

Palmyra Area Middle School



****Please refer to the Middle School Re-Opening Health and Safety Plan for adaptations to this handbook****

*Committed to creating a positive, inclusive, and safe environment
where all achieve academic and personal success.*

Cougar P.R.I.D.E.

PALMYRA AREA MIDDLE SCHOOL

STUDENT- PARENT HANDBOOK 2020 - 2021

Mr. Wally Popejoy
Principal

Mr. Nathan Rackley
Assistant Principal

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MIDDLE SCHOOL OFFICE HOURS: 7:00 AM-3:30 PM

Mrs. Jennifer Hauck – Secretary to the Principal
Mrs. Kendra Daub – Secretary to the Assistant Principal/ Attendance Secretary
Mrs. Jennifer Garrison – 6th Grade School Counselor
Mrs. Sara Dorwart – 7th Grade School Counselor
Mrs. Michelle Waiter – 8th Grade School Counselor
Mrs. Janine Burrows – Counseling Office Secretary
Mrs. Lindsay Knepp – School Social Worker
Dr. Kathy Setlock – Director of Pupil Services

The Palmyra Area School District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination, based on race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law including Title IX sexual harassment is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities. This policy is in accordance with federal and state laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Darcy Brenner-Smith, Compliance Officer (darcy_brenner-smith@pasd.usor (717) 838-3144 x2809) and/or Dr. Annette Spagnolo Title IX Coordinator (annette_spagnolo@pasd.us or (717) 838-3144 x2807). Both individuals may also be reached at 1125 Park Drive, Palmyra, PA 17078

Welcome

A MESSAGE FROM OUR ADMINISTRATION...

The middle school years are a very exciting part of adolescent development. To be successful in the middle school, students must set realistic goals and work hard to meet them. We all may hit some bumps along the way, but remember, it is through challenging times that young adults can grow the most. There is a team philosophy at the Middle School where everyone works together to create a safe environment so that students have the opportunity to grow academically, emotionally, and socially. The middle school faculty wishes all students abundant success as our student body travels through this exciting educational journey.

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I. Palmyra Area Middle School Vision:

The Palmyra Area Middle School is committed to creating a positive, inclusive and safe environment where all achieve academic and personal success.

School Pride

Each student is encouraged to take pride in the building. Please use common courtesy by showing the proper respect for posters and signs placed throughout the building. Assisting the custodians will be greatly appreciated by keeping the lockers neat and clean and by picking up paper and litter in the halls and the cafeteria.

As the persons in charge of the building, teachers and adult staff members are to be treated courteously and respectfully by the students at all times. When asked by an adult to perform in a certain manner, the student is expected to comply immediately just as you are expected to do at home.

Cougar P.R.I.D.E

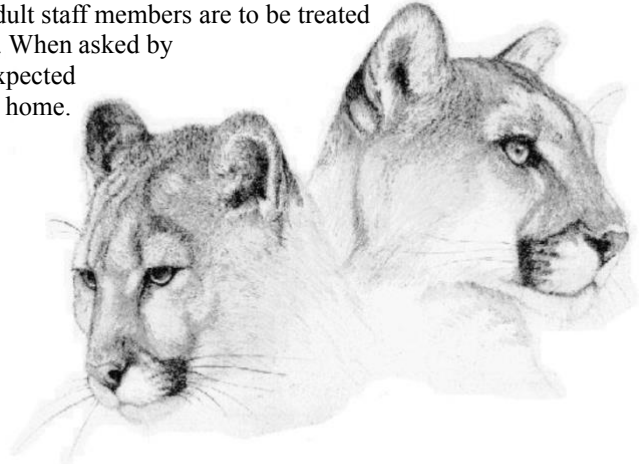
Preparation

Respect

Integrity

Determination

Empathy



II. Attendance

Pennsylvania School Code Section 1327 states that regular school attendance is mandatory and that it is the responsibility of the parents and/or guardians to send their children to school on time and on a regular basis.

Absences

1. **When a student is absent from school**, parents must notify the attendance secretary, as soon as possible, as to the reason. A note from the parent or guardian giving the date and the reason for the absence *is required* the day the student returns. **IF THE NOTE IS NOT RECEIVED WITHIN THREE (3) DAYS, THE ABSENCE WILL BE CONSIDERED UNLAWFUL.**
2. After ten absences, a doctor's note is required for **each and every absence**.
3. To be considered a full day of attendance, a student must report to school prior to 10:30 A.M., and may not be dismissed from school before 10:30 A.M.
4. All absences of three days or longer require a doctor's note, regardless of the student's attendance record.

Early Dismissals and Medical Appointments

In order to leave school early due to an illness, a student must obtain permission from the school nurse. If a student has a medical appointment during the school day, a note from the doctor or a parent/guardian is required to allow the student to leave the school building. This note must be given to the office at the beginning of the school day. Students will be given a pass allowing them to leave class. The office personnel will notify the teachers through the use of the daily bulletin. When it is time to leave, students will go to the main office and complete the sign-out sheet. **A doctor's note is required** when the student returns to school. The student must present this note to the office personnel.

Educational Trips

Students who are participating in an educational trip must submit the proper educational trip form **THREE SCHOOL DAYS prior to the first day of the trip**. Forms turned in less than three days before the trip will be denied and the trip days will be considered unlawful. A maximum of 10 days for educational trips may be approved. *All students are expected to secure upcoming work prior to leaving for their educational trip.*

**** Educational trips will not be approved during PSSA and 8th Grade Algebra Keystone testing windows!!****

Making Up Work Due to Illness

When a student is absent from school, it is the student's responsibility to contact the team teachers to make up the work that was missed. A student should do this within two days after returning to school from an illness. Our teachers will give students a reasonable amount of time to make up the work missed if a student has missed several days of school. If this time extends beyond a report period, the student will receive an incomplete in the subject and receive a corrected grade on the next report card. If the work is not made up within a time period, determined by the teacher, the grade will automatically become an "F".

Tardiness

1. If a student arrives late to school, they are required to report immediately to the office. Students must be in their seats when the tardy bell rings. Tardiness may be excused under extenuating circumstances. The Pennsylvania School Code and the building principals will determine these circumstances.
2. Palmyra Area Middle School students with an excused tardy must report to school by 10:30 A.M. to be eligible for participation in athletics or extracurricular activities that day. Any student with an unexcused tardy after 8:30 A.M. cannot participate in any athletic or extracurricular activity or practice scheduled for that day.

Withdrawal from School

If it becomes necessary to withdraw from school, the parent must take the following steps:

1. Report your intent to the Guidance Office.
2. Ensure the student contacts each teacher and returns to him/her all school property the student was issued; pay any bills that are owed; and contact the librarian to be sure that all books have been returned and fines have been paid.

III. Daily Routines

Arrival Guidelines

1. Students may enter the building, via the front door, beginning at 7:10 for BREAKFAST ONLY! Only the students who are purchasing breakfast or visiting the iPad support desk may go to the cafeteria.
2. Students may enter the building for all other reasons beginning at 7:15. Students will proceed to their designated area at that time.
3. Students *WITH A HALL PASS* may enter the office to visit a classroom.
4. Students dropping off excuse or early dismissal notes may go to the main office window to drop off their note and then go back to the gym.
5. Students who need to drop off sports equipment and/or musical instruments will wait in the lobby and will be let in the main building at 7:42 to drop off their items before homeroom.
6. Students are required to enter the building via the front doors once they are on the middle school campus. For safety, students are not permitted to remain outside on school grounds once they are on the middle school campus.

OUR FRONT BUS LOOP IS DESIGNATED FOR **BUSES ONLY** FROM 7:15 AM-7:50 AM AND 2:15 PM-2:50 PM.

NO PARENTS SHOULD DROP OFF OR PICK-UP THEIR STUDENT IN THIS LOOP AT THIS TIME!

Parents arriving for end of the day early dismissals should park on Cherry Street to allow room for buses to enter the loop. Please use the back parking lot for student drop off and pick up.

Daily Opening Exercises

1. At 7:45 students must go to their locker, then immediately proceed to homeroom by 7:51 A.M. **Once a student enters their homeroom in the morning, they may not leave unless they have permission from the teacher.**
2. It is important to move through the hallways staying to the right and being as quiet as possible.
3. All students are encouraged to participate in opening exercises. Opening exercises include the Pledge of Allegiance (flag salute) and a moment of silent meditation. Students may decline to recite the Pledge of Allegiance on the basis of religious conviction or personal belief. A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises. If a student is disrespectful during opening exercises, such students shall be subject to disciplinary action, consistent with the Student Disciplinary Code.

End of School Day Guidelines

1. At the end of the school day, students must exit the building by 2:40 unless they are with a teacher or staff member.
2. Bus riders are to enter their buses immediately. Walkers are to exit the campus immediately.
3. It is suggested that those students who are waiting for a ride after 2:50 P.M should be picked up under the canopy in the front of the school.
4. Based on teacher availability, the time designated from 2:40-3:15 P.M. is listed as remedial or extra support work time. Teachers will use this time for make-up work and for disciplinary measures. Students are expected to attend these sessions, when a teacher requests them. If students do not attend these sessions, the teacher will refer the student to the office for disciplinary review.

IV. Student Information

Bathrooms

Please keep the bathrooms neat and clean. No horseplay of any sort is permitted in the bathrooms. If a student detects any problems with the bathrooms they should inform a staff member at once. Writing on the bathroom walls is considered vandalism and will be handled accordingly and could include police involvement.

Cafeteria

The Middle School offers a breakfast program every morning. When students arrive at school they can proceed to the cafeteria to purchase breakfast. Only those students who are purchasing breakfast may go to the cafeteria after 7:10 AM. Students who do participate in the breakfast program will remain in the cafeteria until 7:45 a.m.

Breakfast Expectations:

- Breakfast is served from 7:10 A.M.-7:40 A.M.
- Students must enter breakfast through the food court doors.
- The goal is for our students to purchase a full meal at breakfast (entrée, fruit, and milk).
- No outside food or drink are permitted at breakfast.
- Students must remain in the cafeteria until the first bell rings.

The following rules pertain to ALL meals served in the cafeteria:

1. Student belonging should remain in the cubbies located outside of the cafeteria.
2. Enter the serving area immediately when directed by a supervisor.
3. Students may go through the serving area one time.
4. When leaving the serving area, find a seat in the designated area and begin eating.
5. It is important that a student knows his/her ID# for the Point of Sale System or bring money with them to the cafeteria, because no money may be borrowed for breakfast or lunch.
6. Students must deposit trash in the trash containers and take their tray to the return area.
7. Students are required to leave the table and floor around the seating area in a clean condition.
8. Food and drink must be finished in the cafeteria, with the exception of water.
9. Students are not permitted to consume large container drinks (gallons of tea, lemonade, soda, etc.) or monster/energy drinks in the cafeteria or anywhere in the building at any time.
10. Students should not bring packages of items to share with their tables (i.e. donuts, muffins, etc.).

Cell Phones and other Electronic Devices

Students are not permitted to carry or use cell phones or personal listening devices (i.e.-radios, MP3, iPods etc.) during the school day. **They must be kept in the student's locker for the entire school day.** Exceptions may be made if devices are being used in class for instructional purposes. Any violation of these rules will result in a student not being permitted to bring these devices to school and/or confiscation of such devices. Furthermore, it is strongly advised that a student not bring these items to school due to the possibility of theft.

Extra Help

Students may always seek extra help from teachers if they do not understand an assignment or if the work is too

difficult. Arrange a conference with the teacher before or after school or at a time convenient to both individuals.

Hall Passes

Students will be given a hall pass when they leave the classroom during the class period. This pass must be carried by the student and shown to any member of the school staff upon request.

Hallways

Keep hallway noise to a minimum so as not to disturb classes in session. Students must conduct themselves in an appropriate manner while walking in the hallways remembering to stay to the right. No "horseplay" or disturbing others is permitted.

Homeroom

Students will be assigned to a homeroom, which will be considered a home base at school. Any problems that arise in school can be discussed freely with the student's homeroom teacher.

Homework

The Palmyra Area Middle School believes that homework is a valuable extension of the learning that takes place in the classroom. To that end, parents and students should reasonably expect one and a half hours of homework per night.

Lockers

1. Students will be assigned a locker for storing coats, hats, textbooks, book-bags and other school materials.
2. Keep the combination to the locker *a secret* and never store valuables in the locker. Make sure that the lock is always secure when leaving the locker area.
3. Students will be responsible for keeping the locker clean. Only locks provided by the school may be used to secure the locker unless administrative approval to do otherwise has been granted. Personal locks will be removed by school authorities.
4. The school is not responsible for any items that are lost or stolen from a locker.
5. Everything found in the locker will be considered to be a student's property, regardless if the student claims it belongs to somebody else. School officials have the right to search lockers with reasonable suspicion. Lockers may be searched throughout the school year, with the assistance of K-9 units and the police.
6. If there is suspicion that something of an illegal nature is in the locker, the locker will be searched. As defined by Section 1317 of the School Laws of Pennsylvania, principals have the authority to search lockers.

Physical Education

The Physical Education Program is designed to meet the individual differences of all students; therefore students are expected to attend all classes. However, the teachers will accept one excuse from home each trimester for unexpected illness or injury. During this class, an alternate activity will be assigned. A doctor's note will be honored, but the school nurse must first approve it.

Students are encouraged to take home gym clothes every weekend to be laundered. Any valuable items should be kept at home, or stored in a gym locker at the student's own risk. Students will be assigned a locker and lock for all personal items. If a student loses a lock, the student will be required to pay \$5.00 for a new lock. Remember to keep the locker secured at all times.

Student will be expected to store their iPad in a cabinet when entering Physical Education classes. *Students are prohibited from taking iPads and other devices into bathrooms, locker rooms, or other room where individuals have an expectation of privacy.*

School Functions

There will be a variety of school functions held throughout the school year. These school functions will be open only to Palmyra Middle School students. No guests will be permitted from other schools. The rules and policies for that particular function will include all the regular school rules and any additional rules that pertain to the activity. Any conduct that is unacceptable will result in parent notification and possible loss of school function privileges for a

period of time. Parents will be required to pick students up immediately.

Students will not be permitted to leave the function early unless they bring a note from his/her parent or guardian and present it to an administrator or chaperone.

Student Council

There is the opportunity to submit an application to be a member of the middle school student council. The student council meets several times throughout the year. The focus for student council is to serve the school and community by providing activities and promoting school pride, spirit, and cooperation. This will develop leadership and good citizenship skills.

Telephone Use

Students may request the office personnel to use the student telephone in the office to call parents or guardians for school related emergencies. Office student phone use is limited to before or after school and during lunch. Office personnel have the authority to deny requests.

Textbooks

Textbook forms are completed by teachers and students at the beginning of the school year. If a textbook is returned in poor condition after use, the student may be charged for the repair or replacement of the textbook.

V. INTERNET POLICY

Purpose:

The Palmyra Area School District supports the use of the Internet and other technological resources in the District's instructional and operational programs in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

Procedures:

Palmyra School District reserves the right to log and monitor Internet use, computer network activity, and fileserver space utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrator and or faculty may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Palmyra School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Palmyra School District reserves the right to log and monitor E-mail. Staff will educate students about appropriate online behavior including interacting with others on social networking websites and chat rooms and cyber bullying awareness and response.

Students and staff must sign the Responsible Use Agreement in order to have E-mail, Internet access, and access to the network. **All signed permission forms will be kept on file and will be valid for that school year only!**

Responsible Use Policy:

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, professional code of conduct, accepted use network etiquette, and federal and state law. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the School District. Students and staff bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in use. With respect to all users, the following are prohibited:

1. Use for inappropriate or illegal purposes and activity.
2. Use for commercial, private advertisement or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other inflammatory communication.
6. The unauthorized or illegal installation, distribution, reproduction or use of copyrighted software.
7. Use to access, view, or obtain material that is obscene, pornographic or child pornography or is deemed harmful and inappropriate for minors.

8. Use to transmit material likely to be offensive or objectionable to recipients.
9. Impersonation of another user or anonymity. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
10. Intentional obtaining or modifying of e-mail, files, passwords, and data belonging to other users.
11. Loading or use of unauthorized games, programs, files, music or other electronic media.
12. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
13. Attempting to circumvent any security system or filter employed by the district, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the district network or Internet to circumvent any school policy.
14. Use to upload, create or attempt to create a computer virus.
15. The unauthorized disclosure, use or dissemination of personal information regarding minors.
16. Inappropriate language and profanity.
17. Bullying, cyber bullying, or harassment.
18. Fraudulent copying, communications, or modification or materials in violation of copyright laws.
19. Posting of someone else's intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.

Consequences / Disciplinary Action for Inappropriate Use By Students:

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate student disciplinary procedures may take place including, but not limited to, parent conference, In-School Suspension / Out of School Suspension, and / or other school-related consequences, as needed. The severity of the infraction will determine the appropriate disciplinary action.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution.

VI. 1:1 Information

Behavior

iPad at School

While at school, students are expected to bring their iPad to all classes. Student will be expected to store their iPad in a cabinet when entering Physical Education classes. **Students are prohibited from taking iPads and other devices into bathrooms, locker rooms, or other rooms where individuals have an expectation of privacy.**

iPad at Home

Students whose parent's sign the iPad User's Agreement will be allowed to take their iPad home. The use of the iPad at home must still adhere to the district's AUP. The student's parents are responsible for setting usage guidelines for their student. Parents are encouraged to limit the use of the iPad in a manner consistent with our limits set on technology.

Students may lose the privilege of taking the iPad home if they have one or more technology violations. The length of time the student may not take the iPad home is up to the discretion of the building Principals. Please note, students who do not take the iPad home are still responsible for all work assigned by their classroom teachers.

iPad Charging and Care

Students are expected to charge their iPad at home and bring the device to school each day with at least an 80% charge. Charging at night is the best way to accomplish this. Bringing an iPad to school with a low charge will have a negative impact on the students learning experience and is not an acceptable excuse for not completing their work.

Students are not permitted to remove any tags or labels placed on the device by the district. Students are not allowed to apply any stickers or other material to the device or its case.

Students are expected to bring their iPad with them each day. The district does not provide iPad loaners to students in the event they forget their iPad. The student will be expected to make up any work missed that requires the use of the iPad.

Distribution of iPads

1. Students will be permitted to take the iPad home so that they can continue their use of the device for homework and other learning opportunities.
2. Parents will be required to sign the Student iPad Agreement during the first three weeks of school.
3. Students who do not have a signed agreement on file by the end of the third week will not be permitted to take the iPad home and will need to return the iPad to the Library at the end of each school day. Parents should note that their student will still be responsible for all assigned work.

Return of iPads

1. iPads will be returned to the school during the final week of school.
2. Students are expected to return the iPad and accessories at the end of each school year or upon exit from the Palmyra Area School District.
3. The iPad and accessories should be returned in a similar condition as when it was distributed. Any repair or replacement costs incurred due to an iPad being returned with major damage or in an inoperable condition will be the financial obligation of the student's family.
4. Any time a student must return their iPad to the district for repair it is the responsibility of the student to back-up their data. The back-up can be completed through the iCloud functionality built into the iPad.

Student iPad Support

The Palmyra Area School District Technology Team will be available for technical support during the following hours.

- Cafeteria: 7:30am – 8:00am
- Cafeteria: 2:00pm – 2:40pm

Any student who damages their iPad should immediately notify their teacher or building office so that the iPad can be replaced. The cost associated with Damage, Theft, or Loss is outlined below.

Damage

In the event that a student damages their iPad, the family will be charged a deductible towards the repair of the iPad. See scale below:

- 1st offence: \$20
- 2nd offence: \$40
- 3rd or greater offense: \$60

Theft/Loss

In the event that a student reports a theft of their iPad the family will be required to provide the district with a police report. Upon reporting the incident to the district and providing a copy of the police report the family will be charged a \$60 deductible towards the replacement of the iPad. In the event that a police report is not provided, the iPad will be considered lost and the family will be charged the full replacement value of all lost items, which could include the iPad, case, USB cable, and charger.

VII. Discipline

Disciplinary Action

CATEGORY 1 *Includes but not limited to:*

- Inappropriate language (non-profane language inappropriate for school)
- Public displays of affection

- Disruptive behavior
- Dress code violations
- Unauthorized use of “educational nuisances” (i.e. personal listening devices, beepers, laser pointers, etc.)
- Abusing pass privileges
- Failure to report to attendance office when arriving late
- Any action/behavior deemed to be disruptive to the “flow” of school or bus
- Student-initiated dismissal during the school day (contacting parents without going through the nurse)
- Horseplay
- Absence from teacher detention
- Possession of incendiary device (lighters, matches, etc.)
- Failure to report to band, chorus, or orchestra on scheduled cycle days
- Leaving class without permission
- Indirect profanity/ obscene gesture
- Misconduct during emergency drills

MINIMUM CONSEQUENCES

1st OFFENSE--- Verbal warning and/or detention(s)

2nd OFFENSE – Detention(s)

3rd OFFENSE – ISS/OSS

Repeated offense may result in a suspension from school or bus.

NOTE: If ISS is not deterring repeated occurrences, OSS will be assigned.

CATEGORY 2 Includes but not limited to:

- Class Cutting (includes failure to report to cafeteria for lunch or any assigned classroom location)
- Forgery (including excuse blanks, early dismissal notes, passes, bus passes, Physical Education notes, etc.)
- Absence from administrative detention
- Theft (restitution and/or police involvement in addition to below)
- Insubordination or disrespect toward a teacher, staff member, or bus driver
- Disruptive behavior (major and/ or repetitive)

MINIMUM CONSEQUENCES

1st OFFENSE--- 1 day ISS

2nd OFFENSE---2 days ISS

3rd OFFENSE---3 days ISS

CATEGORY 3 Includes but not limited to:

- Major/Serious insubordination or disrespect toward a teacher, staff member, or bus driver
- Leaving campus without permission (to include bus riders in the a.m.)
- Harassment - sexual, threat to another student, general, persistent, etc.
- Profanity towards staff (**Note: Disorderly Conduct Charges may be filed with the police.**)
- Sexual misconduct
- Vandalism (*intentionally defacing or damaging school property, willfully damaging or destroying property of employees*): Full restitution and/or referral to the police for criminal charges.

MINIMUM CONSEQUENCES

1st OFFENSE---3 Days ISS/OSS

(If behavior occurred on bus---3 days of bus suspension)

2nd OFFENSE---5 Days ISS/OSS

(If behavior occurred on bus---5 days of bus suspension)

3rd OFFENSE---10-day suspension

(If behavior occurred on bus---10 days of bus suspension)

Consequence Guidelines

In School Suspension

When it becomes necessary to place a student in the In School Suspension Room (ISS) for an infraction of the school regulations, the length of time will be dependent upon the infraction and the student’s previous actions. In School Suspension is located in the middle school office. Students will be required to complete assignments given to them by their teachers.

Students are not permitted to attend and/or to participate in any district or middle school sponsored activity or event on the days they have been assigned to ISS.

Detention (Administrative)

Students may be assigned to after school detention by the principal or assistant principal. This assignment takes precedence over all after school activities that are occurring. While students are in detention, they are expected to be quietly working on assigned schoolwork. If they are not working to the supervising teacher's satisfaction, they may be assigned to complete additional detention work or later be referred to the administration for additional consequences. Detention will begin promptly at 2:40 P.M. and will last until 3:40 P.M. Any student who was present for school the day of his/her detention and misses detention because of illness, must have an excuse from the school nurse. If they are absent from school on an assigned detention hall day, they will be required to attend the next scheduled detention hall.

Detention (Teacher or Team)

Students may be assigned to detention by a teacher for a violation of classroom rules. This detention will be part of the teacher/team's discipline policy and will take place in the assigned room of the teacher.

Exclusion from School

Exclusion from school may be effected by temporary suspension; full suspension; or expulsion. The following is a brief description of these exclusions:

1. **Temporary Suspension** shall mean exclusion from school for an offense for a period of up to three school days, by the principal or assistant principal, without a hearing, in accordance with policies of the board of school directors.
2. **Full Suspension** shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal or assistant principal is offered to you and your parents, in accordance with policies established by the board of school directors.
3. **Expulsion** shall mean exclusion from school for a period exceeding ten school days for an offense and could also be permanent expulsion from the school rolls.

Additional Violations *(not categorized)*

Bomb Threat

Ten days of OSS (Out-of-School Suspension) and/or expulsion (to be determined by the board of directors) and a referral to the police for criminal charges.

Bullying/Cyberbullying

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and the behavior is repeated. The Board of School Directors prohibits conduct which constitutes unlawful discrimination, harassment, hazing, bullying and intimidation because of race, religion, sex, sexual orientation, color, national origin and ancestry, marital status, familial status, disability, medical condition, age, and gender. It is expected that all students will maintain a safe learning environment, which is free of these inappropriate behaviors. Any student who fails to meet this expectation is subject to appropriate discipline, which includes, but is not limited to, detention, suspension, or expulsion.

Cyber bullying: An intentional electronic act or series of acts that are 1) directed at another student(s); 2) **occurs in the school setting**; 3) is severe, persistent, and pervasive; AND has the effect of doing at least one of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. On-line harassment that occurs outside of school and does not meet the definition of cyber bullying above should be referred to the police by the student or his/her parent.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any

activity sponsored, supervised or sanctioned by the school. The term “bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

Drug or Alcoholic Beverages

The Palmyra Area School District in compliance with Public Law 101-226, acknowledges that the use of illicit/cosmetic drugs and the unlawful possession and use of alcohol are wrong and harmful. It is therefore the policy of this School District that the unlawful possession, use, or distribution of illicit/cosmetic drugs and alcohol by students and employees on school premises or as part of any of its activities are strictly prohibited. Students in violation of this policy will be punished according to the discipline regulations of the District, which may include suspension, conditional re-admittance, expulsion and referral for prosecution. Students with abuse problems can receive help through a referral to the middle school LIFT team.

Fighting

3-10 days of ISS or OSS and the incident may be referred to the police.

Intentionally Pulling a False Fire Alarm

10-day suspension and/or expulsion (to be determined by the board of education) and a referral to the police for criminal charges.

Plagiarism and Cheating- Academic Integrity

Plagiarism Definition: Plagiarism is the **unaccredited** use of another’s words or *ideas*. If a student uses someone else’s words, he/she must put quotation marks around them and credit the source in a parenthetical citation and on the “Works Cited” page. If a student paraphrases the words of others, or puts those ideas in his/her own words, it still must be made clear (by way of citations) that the ideas belong to and originate from another person. Information considered being common knowledge does not require a citation. This will ultimately be determined as such by the teacher. Failure to credit borrowed words or ideas is a serious breach of academic integrity, which undermines this educational institution.

Plagiarism may include any of the following:

1. Submitting as one’s own an assignment written (in part or as a whole) by someone else.
2. Copying someone else’s words and/or ideas and representing them as one’s own.
3. Using material from another source without citations.
4. Omitting quotation marks from material that is quoted verbatim from another source.

Consequences: Once plagiarism or cheating is proven (i.e., the original source is located, or the student admits the offense), the following consequences will ensue:

- The student will be assigned a “failing” grade of a zero for the original assignment.
- Student will be required to “honestly” complete the original assignment (redo) with a parent’s signature.
- The final grade will be an average between the two grades.
- Parents will be notified by the teacher.
- The administration will be notified via a disciplinary referral and an administrative consequence will be assigned:
 - First offense- Level I infraction
 - Second offense- Level I infraction increase of step
 - Third offense- Level II infraction

Public Display of Affection

Any signs of public display of affection are not permissible on school property.

Sexual Harassment

It is a violation of both school policy and federal laws to sexually harass another person, or for you to be sexually harassed by anyone, student or adult. Sexual harassment includes, but is not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature or based on an individual's gender; graphic or suggestive comments about an individual's dress or body; use of sexually degrading words to describe an individual; jokes, pictures, objects, or graffiti of a sexual nature; or overt sexual conduct that is intended to create, or in fact creates, an intimidating or hostile environment.

If students feel they are being sexually harassed and need help, they must tell an adult that they trust. Any teacher, the school counselor, the nurse, or any of the principals will help a student deal with the problem and get the appropriate help.

As required by the Public School Code, the School District will expel and/or reassign any student who is convicted or adjudicated delinquent of a sexual assault upon a fellow student. See Board Policy No. 218.3 for additional details.

Skiping/Late for a Class

Skiping class is a serious violation of the school program and will be treated as an offense punishable by suspension. Following three offenses, a referral will be made to the Superintendent of Schools for review and disciplinary recommendation. Being late for class can result in a disciplinary action.

Tobacco Products and Vaping Devices

Students are not permitted to possess or use tobacco products or any tobacco paraphernalia such as lighters or matches, including vaping devices at any time while on school property. Violation of this policy will result in suspension, fines, and parent contact/conferences. This is consistent with the Palmyra School District's School Board policies and the laws of the State of Pennsylvania.

Vandalism

If a student or students vandalize furniture, equipment, or any part of the building, including bathrooms, they will be required to pay the cost of restoration and they may possibly be prosecuted for institutional vandalism. If the damage to school property is a result of an accident, it should be reported to the office immediately.

Weapons

Students are prohibited from possessing, carrying, storing, or using weapons or dangerous instruments while on school property. A weapon is defined as anything readily capable of lethal use or inflicting bodily harm. The term "weapon" includes, but is not limited to, any knife, cutting instrument, cutting tool, nun-chuck, club, firearm, shotgun, rifle, and any other tool, instruments, or implement capable of inflicting bodily injury. In addition, the term weapon includes a firearm that is not loaded or lacks a clip or other component to render it immediately operable, and components that can readily be assembled into a weapon. The term weapon also includes devices that are made to look like the aforementioned items. Violations of this policy may result in disciplinary action consistent with due process ranging from suspension to expulsion. Additionally, at the time of such violations, local police authorities shall be notified and charges filed consistent with the criminal statutes of the State of Pennsylvania.

District Student Dress Code

Students must wear appropriate attire at all times. The administration and staff believe there is a definite relationship between good dress habits, work habits, and proper school behavior. Therefore, inappropriate apparel including, but not limited to, the following will not be permitted:

1. Visible undergarments.
2. Tops/dresses with spaghetti straps.
3. Tops that expose the midriff or cleavage, tube tops, and halter-tops.
4. Muscle shirts that expose the upper torso.
5. Mesh shirts without something underneath.
6. Sunglasses, hats, and hoods up on sweatshirts inside the building during school hours.
7. Shoes with wheels in them.
8. Dress, skirt, shorts, or clothing worn as a dress must be at least mid-thigh in length.
9. Holes in clothing may not reveal skin above the mid-thigh.
10. The student shall not wear clothing, jewelry, or any other attire that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior; lewd, profane, or obscene language or messages; and messages that disrupt or create reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior, or the violation of Board policy and messages that have, as their sole purpose, the harassment and/or intimidation

of others in the school community.

11. Flip-flops are not recommended; however, if students choose to wear them, the School District is not responsible for any injuries that may occur as a result of wearing flip-flops.
12. Long key chains, chain wallet holders, choker necklaces, studded bracelets, and studded necklaces are not permitted on school property.

****The building principals, whose decision will be final, will determine whether attire is or is not within these guidelines. Parents are an important part of a child's education and thus parents should ensure that their child is dressed appropriately.

Reasonable accommodations may be made for religious or medical reasons or special days such as spirit or field days, with administrative approval. Students not abiding by the dress code will be asked to change clothing. If this is not possible in school, parents will be notified and students will be sent home to change. **Repeated dress code violations will result in disciplinary action.**

ATHLETIC/ EXTRA-CURRICULAR ELIGIBILITY

Weekly Check - On Fridays, the Athletic Director will review the grades of all students involved in athletic and extra-curricular activities. If a student is failing two or more classes, the Athletic Director will notify the Coach and/or Club Advisor that the student will be ineligible to participate in the sport and/or club Sunday through Saturday of the next week. (If school is not in session on Friday, grades will be reviewed on Monday and ineligibility will begin immediately.) The Coach and/or Club Advisor will notify the student. Students deemed ineligible as a result of a weekly grade check may not attend practices or games during their week of ineligibility. Academic ineligibility will be considered an unexcused absence and may adversely affect a student's status towards obtaining a varsity letter.

Quarterly Check - Immediately after marking period grades have been finalized, the Athletic Director will review the grades of all students involved in athletic and extra-curricular activities. If a student is failing two or more classes, the Athletic Director will notify the Coach and/or Club Advisor that the student will be ineligible for the next 15 school days. The Coach and/or Club Advisor will notify the student. Students deemed ineligible as a result of a quarterly grade check may continue to participate in practice during the 15 school days but may not participate in games. Students who fail two courses for the year (F1) will be ineligible during the first 15 school days of the following school year.

VIII. Transportation

Bicycles

Students may ride bicycles to school. If students decide to do so, they must use the space provided for the proper storage of a bicycle. There are bicycle racks located in the front and back of the school. Please lock the bicycle to protect it from abuse. Students must obey all traffic and safety regulations and ride with the utmost caution. **The school is not responsible for the bicycle while it is on property.**

Skateboards

Students are not permitted to use or ride skateboards on school property. Any violation of these rules will result in the student's skateboard being confiscated.

Bus Rules and Information

Students are not permitted to ride another student's bus. Students are expected to remain seated at all times and to talk orderly while riding on the bus. Before loading or after unloading, students must stay off the macadam driveway. The bus driver has the right to assign seating at his/her discretion. Drivers are not expected to be disciplinarians as their main duty is to operate the bus safely. If a student fails to conduct him or herself properly, a bus discipline card will be issued to the offending student. This could result in a suspension of bus privileges. If a student's privileges are revoked, the family is expected to provide transportation.

Bus Camera Surveillance

According to Board Policy 717, the School District may place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording

devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the School District, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct. The images or sounds recorded by the video camera or other recording devices shall be admissible into evidence at any disciplinary proceeding conducted by the School District. At the discretion of the school authorities, the images or sounds recorded by the video camera or other recording devices may be provided to any appropriate law enforcement agency.

School Bus Loop

****NO VEHICLES, other than buses, are permitted in the front loop from 7:00-7:50 and 2:15-2:50. This includes parents picking up students for end of the day early dismissals.**

IX. Student Services

Accident Procedures

If a student becomes injured while at school they should immediately report the injury to the teacher in whose class the injury occurred or the nearest staff member. They will send the student to the nurse's office or notify the nurse to come to pick up the student.

Elevator Use

If it is impossible to use the steps because of a severe or disabling injury, students may go to the office and ask permission to use the elevator. Students are required to have a doctor's note for use of the elevator. Students will be issued an elevator key, which must be turned into the main office after it is no longer medically needed. Students are allowed only one additional person in the elevator to carry their books or other related material. The student will be charged a replacement fee if you lose the key.

Enrollment in Elective Courses

6th Grade Only- Students enrolled in elective music course(s) are permitted to drop the elective classes/ensembles within the first TEN SCHOOL DAYS of the school year. Immediately following this open enrollment period, the student must remain in the course for the remainder of the school year.

7th and 8th grade- Students who chose elective music course(s) at the end of the preceding school year are not permitted to drop these elective courses at any time including the beginning of the school year. Students must remain in the course for the entire year.

Illness at School

If a student becomes ill while at school, inform the teacher at once. A pass will then be issued to go to the nurse. Under no circumstances should a student remain in a bathroom for an illness. The student **must** report to the nurse. If the nurse is not in the office, go immediately to the main office. When the services of a physician are needed, the student's family doctor will be called first. When finished in the nurse's office, the nurse will issue the student a pass and you must report back to class and submit the pass to the teacher.

Library

The library is open between the hours of 7:45 A.M. and 3:15 P.M. for the purpose of reading, research, book selection, and study.

Regular collection materials circulate for a period of two weeks. Overnight material must be returned to the Media Center by 7:51 A.M. Materials kept longer than the assigned circulation time are considered overdue and appropriate fines are charged. If material is lost or damaged, full replacement cost is charged. Kindles can be checked out and circulate for a period of three weeks. It is important to remember that you are responsible for all materials signed out to you during the school year.

LIFT

Life Intervention for Teens (LIFT) is a student-assistance program to identify and assist students who may be experiencing some barrier to learning and school success. Because parents play an important role in the educational

process our success is dependent upon your support.

Lost and Found

Any items that a student finds should be turned into the main office so that it can be displayed and subsequently be placed in a storage box area. After a reasonable length of time these items will be discarded. If a student has lost any articles or books, be sure to check the storage box area. If a student cannot locate what has been lost, please inform the secretary. Items of value are not displayed, but can be reclaimed through personal identification in the office.

Medicine Policy

Before any prescription or non-prescription medication may be administered to any student during school hours by the nurse, there must be a written order from a licensed healthcare provider and a written request from a parent that the medication be given as ordered. The pharmacy label is not a physician order. Medication consent forms are available on the school web site for this purpose. At the beginning of the day the medicine must be brought to the nurse in the original bottle or packaging marked with the student's name, type of medication, the amount to be given, and the times to be taken. Students are not permitted to have any prescription or non-prescription medicines in their personal possession or in their locker.

School Counseling Department

Our school counselors welcome any opportunity to help our students. At times they may want to talk over schoolwork, personal interests and problems, or similar matters. Each student's counselor regards the conversation as a confidential matter and, as appropriate, will not discuss these matters with others unless the student so directs. In addition to individual counseling time, there are also group counseling and whole class PACE lessons.

X. Safety & Welfare

Fire Drills

Treat all fire drills as if they are actual emergencies. When the alarm sounds, follow these general rules:

1. Stop all work at once.
2. Turn off the lights and any electrical or heating equipment in use.
3. Leave the room in a single file, then double file in the corridors.
4. Remain silent during the length of the fire drill.
5. Once outside, keep moving at the same rate of speed until the safety area has been reached.
6. In the event the nearest exit is blocked, you should turn calmly and proceed to another exit as directed by your teacher.

Lockdowns

Intruder lockdown drills are conducted throughout the year with students to ensure appropriate response to these situations. Our district utilizes the ALiCE principles when handling an intruder situation.

XI. Recognition for Achievement

Honor Roll

Honor roll is designed to recognize academic excellence in all classes. In order for a student to obtain distinguished honor roll status the student must earn all A's (above 90%) during the grading term. In order for a student to obtain honor roll status the student must earn all A's and B's (above 80%) during the grading term.

Middle School Grading Scale

A 93-100%	B- 80-82%	D+ 67-69%
A- 90-92%	C+ 77-79%	D 63-66%
B+ 87-89%	C 73-76%	D- 60-62%
B 83-86%	C- 70-72%	F 59% and below

XII. Parent Information

Accident Insurance

Accident Insurance policies will be sold to students at a minimum cost. The school derives no profit from this service. A local insurance office is the agent for this insurance. Students may enroll in the plan during the first two weeks of school. Homeroom teachers will collect the premiums. If a child participates in interscholastic athletics they are covered by an accident insurance policy. Please report accidents immediately to the main office. The insurance company will not pay claims filed after twenty days from the date of the accident.

Address/Telephone Change

If a student's address/telephone number changes during the year, it is expected that the family makes contact with the main office immediately so the information can be updated in all areas of PowerSchool /district databases. A Transportation Request Form should also be completed and can be found on the District's website.

Attendance Policy

A parent or guardian should telephone the school by 7:51 AM and report an absence. A note from a parent is still required upon the student's return to school. Students should report to the office immediately upon their return to school with a signed note from their parent/guardian stating the reason for their absence. Failure to produce a parental note within three days will cause the absence to be defined as an unlawful absence. Absences caused by religious holidays, student illness or death in the family are excused. Excuses such as "visiting", "away from home", or "overslept" will not be accepted as excused and will be recorded as such. If a student is absent three or more consecutive days, a doctor's note is required. Truancy and not reporting to school are serious offenses and will result in fines. If a student is absent from school, they may not participate in or attend any extracurricular activities without principal approval. To be considered a full day of attendance, students must report to school prior to 10:30 A.M., and may not be dismissed from school before 10:30 A.M.

- **Excessive Absences-** When a student accumulates seven days of absence, a "Letter of Concern" will be mailed to the parent or guardian. This letter will indicate our concern for your child's attendance. A student who is absent in excess of ten days without doctor's permission will receive a letter of notification. This letter informs the parents that future absences will require a doctor's excuse. Failure to present a doctor's excuse will result in the absence being recorded as unlawful. A student who has accumulated three unlawful days will receive a letter of notification and an invitation to a SAIP (Student Attendance Improvement Plan) meeting. Any further unlawful absences will result in the parents/guardians being cited for violation of the compulsory education law.

Cafeteria

The Middle School does provide a Point of Sale system in the cafeteria where students will be given an account, which parents/guardians can add lunch money. To pay for lunch, students enter an ID number on a keypad. Students that qualify for free/reduced lunch will automatically have information entered into the system. Cash will continue to be accepted on a pay as you go basis.

Parents may access their student's cafeteria account via *EZSchoolPay.com*. Parents/guardians may add money to a student's lunch account and track his/her purchases on a daily basis. Families can even set up an email alert to notify the family when a student's account is low so as to not encounter a debt situation.

Contacting Teachers

Parents are encouraged to email the homeroom teacher and/or guidance counselor whenever they are concerned about their child's progress. Parents may also call the school at 838-1331, option 3, or check information on PowerSchool.

Early Dismissals

Early dismissals from school are only acceptable for professional medical services (a note from the doctor or dentist is required upon a student's return to school), personal illness approved by the school nurse or principals, pre-approved educational trips, or emergencies approved by the school principals.

Educational Field Trips

Forms requesting permission from the principal to grant an excused educational field trip are available in the main office. These forms must be submitted a minimum of **three** school days in advance and the request must be filled out completely or it will be denied. *Trips during the PSSA and Keystone testing windows will be denied.*

Emergency Closing of School

In the event of inclement weather or other emergencies, it may become necessary to cancel school. An "All Call" message will be sent if schools are delayed and/or cancelled. School cancellation announcements will also be made on the following radio and television broadcast networks:

Harrisburg (WHP-AM 580), Lebanon (WLYH-TV 15 and WLBR-AM 1270) or Palmyra (WCTX-FM 92.1)

Excuse from Class for Religious Beliefs

Students may be excused from certain portions of science and health courses which conflict with your religious beliefs. These excuses shall only be granted upon the following conditions:

1. A parent/guardian must submit a letter to the school explaining, in specific detail, which portions of the course are objectionable. The principal shall approve this letter with a copy being given to the appropriate teacher, and a second copy being placed in the child's permanent record.
2. A child will not be excused from the course, but shall be excused from the class only when such material as is specified in the approved letter is presented. When excused, the child will be assigned a research assessment that must be submitted in substitution for the work missed.

Parent/Teacher Conferences

Parent/teacher conferences will be held in the fall for sixth, seventh and eighth grades. The team teachers will give the family more information about the date and time. If anyone feels that it is necessary to have a conference during the school year, contact the Guidance Department and they will arrange a mutual date and time for the team meeting.

PowerSchool

At Palmyra, we believe that excellent communication is at the heart of a successful organization. Palmyra's student information system, PowerSchool, is used daily by teachers, counselors, and administrators to manage student data. Families are offered the opportunity to view student's school grades online. The PowerSchool environment is web-based and secure. Each student is issued an individualized secure username and password. If a family does not have this information, or should lose this information, please see the Guidance Secretary for a replacement copy. Parents may contact the Guidance Office at 717-838-1331, option 3, option 2.

Due to a rise in the number of library and cafeteria debts, the middle school has the approval of the administrative cabinet to remove PowerSchool access. Once your child has paid their fine, we will reactivate access to PowerSchool. Information will be updated on a weekly basis.

Promotional Policy

Any student who fails two or three credits of work must erase one or two of these credits, respectfully, by attending summer school, or the student will repeat the grade. If more than three major subjects are failed, the student automatically fails and must repeat the grade.

Report Cards

Parents/Guardians can track a child's daily academic progress on PowerSchool. In addition, our students will be issued a report card electronically (via PowerSchool) three times a year. If a child has unpaid financial debts due to library fines, lost books, cafeteria, etc., PowerSchool access may be suspended.

Visitors

School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and present a driver's license to receive a visitor's pass. Guests will not be permitted into the school without the permission of administration. Permission must be granted by all the teachers of the student's classes

to be visited. Visitors are expected to leave promptly when their business is completed.

PLEASE NOTE: Palmyra Area Middle School reserves the right to add to or modify any of the guidelines or policies listed in the handbook or those not listed in the handbook at any time.