> <p>Be considerate of classes in session.</p> <p>Use manners and kind words.</p>
Safe (Us)	<p>Remain in your seat.</p> <p>Keep yourself and your materials within your own space.</p> <p>Inform an adult of safety issues.</p> <p>Wait for and approach the bus calmly.</p>	<p>Inform an adult of safety issues.</p> <p>Keep your hands, feet, and belongings to yourself.</p> <p>Sit appropriately on chairs.</p> <p>Clean up after yourself and others.</p>	<p>Wash your hands.</p> <p>Inform an adult of safety issues.</p>	<p>Get the attention of an adult if there is an immediate health or safety concern.</p> <p>Inform an adult of safety issues.</p>	<p>Clean up after yourself and others.</p> <p>Inform an adult of safety issues if you cannot clean it yourself.</p>	<p>Walk.</p> <p>Keep your hands, feet and belongings to yourself.</p> <p>Stay to the right side of the hallway</p> <p>Inform an adult of safety issues.</p>

## 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.
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 be in the form of team/grade level events, individual behavior tokens, end of the marking period recognition and/or school-wide assemblies.

## TOKEN SYSTEM

Positive behavior tokens will be used to recognize student behaviors demonstrating Responsible, Respectful, and Safe behavior within the framework of the Profile of a Graduate. Positive behavior tokens may 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. At the

conclusion of 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.

## 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):

1. further explanation of expectations
2. warnings
3. last to lunch
4. special assignments
5. apology
6. counseling
7. behavior contracts
8. conferences (with student and/or parents)
9. restitution
10. restriction from participation in clubs, lunch, or dances
11. lunch detention
12. detention after school
13. suspensions (in-school/out-of-school)
14. expulsion from school

The following is a representative but not all inclusive list of infractions which will result in punishment:

1. any unusual or unrequested act or display that serves no purpose toward the educational program.
2. any act of misconduct that is interpreted by the administration to be of a serious or unusual nature
3. a series of minor school violations
4. assaults on fellow students \*
5. assaults on school employees \*
6. racial intimidation \*
7. any type of harassment \*
8. sexual offense \*
9. threatening school official/student \*
10. reckless endangerment
11. burglary \*
12. arson \*
13. vandalism \*
14. disorderly conduct \*
15. bomb threat \*



16. possession of a weapon \*
  17. terroristic threat \*
  18. tobacco products (use, possession, sale, or distribution) \*
  19. electronic cigarette or similar device (use, possession, sale, or distribution)\*
  20. drug paraphernalia (possession sale, or distribution) \*
  21. drug/alcohol (use, possession, sale, or distribution)-including "look-alikes" and unauthorized medication\*
  22. fights \*
  23. vulgarity, swearing, offensive language/gestures
  24. insubordination
  25. stealing \*
  26. lying
  27. truancy, tardiness to school/class, or skipping classes or parts thereof
  28. disruption of class or assembly
  29. throwing/shooting objects
  30. inappropriate dress
  31. possession of disruptive or dangerous item
  32. kissing
  33. inappropriate display of affection
  34. eating/drinking – outside of the cafeteria area
  35. cheating on a test or quiz or plagiarism - results in "O" on the evaluation
  36. littering in hallways
- \*Could result in a police referral**

## DEMERIT SYSTEM

A demerit system will be utilized throughout the school year. Under the system, the following point penalties will be in place:

lunch detention	= 1 point
1-hour detention	= 1 point
2-hour detention	= 2 points
½ day in-school suspension	= 1 ½ points
1 day of in-school suspension	= 3 points
1 day of out of school suspension	= 4 points
1 day of bus suspension	= 3 points

The administration will establish "demerit" periods throughout the year whereby a certain number of earned demerits, during an established length of time will signify a student's nonparticipation in such extra-curricular activities as field trips, dances, etc.

## LEVELS OF DISCIPLINE

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

Horseplay (any horseplay that involved physical contact):

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

2<sup>nd</sup> offense – 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 police referral
  - 2<sup>nd</sup> offense – 5 days out-of-school suspension with a police referral
- Possession and/or use of Tobacco Products
  - 1<sup>st</sup> offense – 1 day in-school suspension with a police referral
  - 2<sup>nd</sup> offense – 3 day in-school suspension with a 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
- Possession of Knives, Guns, Ammunition, or other weapons
  - 1<sup>st</sup> offense – Immediate police referral/Potential expulsion

## **LUNCH DETENTION**

Big Spring Middle School holds lunch detention consequences for minor disciplinary infractions. Lunch detention(s) may also be assigned as an alternative to regular after school detention. During lunch detention, students will be required to report to the lunch detention table upon entering the cafeteria at lunchtime.

## **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 an 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 given an opportunity 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 to 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 student's parent or guardian prior to the eleventh (11<sup>th</sup>) school day in accordance with 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 ISS room.
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 head 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 of the suspension and given an opportunity 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 set forth in section relating to 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.

## **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 prior to the hearing and decision of the Board of School Directors in an expulsion case, the student will be placed in his normal class as set forth 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 seventeen (17) 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 provision 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 take action in accordance with Chapter 63 of the Juvenile 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 in accordance with 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 with the learning situation.
3. Student responsibilities include regular attendance, conscientious effort in 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 express their ideas and opinions in a respectful manner 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 so as 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 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 on a weekly basis. [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 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 scheduled school day. 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 does 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 the 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 fine. 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, prior to 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 terroristic 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 in accordance with 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 a 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 17 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. During Tier 2, attendance will be taken by the homeroom teacher for those students who need to be present that day according to their assigned A/B schedule. Parents will be notified via automated attendance calls to verify when their child is absent.
2. During Tier 2, students who are asynchronous will be marked present and are responsible for completion of their school work for that day. Teachers will monitor student work on asynchronous days. If students are not completing work on asynchronous days, parents will be notified and students will be marked absent.
3. 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.
4. When a student has three unexcused absences, the student's parents/guardians will receive a letter indicating that they will be fined upon receipt of a fourth unexcused absence from school.
5. When a student has accumulated 7 absences (excused and unexcused combined, excluding excuses from a licensed physician), the parents/guardians will be issued a "concern" letter.
6. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Parents/guardians will be issued a medical requirement letter for absences beyond ten (10) days requiring an excuse from a licensed physician for each date of absence.
7. 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.
8. 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, unless that absence is a direct result of the AA/BB Tier 2 schedule. (see page 18 for extra-curricular activities)



## TARDINESS TO SCHOOL

A pupil is tardy if he/she is not present within the homeroom/class room when the homeroom bell rings. Students who enter the school anytime 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. 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 provide verification from 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 prior to 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. Upon returning to school, each student with 2 or more days of absence is required to submit a two-page report describing the educational value to the principal. Failure to submit results can result in unexcused absences and discipline. Absence for the purpose of attending the farm show with 4-H, Scouts or National History Day is not required to complete a report.
5. Assignments and reports are to be handed in the first day the student returns to school.
6. 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.

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 upon 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 (SAT) will review referrals weekly to determine the need for student assessment and intervention strategies. The SAT 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 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 SAT 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 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 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 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 from any extracurricular activity for a period of 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.

## TECHNOLOGY BEHAVIOR EXPECTATIONS

Responsible	Respectful	Safe
Use to enhance learning	Handle device appropriately	Use only school appropriate websites
Keep devices charged	Use only when directed	Report misuse
Check email and grades	Have earphones for when needed	

## 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 will result in an after school detention.
2. Use of PDD for non-instructional purposes (playing games, social media, etc.) will result in an after school detention.
3. Any photography or video of a person or persons on or off campus will 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 device 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 device for maintenance or inspection. Additionally, the District utilizes an Internet Content filter that is in compliance with 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 Library Media Specialist to be logged for repair.

### **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 offer assistance to parents, and to describe the parent's rights with regards to confidentiality of

information that will be obtained during this process. The information below is presented in 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 trainings 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 American's 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 in order 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, assessment of 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.
- D. 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 is in need.
- B. The parent must approve of all special education IEP's, gifted IEP's, 504 Service Contracts and placement changes.
- C. There are several specific time-lines that apply from the time the parent gives consent for an evaluation which may or may not include formal testing. The time-lines 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. 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:
      - 1. 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.
      - 2. The School District will notify the Office for Dispute Resolution.
      - 3. 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 offer assistance to



parents, and to describe the parents' rights with regard to 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 William Gillet, the Director of Student Services 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 impairment 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 notice describing the *identification* activities and the procedures followed to ensure confidentiality of *personally identifiable information*. This notice is intended to meet this requirement.

*Identification activities* are performed to find a child who is suspected as 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: review of group data, conducting hearing and vision screening, assessment of 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 William Gillet, 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 member, 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 a number of 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 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 violates 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 records 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 in order 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 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 which 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 school attended and enrollment status. Parents may refuse to allow the school district to designate any or all of their child's record 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 age 18, the rights of the parent with regard to confidentiality of *personally identifiable information* is 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 with regard to 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 individual 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. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected 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: William P. Gillet, 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 with respect to 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 make arrangements for 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 education 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 education 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 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>**.

## **ANNUAL PARENT NOTICE**

### **Right to Request Teacher Qualifications**

Some of our schools in the Big Spring School District receive federal funds for Title I programs that are part of the ***No Child Left Behind Act of 2001***. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

If your child attends a school receiving Title I services, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a) if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b) if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c) the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d) if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

## **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 education programs and activities. Any questions regarding Title IX can be directed to the Title IX Coordinator, Dr. Kevin Roberts, the District's Assistant Superintendent at 717-776-2000 ext. 2409 or [kroberts@bigspring.k12.pa.us](mailto:kroberts@bigspring.k12.pa.us). Any questions regarding Section 504/Chapter 15 Coordinator, Mr. William P. Gillet, the District's Director of Student Services, 717-776-2000 ext. 2422 or [wgillet@bigspring.k12.pa.us](mailto:wgillet@bigspring.k12.pa.us).



I have read and reviewed the Big Spring School District Acceptable Use Policy and the student handbook. I understand its content and any questions or comments my child or I may have may be addressed to the building administration.

Printed Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

**Failure to return this Failure to return this form by September 18, 2020 will hinder the student from participating in after school activities.**

**\*\*Homeroom teachers, please collect and return to the Middle School Office.**

