



**2018 - 2019**

**SOUTHERN COLUMBIA AREA  
MIDDLE SCHOOL  
HANDBOOK**

**Revised December 2018**

810 Southern Drive, Catawissa, PA 17820  
(570) 356-3400

The purpose of the Southern Columbia Area Middle School Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Southern Columbia Area Middle School.

In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. The changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

William J Callahan  
Middle School Principal

## **MISSION STATEMENT**

The Southern Columbia Area School District will provide a safe, dynamic, rigorous and relevant learning environment that meets the needs of today's learner. We embrace innovation as a means to develop the critical thinking, problem solving and creativity skills needed to compete and thrive in the 21st century. Every student will reach their individual potential for academic excellence and every student will demonstrate the character traits of a productive and honorable citizen in a global community.

## **SHARED VALUES**

*The Southern Columbia Area School District believes:*

- **Students are our purpose.**
- All students are entitled to a rigorous and relevant education.
- Each student has the ability to learn and be successful.
- Teaching methods must be responsive to individual students' needs.
- Innovation in our schools must be embraced and encouraged to ensure we are providing a learning environment that meets the needs of today's learner.
- An effective education is enriched by the arts, service, work-based learning, hybrid and other flexible learning opportunities, athletics and extra-curricular activities.
- Student achievement is positively impacted by the active involvement of caring adults in a supportive environment.
- Every person has intrinsic value and unique gifts and talents.
- Students and staff must adhere to high ethical standards and practice effective citizenship.
- Students and staff are entitled to a healthy, safe, clean and well-maintained, learning environment.
- Employees must be provided encouragement, time, resources and professional development in best practices, to meet high expectations for continuous improvement.

## **SOUTHERN COLUMBIA AREA ALMA MATER**

Perched on a hill back from the road  
'Mongst field and ridges fair  
There stands our school Southern Area High  
A grand Alma Mater, for you I sigh Ooooh.  
Proudly we hail thee, faithful and true  
Honor and Courage we'll give to you.  
All through our lives, as we march by,  
We'll love thy name, Oh, Southern High, So  
On, Gold and Black, be Tigers for good,  
Scholars and athletes too.  
Now sing her name with voices  
Praising Southern High.

**SOUTHERN COLUMBIA AREA MIDDLE SCHOOL**

810 Southern Drive  
Catawissa, PA 17820  
[www.scasd.us](http://www.scasd.us)

Telephone (570) 356-3400

Fax (570) 356-2202

**SCHOOL HOURS:** Classes begin 8:10am, Dismissal is 2:50pm

The Southern Columbia Area School District is composed of Catawissa Borough, and the Townships of Catawissa, Cleveland, Franklin, Roaring Creek, and Locust in Columbia County, and Ralpho Township in Northumberland County.

**Middle School Principal**  
William J. Callahan

**School Counselors**  
Jessica Walters

**Athletic Director**  
James Roth

**School Nurses**  
Alexis Spade  
Shawnee Robel

**Superintendent**  
Paul Caputo

**School Blended Worker**  
Sarah Dobeck

**Director of Curriculum**  
Stephanie Ziegmont

**Director of Technology**  
Brian Davis

**Director of Special Education**  
Jennifer Snyder

**Southern Columbia School District Board of Education**

Michael Yeager, President  
Gregory Klebon  
Robert Lunger

Joseph Klebon, Vice President  
Brenda Creasy  
Timothy Vought

Kaye Keller  
Jim Rosenberger  
John Yocum

**Middle School Instructional Staff**

**Fifth Grade**  
Michael Venna  
Jessica Visnosky  
Tammy Toczylousky  
Connie Lupold  
Diane Wittig Musser

**Seventh Grade**  
Rachel Moyer  
David Yost  
Janelle Burcicki  
Michael Williams  
Steve Roth

**Unified Arts**  
Emily Zysset  
Theodore Deljanovan  
Claire Campbell  
Amber Trometter  
Amanda Noblit  
Letha Stone  
Joel Thomas  
Andrew Meyer  
Chris Brown  
Tia Brown  
Casie Baker  
Travis Williams  
Andrea Borys

Family & Consumer Science  
Physical Education  
Physical Education  
Physical Education  
Library Science  
Chorus  
Band  
Technology Education  
Technology Education  
Art  
Art  
Technology//School Publications  
Intro to Foreign Languages

**Sixth Grade**  
Dave Kaseman  
Holly Serafini  
Anthony Pecora  
Tiffany Bloom  
Robert Visnosky  
David Fegley

**Eighth Grade**  
Katie Peachey  
Brent Kelchner  
Marc Longenhagen  
Aaron Cole  
Lynn Robinson-Spanish 1  
Lauren Day-French 1

**Special Education**  
Jena Nestico  
Lauren Day  
Amy Phillips  
Cathy Scicchitano

Ian McGoog  
Heather Higgins  
Dante Anksis

Instructional Staff e-mail and telephone directory may be accessed online. [www.scasd.us](http://www.scasd.us)

**Lisa Burns**  
Middle School Principal's Secretary

**Cindy Knepp**  
Attendance Secretary

**School Calendar**

**2018**

- August 21, 22, 23 Non-Instructional Days K-12
- August 27 FIRST PUPIL DAY
- September 3 Labor Day (Offices and Schools Closed)
- September 27, 28 Bloomsburg Fair Days (Offices & Schools Closed)
- October 8 Act 80 Day - (No Classes) Columbus Day
- November 19, 20 Act 80 Days - (No Classes) Parent-Teacher Conferences
- November 21-23, 26 Thanksgiving Recess (Offices & Schools Closed)
- December 21 Winter Recess - Early Dismissal (11:00 - Students / 11:15 Staff)
- December 24-28, 31 Winter Recess (Offices & Schools Closed)

**2019**

- January 1 New Year's Day Observance/Winter Recess (Offices & Schools Closed)
- February 15 Winter Break (Offices & Schools Closed)
- February 18 Presidents' Day - Non-Instructional Day K-12
- March 15 Non-Instructional Day K-12
- April 17-19, 22 Spring Recess (Offices & Schools Closed)
- May 27 Memorial Day (Offices & Schools Closed)
- May 30, 31 7th - 12th Gr. Final Exams - Early Dismissal (11:30 - K-12 Students)
- June 4 LAST PUPIL DAY (GRADUATION tba)
- MAKE-UP DAYS: April 17 & 18, June as needed

### **CONFIDENTIALITY OF STUDENT RECORDS**

The Southern Columbia Area School District maintains student records for all pupils enrolled in educational programs. Information, which is necessary for planning the pupil's educational program, is maintained in the student's record. Parents have the right to access the student's record and review the educational information, request that records be amended, and request that a records hearing be held.

Parents who are interested in reviewing their child's records or obtaining additional information regarding the district's policies and procedures should contact the Guidance Counselor or Principal.

### **RELEASE OF INFORMATION**

From time to time, the school is required by the government to provide names, addresses, and telephone numbers to military recruiters of our current junior and senior students. Families have the choice to opt out of this release of information. Parents must send a letter in writing 21 days before the list becomes available to the military branches. In order to make this easier, a letter will be mailed home to all juniors during the summer. A return response within the deadline is only necessary if the parent is refusing release of this information.

At the end of the school year, the local tax collectors require a list from the school of all graduating seniors. This is mandatory and will be sent during the summer months.

### **GUARANTEED ACCESS**

English Language Learners (ELL's) in the Southern Columbia Area School District's ESL Program are guaranteed equal access to the full school curriculum, extra-curricular activities, career education, and technology including guidance materials, registration forms, schedules, handbooks, and safety instructions.

### **SPECIAL EDUCATION PROGRAMS AND SERVICES**

The Southern Columbia Area School District provides special education programs and services to meet the needs of students identified as eligible under IDEA and/or state regulations. Procedures followed in determining eligibility and programming are in accordance with Title 22 PA Code Chapters 14 and 16. Eligibility is determined through multi-disciplinary evaluation, of which parents are an integral part.

Following the multi-disciplinary evaluation, a conference is held to determine whether or not the student is eligible and in need of services. Procedural safeguards are issued at each step of the process to ensure the rights of the parents and students are protected.

Our district has developed a working definition of inclusion for our students. Inclusion at Southern Columbia is appropriately matching students with the least restrictive academic and social environment, providing whatever supports are necessary, and utilizing adaptations and accommodations – which constitute specially designed instruction resulting in positive outcomes for all students and staff. The process includes ongoing evaluation (including formal and/or informal assessments) to determine the current program's success and the need for program change if necessary.

The school district ensures the protection of the confidentiality of personally identifiable information. Records are maintained, stored, destroyed, or accessed in compliance with the Family Rights and Privacy Act of 1974, Chapter 12, and other applicable law.

Additional information on Special Education Programs and Services may be obtained from the Director of Special Education, High School Office, Southern Columbia Area School District, 812 Southern Drive, Catawissa, PA 17820; 570-356-2331 or 672-2983. *The Southern Columbia Area School District follows a policy of nondiscrimination on the basis of sex, race, creed, or color.*

### **SCHOOL-WIDE POSITIVE BEHAVIOR & INTERVENTIONS SUPPORTS**

The best form of discipline is proactive discipline. Students who exhibit the appropriate and desired behaviors will experience success throughout their school years and have no need for the other aspects of discipline. Southern Columbia Area Middle School has developed a system that highlights positive choices, while holding students accountable for not meeting the T.I.G.E.R. expectation. The motto of the middle school is T.I.G.E.R. We ask that all students, faculty, staff and parents following the expectations that encourage positive behaviors.

**Teamwork** – Working together to achieve goals

**Integrity** – Honesty and strong moral principles

**Greatness** – Trying to be the best you can be

**Effort** – Hard work and determination at all times

**Respect** – Value others; be polite, kind and considerate

### **T.I.G.E.R. Expectations for Students, Staff and Parents**

**Teamwork:** Be active participants and communicate effectively regarding academic and behavioral performances.

**Integrity:** Encourage honesty and personal responsibility to be enforced in a fair and equitable manner.

**Greatness:** Encourage others and yourself to strive for personal best in all settings.

**Effort:** Establish and maintain positive learning environment where all students strive to do their best.

**Respect:** We will treat others and ourselves with dignity and respect in an out of the classroom.

The SWPBIS team recommends that parents encourage the character traits of Teamwork, Integrity, Greatness, Effort and Respect at home, through high expectations of honesty, responsibility and effort. Reinforcing these traits at all times will insure that students are more likely to exemplify those positive attitudes while in a school setting. Parents should encourage students to do their best and model the desired behaviors by being an active partner with the school in their child's education.

### **Student Assistance Program (SAP)**

The SCA Middle School recognizes that students are subject to a variety of internal and external pressures. The mission of our Student Assistance Program is to identify at-risk students through referrals and intervene in an effort to promote achievement and academic

success. We seek to promote healthy, safe and substance free lifestyles by connecting these students and their families with appropriate school based or community resources.

The SAP team is professionally trained individuals from the school and liaisons from the community. SAP members are trained to identify problems, determine whether or not the presenting problem lies with the responsibility of the school and to make recommendations to assist the student and parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student, so they may access services within the community. The SAP team does not diagnose, treat or refer for treatment; they may refer for a screening or an assessment for treatment.

Faculty, staff, students or parents can make referrals to the SAP Team. SAP team members include:

## SCHOOL REGULATIONS

### I. ATTENDANCE ISSUES

#### REPORTING AN ABSENCE

Every student is expected to attend school regularly throughout the entire school year. A written excuse should be handed into the office the morning of the day the student returns to school, or e-mailed to cknepp@scasd.us. This should be done before first period. **If no written excuse is received within 3 days the absence will be counted as unexcused.**

The following situations are recognized by the Pennsylvania Department of Education as causes for absences normally beyond the control of the student and therefore are considered valid and legal reasons for absences from school:

1. Personal illness
2. Death in the family

Students absent due to foregoing reasons will be allowed as much credit as they can earn on their make-up work, if completed promptly. Absences for all other reasons must be cleared with the principal. A doctor's statement will be required in cases of chronic absenteeism.

The school is required by law to keep accurate records of the attendance of each student. Each student should examine his/her report card every 9 weeks, or access Community Portal online, with respect to the attendance record and if he/she suspects an error, he/she should check with the attendance officer, immediately. Prospective employers routinely request attendance records. A poor attendance record can never be changed.

We ask students who are absent for 3 or more consecutive days to return to school with a doctor note. A student can have up to 7 excused days of absence in a given year for family vacation. Prior written approval is required. The form is available in the middle school office.

After 10 absences, students will be sent a written notice. For every absence after 15 days, students are required to get a doctors excuse stating that they were seen. Exceptions may be granted by the principal.

#### ATTENDANCE GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students arriving after 8:45 a.m. are marked ½ day absent. Students leaving before 2:00 p.m. are marked ½ day absent. Any student absent for ½ day because he/she was not feeling well will receive an excused ½ day absence, but will be unable to participate that day in any extra-curricular event, including practice. In the event of the absence being on a Friday, it would preclude participating in a competition or performance on Saturday.

A student can have an excused absence and be permitted to participate in extra-curricular events for the following reasons:

- Doctor or dentist appointment (generally expected to be in school ½ day. Note from the doctor or dentist is required.)
- Learner's permit or driver's test (generally expected to be in school ½ day)
- Funeral or death in family
- College visit (Written verification required)
- Principal's discretion (by prior approval)

Any student who has a half or full day unexcused absence is ineligible for any extra-curricular events that day, including practice. If this unexcused absence is on Friday, the student is also ineligible to participate on Saturday.

If a student is absent 15 or more days or has 4 illegal absences, the student will not be able to participate in extracurricular activities. Exceptions may be granted by the principal.

#### TRUANCY

Any absence of a student who is of compulsory school age for which a valid written excuse is not provided to the proper Southern Columbia Area School District authorities within three (3) days is considered truant. The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than the age of eight years, until the age of 17 years.

Definition of Truant: The law defines "truant" as a child subject to compulsory school laws "having three (3) or more school days of unexcused absences during the current school year."

Definition of Habitual Truancy: The law streamlines the definition of "habitual truancy." Under the law, "habitual truancy" is defined as a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the current school year." Therefore, a child is habitually truant once he or she accumulates six unexcused absences during the course of the school year. These absences do not need to run consecutively.

**1<sup>st</sup> Illegal Absence:** Parent notified by School Representative, warning letter sent home.

**2<sup>nd</sup> Illegal Absence:** Parent notified by School Representative, warning letter sent home.

**3<sup>rd</sup> Illegal Absence:** Parent notified by School Representative or automated system within ten (10) days of third unexcused day. Issue warning letter indicating consequences of "habitual" truancy (unexcused absence for more than six days).

TEP Meeting Scheduled. Invite the following to a "school attendance improvement conference":

- a. The child
- b. The adult with whom the child is living and who is acting as the parent of the child.
- c. The biological or adoptive parent of the child (if

- different than (b));
  - d. Persons identified by the parent as "a resource";
  - e. Appropriate school personnel
- SAP Offered.

4<sup>th</sup> Illegal Absence: 1. Parent notified by School Representative or automated system, warning letter sent home (accompanied by a copy of the TEP paperwork that was completed after the 3<sup>rd</sup> illegal absence). Child is absent without excuse for even one day after letter is issued.

2. Referral made to Children and Youth.

5<sup>th</sup> Illegal Absence: Parent notified by School Representative or automated system, warning letter sent home.

6<sup>th</sup> Illegal Absence: 1. Parent notified by School Representative or automated system, warning letter sent home.

2. Referral made to District Judge Magistrate.

**REPORTING LATE OR LEAVING EARLY**

Students are required to enter classrooms as soon as possible in the morning. Students will be marked tardy if they are not in their classroom before the late bell.

Students arriving late or leaving early for any reason must be sure to sign in and report the facts to the office before 1<sup>st</sup> period or immediately upon arrival.

Students having a dental or doctor appointment should have a written excuse stating that they were seen from the dentist/doctor when they return to school. Students going for their driver's test must have an excuse signed by their parents.

Students arriving after 8:45 a.m. or leaving before 2:00 p.m. will be considered absent 1/2 day.

Students will be warned the first time they are tardy to school. The second, third and fourth tardy will result in an additional hour of detention for each offense. An occurrence thereafter may result in suspension.

**LEAVING SCHOOL BUILDING/CAMPUS**

Students are not permitted to leave the school building or campus any time during the school day unless permission is granted by the principal. Students are required to sign out before leaving the premises.

**OFF CAMPUS ACTIVITIES**

A student shall be considered "in attendance" and subject to all school policies and regulations when engaged in:

- A. Field trips or class trips.
- B. Sporting events/practices, either as a participant or a spectator.
- C. Waiting at a bus stop or riding a school bus.

**II. ISSUES RELATED TO GRADING AND GRADUATION**

**Grading System**

The school year is divided into four grading periods. At the end of each nine weeks a report card is issued showing the student's progress. Grade point averages are based on all courses that meet a full marking period (including band/chorus and unified arts). The grading scale is percentage based with the following:

93% - 100%	A – Advanced
84% - 92%	B – Proficient
75% - 83%	C – Basic
70% - 74%	D - Below Basic
Below 70%	Failing

**Academic Eligibility Criteria**

The following eligibility criteria will be applied to all athletic and extra-curricular activity participants:

- 1. To be academically eligible a student may not be failing 2 credits.
- 2. Academic eligibility will be reviewed on a weekly cumulative basis.
- 3. A student who is determined academically ineligible at the end of a given week of school will be ineligible for a period of one (1) week starting on the following Sunday to the next Saturday.
- 4. Academic eligibility will also be determined at the end of each marking period (excluding the fourth marking period) using the marking period grades.
- 5. Eligibility requirements would apply to all extra curricular, not co-curricular activities.

**Promotion and Retention Policy**

School District policy dictates that multiple measures of academic performance be utilized as determinants in promotion and retention decisions. In grades 5-8, each student's progress is to be reviewed by the end of the Third Marking Period in order to identify those students for whom retention is being considered. Candidates for retention include, but are not limited to, students with two or more deficiencies as listed in the chart below.

- Not earning a passing grade in Math
- Not earning a passing grade in ELA
- Not earning a passing grade in Science
- Not earning a passing grade in Social Studies
- Reading one year or more below grade level placement;
- Score at Below Basic on most current PSSA ELA test and the local benchmark assessment to be administered at the conclusion of the 3<sup>rd</sup> marking period when retention is being considered

Score at Below Basic on most current PSSA Math test and the local benchmark assessment to be administered at the conclusion of the 3rd marking period when retention is being considered.

A 70% or higher is needed to pass a subject at Southern Columbia Area. You are encouraged to log onto your Sapphire Community Portal account on a regular basis to monitor your child's academic progress. In addition to this online option, please to contact your child's teachers whenever questions or concerns arise. Please be aware that should the above deficiencies not be remediated the following may occur:

#### Grade Retention

Failed courses to be made up during Summer School (Principal approval is needed)

Private tutoring by a certified teacher for a minimum of 36 hours. In grades 7 and 8, a final exam will be required. (Principal approval is also needed for this option)

#### SUMMER SCHOOL AND/OR TUTORING

Students who do not successfully complete a required course will be given the opportunity to make up this deficiency. However, if the final grade in the subject is 60% or less, the student will not be permitted to make up the subject via summer school or tutoring, and must instead repeat the subject if it is required for promotion or graduation. Only two (2) classes will be permitted to be made up over one summer. They will still be able to make up the subject via tutoring.

Students who choose tutoring as an option to remediate a deficiency must complete a minimum of 36 hours of tutoring and successfully complete the final exam of that failed course.

**Payment for summer school programs and private tutors is at the parent/guardian's expense. All private tutors must be Pennsylvania certified teachers and receive prior approval from the high school principal. Summer school options will be sent to parents towards the end of the school year.**

#### Honor Roll

To be eligible for the Distinguished Honor Roll, a student must have an average of 95 or higher. To be eligible for the Honor Roll, a student must have an average from 88 to 94 with no grade lower than 70.

In averaging marks, the numerical equivalent for the marks will be used proportionate to the credit value. All courses that meet a full marking period (including band/chorus and unified arts) will be included in the calculation of the grade point average.

#### National Junior High Honor Society

One of the highest awards obtainable in school is membership in the National Junior Honor Society. In order to qualify for the honor, the student must be superior in **scholarship, service, leadership, and character**. Any student with a poor discipline record will be automatically disqualified. Eligibility qualifications may be obtained at the guidance office.

#### Selection of Members

1. To be eligible for membership the candidate must be a member of the Eighth grade or freshmen class and must be in attendance at the school equivalent of one semester. Candidates must have a cumulative scholastic average of at least 93 percent and shall be then be evaluated on service, leadership, and character.

2. A description of the selection procedure will be available to students and parents of the school.

3. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior High Honor Society.

#### Dismissal

1. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.

2. Members who fall below the standard which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

4. In all cases of impending dismissal, a member shall have a right to a hearing before the advisor and principal.

#### HIGH SCHOOL CREDITS DURING MIDDLE SCHOOL

Any high school courses taken at the middle school level, excluding Algebra 1, French 1, and Spanish 1, will count as high school credit and count toward meeting graduation requirements. These courses will not count towards cumulative GPA. Approval for taking high school courses during middle school must be approved both Middle and High School Principals and meet the individual educational needs of each student.

#### HOMEWORK

Homework is an assignment given to a student to be completed outside of the classroom. Homework is a requirement for credit in nearly all major subjects in high school. It will average from 2 to 3 hours daily, about half of which can be done properly in school. Students who feel that they "did it all in school" are usually not giving enough time to it, though rarely it may be possible to prepare all homework assignments in school study periods. Because homework is an integral part of the educational process, we believe:

Homework should be assigned whenever appropriate.

Homework should be related to what is going on, or will be going on in the classroom.

Homework assignments should be of reasonable length, but may vary depending on the level of difficulty of the course.

Homework will be assessed in some manner and will be used as a factor in determining marking period grades.

The homework will be assessed in a manner determined by the individual teachers. Teachers may assign detention for incomplete assignments.

Parental encouragement and support in the matter of homework will be greatly appreciated by the school.

#### MAKE-UP ASSIGNMENTS

Students are permitted, and are expected, to make up work due to absence from school. However, time limits are established and should be enforced by all members of the faculty and respected by the students.

When work is missed because of a short absence (one to three days) the student has the same number of school days as absent to make up the work.

When work is missed because of a prolonged absence it is the responsibility of the student to meet with his/her teachers within five (5) days to make definite arrangements with the teachers as to the time when all work is to be completed. This time must be flexible in nature, but it is to the student's advantage to make up all work as soon as possible.

To prevent misunderstandings, it would be wise to write out the agreed-upon time schedule. Both the instructor and student should sign it.

**No work may be made up if a student has an illegal/unexcused absence. Students who cut class or are absent without a valid excuse will not be permitted to make up missed work.**

#### **Add/Drop Procedures**

Students will be permitted to add or drop a course provided the request is received within two weeks from the start of school. Written permission for the course changes must be received from the parent or guardian. A student adding a course must adhere to all prerequisite requirements. After the add/drop window, students will be required to remain in a course for the remainder of the school year, regardless of student performance. Extenuating circumstances that occur after the add/drop window can be considered at the discretion of the principal.

### III. TRANSPORTATION ISSUES

#### **SCHOOL BUS REGULATIONS**

Safety is all-important in riding a school bus. All students shall follow the following list of rules:

- A. Sit in assigned seats - do not stand, walk, or move while the bus is in motion.
- B. No excessive noise.
- C. No food or drink is to be consumed on the bus.
- D. No fighting, pushing, or tripping.
- E. No abusive language or profanity.
- F. Students boarding or leaving a bus should do so in an orderly fashion at their assigned stop.
- G. Students should not be rude or discourteous to the bus driver or other passengers.
- H. Be on time for bus pick up.
- I. Keep arms, hands, etc. away from windows and doors.
- J. No smoking or chewing tobacco or possession thereof.
- K. No littering or vandalism.
- L. Do not block aisles or exits with musical instruments or other possessions.
- M. **At no time will students be permitted to ride any bus other than their assigned bus.**

As authorized by Act 9 of 2014, the Southern Columbia Area School District will equip its school buses and vehicles with audio-recording equipment. Prior to the passage of this act, only videotaping was permitted. Please be advised that video and audio surveillance equipment may be installed on your child's school bus or school vehicle and that events or actions captured on videotape and/or audiotape may be used for disciplinary or security purposes.

#### **Bus Information**

All students transported to and from school will ride on their assigned buses only, and will board and depart from those buses only at their assigned bus stops.

The respective principals, or their designees, shall consider granting requests for changes only under the following circumstances:

A written request from a parent or guardian to have a student picked up or dropped off at an alternate scheduled stop will be considered on merit.

A written request for a permanent stop change will be considered in the case of an emergency or extenuating circumstance.

Please do not assume that all bus requests can be met. When a bus already has a full roster, "NO" is a viable answer.

Request should not be made for reasons such as sleepovers, parties or after school play dates.

Parents, any problems related to buses can be handled most quickly by calling Kristy Irons at (570) 356-7420.

***THE SPEED LIMIT ON SCHOOL GROUNDS IS 10 M.P.H.***

### **IV. ISSUES RELATED TO DAILY SCHOOL LIFE**

#### **SCHOOL ANNOUNCEMENTS**

Announcements concerning school activities are made during homeroom periods via Tiger News. These should be written neatly, dated, signed, and filed in the Principal's Office by 3:00 p.m. the day before, or no later than 7:45 a.m. the morning of announcement.

#### **LOCKER ASSIGNMENTS**

Hall locker assignments will be given out by homeroom teachers on the first day of school. Every student is assigned a hall locker for the storage of books, clothing and school supplies. The lockers are to be kept clean and orderly at all times, this includes proper clean up after any locker has been decorated. The individual to whom the locker is assigned is responsible for all articles in the locker. Do not share your locker or the combination with others. Any problems with lockers should be reported immediately to the middle school office. The school does not take responsibility for lost or stolen articles. A \$10 locker clean up fee will be charged if a student's locker is not properly cleaned.

School authorities may inspect lockers at any time. The lockers are school property and, as such, students and parents are advised that no expectation of privacy exists concerning school lockers. School authorities reserve the right to periodically inspect the locker for maintenance and custodial purposes. Any item(s) found in a locker (during a maintenance or custodial inspection) of suspicious or questionable nature shall be removed from the locker by school authorities and remanded to the proper law enforcement agencies.

### VALUABLES

Do not leave money or other valuables in your locker. Avoid bringing large sums of money or valuables to school. Neither the staff nor administration is responsible for lost or stolen items.

### LOST AND FOUND

All articles, which are found in the building or on the school ground, should be turned into the general office. Students who have lost articles should check with the office after they have made a conscientious effort to find them.

### BOOKS AND EQUIPMENT

Through the use of public tax money, the school district provides textbooks, locks, laptops, and other materials to all students. When a student accepts these books and materials, they also accept the responsibility of properly caring for them and maintaining them. Any lost or damaged school property issued to the students becomes the responsibility of the students. Students will be expected to pay the replacement cost.

### CARE OF SCHOOL PROPERTY

Since the books, materials, equipment, and furniture which you use are the property of the Southern Columbia School District, any waste or misuse of the materials, or careless treatment of furniture and equipment results in a loss, not only to your parents who pay the bill, but also to you, because you have to use defaced desks and books. Any student found marring, defacing or in any other way misusing/abusing the building or equipment, shall be required to restore it to original condition (by fixing it and/or paying for it), and shall be subject to further disciplinary action that may result in suspension, expulsion and/or recommendation for police involvement.

We also ask that you take care of the lawn, by picking up papers and staying off the grass. Take pride in Southern Columbia Area Middle School! Keep it clean, cheerful, and healthy; protect it from those who are careless.

### HALL OR PASS PERMITS

Any student found outside his/her designated classroom without a valid pass will be subject to disciplinary action. At no time will students be permitted to wander throughout the school at will. Students must secure permission from the teacher before leaving a classroom. Students must secure a hall pass and complete the sign-out sheet located in the classroom. These passes will be kept to a minimum. Passes allowing students to report to another teacher, the Nurse, Guidance, Library, etc., will not be issued unless the receiving party is given prior notification. The receiving party must approve the request in order for the pass to be valid.

### LAVATORIES

All students must secure permission from the teacher before leaving a classroom; this includes leaving to use the restroom. Students must secure a hall pass and complete the sign-out sheet located in the classroom.

We urge students to use lavatories before homeroom, between classes, and during their lunch period. This cuts down on missing class, as well as reducing problems within lavatories.

Students with kidney or other special problems should have written instructions from their doctor forwarded to the school nurse.

### HALL TRAFFIC

Traffic is a problem at times. Sitting on the floor in the hallways is prohibited due to fire code regulations. To avoid confusion, the following rules will help:

1. Keep to the right at all times and take the shortest route to your destination.
2. Keep moving, don't stop to chat and block off those behind you.
3. Refrain from shouting, whistling, or other commotion. Loud talking, yelling, or whistling is not necessary and not permitted. Such actions always leave the wrong impression upon visitors who come into the building on business.
4. Do not run, shove, or trip your classmates. These are serious violations.
5. Do not escort your girlfriend/boyfriend to class and then hurry to your room--there is not enough time or room for this practice.
6. Finally, remember to always be on your best behavior. It will mark you as a lady or gentleman and reflect credit upon the school and your parents.

### TELEPHONE

Telephones in the classroom are not for the general use of the students. **In case of emergency**, messages will be delivered to the student. Students will not be called from classes to the phone.

### USE OF CELL PHONES

Increased student cell phone usage in schools has created several problems including text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment. Therefore student cell phone usage will be restricted as follows:

- Cellular phones and other communication devices are to be turned to silent from 8:10 – 3:00. Any student found to be using a cellular phone or communicative device (including sending text message or checking time) during class time or the phone becomes visible without the permission of the classroom teacher, will have their phone confiscated and brought to the office where appropriate discipline will be rendered. Communication devices may be used only during the three minute class changing time periods and during the student's lunch.
- Cell phone use and/or visibility during a test is considered academic dishonesty.
- No use of cell phone photographs is permitted during the school day. Also, no cell phone photographs are permitted in the restrooms or locker room areas at any time.

### DISCIPLINE

- First Offense One hour detention/Student may pick up at end of day
- Second Offense Two hours detention and a parent must come in to pick up the device
- Third Offense One day In-School Suspension and a parent must come in to pick up the device

- o Fourth Offense Confiscation of the device for 5 school days

Telephones for student use are available before school, at lunch, and after school at no cost in the high school office, which eliminates the need for student cell phones during the school day. Parents that need to contact their child should call the high school office (356-3400). Cell phone use during normal school hours will be allowed when a state of emergency has been declared (verbally or in writing) by the principal or designee.

Southern Columbia Area Middle School assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones, remotely activating paging device, or similar device that is brought to school at any time or to any extra-curricular or after school activity.

### **RADIOS, VIDEO GAMES, AND OTHER ELECTRONIC DEVICES**

Radios, video game players, DVD devices, walkmans, CD players, headsets, IPODs, and other music playing devices are not permitted in the school unless special permission is given for the student to use these devices for class presentations or special projects only. Laser pen usage by students will not be permitted at any time.

Students who violate this policy will have their electronic device confiscated and turned into the principal's office. Discipline will be the same as cell phone offenses. Continued abuse of the policy will result in further action determined by the Principal and could include prolonged confiscation, additional detentions and/or suspension.

### **CAFETERIA**

Students should enter the cafeteria in a single line and take the last position in the line. All food should be eaten at the table and none removed from the dining area or allowed to remain on the table. Students may take their trays to the disposal window when finished and should return to their places at the table, remain seated, and refrain from loud talking until the ringing of the dismissal bell.

All money must be paid in the cafeteria, not in the middle school office. When depositing money into a student's lunch account, we urge parents to write a check instead of cash. You can send checks directly to the "Southern Columbia Cafeteria".

**Food for Thought:** Parents have the option of setting a daily spending limit on their child's account. Call the high school cafeteria at 356-3457 to make arrangements with the Food Service Director.

Free and reduced price lunch applications are available in the high school office.

### **CONDUCT IN STUDY HALLS**

Study halls should be relatively quiet. At no time is talking allowed without permission of the assigned teacher. Regular homework that doesn't require library reference should be done in study hall. Study halls are for your convenience, so don't misuse them.

### **Rules for Study Hall**

- 1) No electronic devices unless allowed by the Monitor.
- 2) No playing cards.
- 3) Students should be seated as far apart as possible.
- 4) Students are to be seated per grade level.
- 5) Sign-outs:
  - Students can sign themselves out only.
  - Students cannot go anywhere unless they have a pass from receiving teacher.
  - Students must have a pass to go anywhere with name, date, and time on the pass.
  - Students must use sign-out sheet with date, name, place, and time in/out.
- 6) No sleeping or laying head on table.
- 7) Students should not be sitting with staff unless that individual is helping student with class work.
- 8) No signing out until attendance is taken.

### **LIBRARY PROCEDURES**

The library is to be used for reference work, reading supplement, and aid classroom teaching, recreational reading, and teaching the use of the library and its materials. Each pupil visiting the library must present a pass signed by one of their subject teachers. Students coming from a study hall must sign out of there first.

Any behavior or conduct which impedes scholarly pursuits will not be tolerated.

### **KNOW YOUR LIBRARY**

- WHERE?** Next to the cafeteria.  
**WHEN?** Open each school day between 8:05 a.m. and 3:00 p.m.  
**WHAT?** Books: for study, for pleasure -- magazines and newspapers  
**WHY?** To supplement class study; to provide recreational reading; to teach you the use of any library.  
**WHO?** Every student in Southern Columbia.  
**HOW?**

#### **To borrow books:**

1. Select a book or books from the library shelves.
2. Take book to circulation desk for computer sign out, and a date due slip will be placed in the book.

#### **To return books:**

1. Books are circulated for 20 school days.
2. Place books you are returning in the slot of the circulation desk or in the bin placed outside the library door.

3. An overdue fine of \$.05 per day is charged for each day the book is late.

**To renew or reserve books:**

Give the name of your book to the desk librarian, and it will be dated for two additional weeks. Books may be renewed just once.

**To come to the library:**

Present your pass at the desk.

**To leave the library:**

Push chairs up to tables. Take your books and study materials you brought to the library.

**To care for the books:**

1. Always have clean hands.
2. Use a flat bookmark; never turn down the corner of a page.
3. Keep books clean.
4. A charge is made for damaged or soiled books and plastic covers.

Unpaid fines or unreturned books will result in an obligation being levied.

**PROCEDURES TO BE FOLLOWED BY PHYSICAL EDUCATION STUDENTS**

- Girls shall enter their locker room via gym lobby and through doorway in locker room corridor.
- Boys shall enter their locker room by way of Technology Education hall at the north end of the gymnasium. The door leading directly into the locker room opposite the weight room shall be used for entrance.
- All students are required to participate regularly in physical education classes. The School Laws of Pennsylvania do not provide for the permanent excusal of pupils from any course or subject, health education and physical education not excepted, on religious grounds or for other personal reasons.
- The physical education uniform shall consist of a shirt, shorts, socks, and sneakers. Sweats may be worn when weather warrants. Gym clothes may not be worn to other classes.
- No street shoes may be worn by physical education students on the gym floor. There shall be no exceptions to this rule.
- Equipment should be laundered frequently and lockers kept in neat order.
- Student's personal items are to be kept in a locker, and locked at all times. Lost and/or stolen items are not responsibility of the school.
- No students shall be permitted to return to the locker rooms after class is in progress until dismissed.
- Students are to use all equipment fixtures and building with proper care and respect. Defacing of walls, lockers, or careless treatment is not to be tolerated.
- All class activity will cease with the ringing of the gymnasium-warning bell.
- Criteria for grading will be uniform (cleanliness); attitude (cooperation, sportsmanship, effort, regularity, neatness, leadership); knowledge of rules and strategy; performance-demonstrated skill; posture and interest in improving physique of figure; physical fitness.
- Students are to remain in the locker room until bell for passing of classes rings.
- Lockers should be kept locked between classes.
- Varsity equipment issued to team members should not be used for physical education classes.
- Students are not to walk across the gym floor between classes.

**ADAPTIVE PHYSICAL EDUCATION**

Adaptive physical education is an alternative physical education program for any student who is either temporarily or permanently disabled. The student is provided with a modified physical education program that falls within their current capabilities. This program is designed with the advice of the family physician.

**V. HEALTH AND SAFETY ISSUES**

**EMERGENCY SCHOOL SAFETY PLAN**

The Southern Columbia Area School District Emergency Safety plan should be followed in all emergency situations. Copies of emergency school safety plan handbooks are found in every teacher's classroom, in the high school office, and on the district website.

When the alarm sounds, or instructed by the PA system, students should leave the room in an orderly fashion and move quietly toward the assigned exits. **Do Not Run.**

Faculty members will remain in corridors until all students have exited. They shall be sure that all students have left the building, and that the classroom windows and doors are closed before they exit.

First floor students using East Exit will remain in the building until the second floor students have vacated. At all other points in the building, students nearest the Exits will leave the building first. At South Exit, second floor students will use the two exit doors to the left; first floor students will use the two exit doors to the right.

After students have left the building, they shall proceed to assigned areas between the two buildings unless it is a Level II evacuation, where students are to report to their assigned areas on the football field.

**Fire Drill and Emergency Regulations**

- Shut all windows. Leave the lights on. Close the door(s) after leaving the room.
- Pupils must move quickly, but quietly. Running, pushing, talking, etc. will not be permitted.
- Books, lunches, gym bags, etc. are to be left in the classroom. Purses and sweaters may be taken with the student.

**EMERGENCY CLOSING OF SCHOOL, DELAYS, AND EARLY DISMISSALS**

Information concerning delays, early dismissals, and/or cancellations will be broadcast on various television and radio stations as well as the School Messenger phone system.



Please do not call the stations, teachers, administration, or the school. Flooding the station/school with calls ties up the phone lines and makes communication impossible.

- Information concerning delays or cancellations will be called to the stations at 6:00 a.m. (in case of delay, stay tuned to radio or TV in case status changes to cancellation.)
- Information concerning early dismissal will be called to the stations immediately following the decision to dismiss.
- High School Students Driving to School: In case of an early dismissal, we will recommend student drivers ride the bus home and come back for their vehicle when driving is less hazardous. If students choose to drive, they will be dismissed at the same time as other students.
- We encourage parents of younger students to have a family emergency plan for child care in the event of an early dismissal or cancellation of school. This will reduce your child's anxiety over an uncertain situation and reduce phone calls to and from school.

#### **ENERGY MANAGEMENT**

As a means of improving energy management, the Southern Columbia Area School District participates in a "demand response" program. Demand response programs provide financial incentives for businesses and schools to reduce or shift electricity during periods when the energy grid is being taxed. A hot day when many people are using air conditioners is an example of when this might occur.

During the months of June through September, the District has agreed to reduce its electric consumption to a predetermined level when notified by the power company. In return for this, the District receives payment which is then deposited into the general fund. This money ultimately helps support Southern Columbia Area's educational programs.

While most demand response notices will occur during summer vacation, there may be rare occasions when one is received while school is in session. If this were to occur, the District may dismiss students early. The District receives all demand response notices two (2) hours before they are needed. If it is determined that an early dismissal is necessary, this decision will be made shortly after the demand response notice is received. Parents and guardians, in turn, will be promptly notified via School Messenger and radio and television announcements.

#### **SCHOOL MESSENGER PHONE SYSTEM**

The Southern Columbia Area School District has a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-parent communications.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the building principal or another school administrator. The service will deliver the message to both live answer and answering machines. No answer and busy signals will be automatically retried twice in fifteen minute intervals after the initial call.

NOTE: 1) This requires NO registration by the parent on the School Messenger website. 2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- Caller ID: The Call ID will display 570-356-2331, which is the main number for Southern Columbia School District.
- Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members of this process who may answer your phone.
- Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.
- Broadcast Calls: In the event a cancellation decision is made, the broadcast message will be sent to home phone and alternate phone numbers as soon as possible following the decision.
- Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

If you have any questions, please contact the building principal or call the district office.

School Messenger the service provider, uses the best available technology in the industry to detect the difference between human answer and machine answer.

Here's how the detection works:

1. The system detects and measures the voice energy when the phone is answered.
2. The system measures this energy in combination with the background noise and line impairments.
3. If the system determines that it is a "live" answer it will immediately start playing the message.
4. If the system determines that it is a machine, it will wait for three full seconds of silence before playing the message with a maximum wait time of twenty seconds.
5. If the system cannot make the determination, it will default to answering machine thus requiring three seconds of silence for the message to play. In this case, you may hear a prompt to "press any key" to hear the message immediately.

Some reasons for false detection:

1. Loud background noise; television, radio, general noisy environment.
2. A cordless phone that has static or other foreign noise.
3. Not saying "hello" or delaying saying "hello".

What can be done to remedy this?

1. Do not say "hello" more than once. If the system detected your answer incorrectly, all noise will reset the three second counter.

2. If, after you answer, the message does not immediately play, cover the mouthpiece of the phone to cutout all background noise. The message should begin after three seconds.

### **HEALTH SERVICE**

Health services are provided by a nurse who covers the health office and a certified school nurse who does state mandated screenings. Students who are ill should report to the health office. Treatment for illness and injury is provided on an emergency basis only. All accidents and injuries that occur at school should be reported promptly. Any injury that occurs at home should be cared for at home. When it is necessary for a student to leave school due to illness or injury, the nurse will notify the emergency contact beginning with the parent/guardian. Students will be sent home for vomiting and temperatures greater than 100.5°. Students who have driven to school will not be allowed to leave until a parent/guardian is notified. In the event that the nurse is not available, the student should report to the general office.

Emergency cards, private physician's physical examination reports, dental exam reports, reports from eye doctors or other medical specialists should be returned to the health office promptly. Please notify the school nurse of any changes in your child's health or medical condition. Physical examinations are mandated by the Department of Health for all eleventh grade students. Students participating in PIAA sports must have a physical examination prior to the first practice. Mandated and PIAA examinations may be done at school by the school physician (with written parent permission) at no cost or may be done by private physicians at own expense.

### **MEDICATIONS**

All medications (over-the-counter or prescription; short-term or long-term) must be administered in the health office. A physician order is required for students to self-carry asthma inhalers, epinephrine auto-injectors or insulin via a pump. **No student is permitted to carry medication in the school.** A parent/guardian must bring any medication (over-the-counter or prescription) into the school with a signed physician's order for the medication. **No medication will be accepted by the school nurse if it is not brought in by the parent/guardian and/or if there is no physician order.** The parent/guardian must give the medication directly to the school nurse, verify the medication, and complete the designated paperwork. Medication must be brought into the school in the original container or prescription bottle with the student's name and prescription on the bottle. A physician order is then required for any medication that is to be discontinued. A parent/guardian is required to pick up any remaining medication from the health office at the time of discontinuation.

Tylenol and ibuprofen are available in the health office and may be given provided that written permission is given by the parent on the student's emergency card. Any questions, please contact the health office at 570-356-3462, or 570-356-4462.

### **INSURANCE**

Group accident insurance is available to at a nominal rate. Information can be found on the school website, [www.scasd.us](http://www.scasd.us). Click on "Resources" and then choose "Parent Resources" from the drop down menu.

### **VISITORS**

Adult visitors are always welcome to observe our program and facilities by appointment. Student visitors, from other schools, and who are contemplating attending Southern Columbia in the future are permitted to visit during school hours by appointment.

All visitors must gain permission for their presence on campus from the high school office and are required to check in at the office first. Beginning in March 2018, the Southern Columbia Area School District began using the Raptor Visitor Management System to track visitors, contractors, and volunteers in our schools. Upon entering any school building, visitors will be asked to present a valid state-issued ID, such as a driver's license. The ID will be scanned into the system. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Visitors refusing to produce such ID or identifying information may be directed to leave the school as their identity cannot be verified. More information about the Raptor system can be found on our school website, [www.scasd.us](http://www.scasd.us). All teachers are authorized to question visitors for identification and to request them to leave the building if the situation so demands.

## **VI. ISSUES RELATED TO STUDENT DISCIPLINE**

### **PHILOSOPHY**

A. Introduction: It is the responsibility of all members of the school community to create and maintain an atmosphere that is conducive to teaching, learning, and living. This can be achieved by an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of necessary obligations at all times.

B. Student Rights: Students do have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express opinions, and the right to be free from discrimination.

C. Student Responsibilities: The student responsibilities include:

1. Awareness of all rules and regulations for student behavior and conducting themselves accordingly.
2. Willingness to volunteer information in school discipline cases.
3. Dressing and grooming so as to meet fair standards of safety and health and common standards of decency.
4. Assuming that until a rule is waived, altered or replaced, it is in full effect.
5. Awareness and compliance with national, state, and local laws.
6. Protecting and caring for school property.
7. Attending school regularly and being on time for school, classes, and events.
8. Making appropriate arrangements to make up work when absent from school.
9. Treating all members, student, or staff of the school community respectfully.
10. Sexual Harassment: It is the policy of the Southern Columbia Area School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Refer to School Board Policy No. 248.

### **ACADEMIC DISHONESTY**

Cheating is a serious breach of trust that will not be tolerated at Southern Columbia Area Middle School. For the purposes of this policy, cheating may be described as "academic dishonesty". Academic dishonesty means presenting, as your own work, material produced by, or in collaboration with, others, or permitting or assisting others to present your work as their own. Cell phone use and/or visibility during a test is considered academic dishonesty.

Academic Dishonesty includes but is not limited to:

- when a student turns in the work of another student and misrepresents this work as his or her own work. (i.e. handwritten material, computer reproduced work, copied test answers, duplicated audio or visual tapes, compact discs or digital video discs)

- when a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as their own.
- when a student completes a test for another student.
- when two or more students collaborate on an assignment (without the teacher's knowledge) and each student represents the collective work of the group as his/her own individual work.
- when a student steals or obtains examinations, answer keys or other testing information from the teachers' files, computer directories or computer disk or other sources.
- when a student steals or obtains another student's work from a computer directory or computer disk.
- when a student modifies or deletes another student's or a teacher's computer files.
- when written or printed material is used in a test situation without the subject teacher's permission.
- when a student copies either published or unpublished work of another person without giving the appropriate credit (i.e. plagiarism).

Talking to another student during a test will be interpreted as cheating. All students should refrain from talking to other students during test situations.

#### Determination of Cheating

Any teacher who has *reason to suspect* that a student has cheated, will follow the steps outlined below:

- Meet with the student(s) involved, provide evidence of cheating, discuss the matter and determine whether cheating has actually occurred.
- If there is *sufficient evidence* of cheating, or an admission of guilt by the student, inform the principal.
- Consult the recommended penalties listed below for an appropriate response. In the case of major offenses, such as theft of tests or test answer keys, impersonating another student for the purposes of taking an exam, deliberate and malicious damage to student or teacher computer files, an *administrator must be contacted immediately*. These forms of cheating may be dealt with through suspension.
- Phone the parents or guardians and inform them of the cheating offense and the penalty (except for suspension - this may only be carried out by the administration). Parents will also be notified using a discipline referral form of any incident by the teacher.

#### Penalties for Cheating

**Any of the offenses listed below may result in a school suspension and/or failure of a course.**

Type of Offense	First Offense	Second Offense	Third Offense
Copying another student's work	Zero on assignment.	Student receives zero on assignment.  2 days AEI	Refer to administration.  5 days AEI  Student receives a failing grade for the Marking Period.
Copying from a periodical, text or another type of published work including content found on the world wide web.	Original assignment receives zero.	Student receives zero on assignment.  2 days AEI	Refer to administration  5 days AEI  Student receives a failing grade for the Marking Period.
A student uses non-approved materials, written materials or electronic devices in a testing situation.	Student will receive zero on test.	Student receives zero on test.  2 days AEI	Refer to administration  5 days AEI  Student receives a failing grade for the Marking Period.

A student knowingly allows another to copy their work	Both students receive zero (except if one student was coerced)	Refer to administration. 3 days AEI	Refer to administration. 5 Days AEI Student (s) receive a failing grade for the Marking Period
A student completes a test or completes an assignment for another student	Both students receive zero. No make-up permitted. Refer to administration 5 days AEI	Refer to administration. 5 days AEI Student(s) receive a failing grade for the Marking Period.	Refer to administration 5 days AEI Student(s) receive a failing grade for the course.
A student steals written work or work from a computer file or computer disk of another student	Student receives zero. No redo permitted. Refer to administration. 5 days AEI	Refer to administration 5 days AEI Student receives a failing grade for the Marking Period.	Refer to administration 5 days AEI Student receives a failing grade for the course.
A student steals teacher materials, exams, answer keys either written or computer generated	Refer to administration. 5 days AEI Student receives a failing grade for the Marking Period.	Refer to administration 5 days AEI Student receives a failing grade for the course. Student is removed from the course.	

### **STUDENT DRESS**

Students are required to be dressed to the standard dress code policy while in school or at school directed activities. This may be a combination of the following options:

#### **I. Dresses and Skirts**

1. Dresses, skirts and shorts are to be of approved length, which is to be five (5) inches from the top of the kneecap. Leggings/undergarments do not affect the required length of student clothing.
2. Biker shorts are not acceptable. (Spandex)
3. Wearing layered garments which do not meet any of the district's dress guidelines are not permitted.

#### **II. Slacks and Jeans**

1. The wearing of slacks, jeans and sweatpants are permitted.
2. Pants must be worn around the natural waistline, not to expose the midriff area. Absolutely no skin or underwear should be showing at any time.
3. Distressed jeans/pants exposing skin is unacceptable. If pants are deemed inappropriate, the student will be asked to change.
4. No low rise jeans.
5. No pajama/flannel pants.

#### **III. Shirts**

1. All shirts must have sleeves or caps.
2. Fringed or cut-off shirts may not be worn.
3. Bare backs, midriffs, and halters are not allowed.
4. Tank tops, mesh shirts and muscle shirts are not allowed.
5. Sheer (see through) tops are not allowed.
6. Logos on clothing will not be obscene, sexual, drug/ alcohol or occult related.
7. Spaghetti straps are not to be showing.
8. Undershirts are not allowed.
9. All shirts are to be of sufficient length, not to expose the midriff area. Absolutely no skin should be showing at any time. Absolutely no cleavage should be showing.

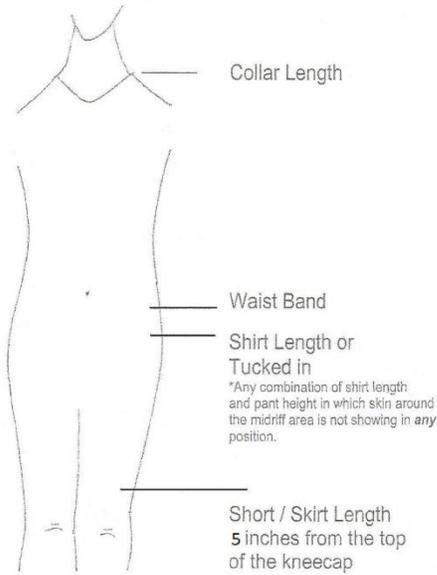
#### **IV. Shoes**

1. Shoes, sneakers, or sandals must be worn at all times.
2. Shoes must be appropriate to the school environment and the child's age. No Wheelies.

#### **Miscellaneous Items Not Acceptable**

- Sunglasses, hats, visors, arm bands, leg bands, head bands, bandanas, chains.
- Outside wearing apparel.
- Extremely long or large earrings (larger than 2 inches).
- Dirty clothing.

- Clothing must be of proper fit, not to exceed one size beyond correct size, neither too large nor too small.
- Underclothing is not permitted to be seen at any time, including through outer clothing.



Approved 2013-2014

Students who dress inappropriately for school will be required to immediately change clothing to meet dress guidelines. If a change of clothing is not available, the student will be placed in in-school suspension until the student's parent/guardian brings in a change of clothing. This action will take place along with the following:

First Offense: Warning, change of clothing.  
 Second Offense: Change of clothing, 2 hours detention.

*Continued abuse of the policy will result in further action determined by the principal and could include additional detentions and/or suspension.*

**STUDENT CODE OF CONDUCT Grades 5 & 6**

To aid you in understanding our disciplinary policy, we are listing types of violations and penalties for those violations. This list is not all-inclusive, but it is meant to serve as a guide. Students are expected to comply with all rules and regulations in the Standards of Conduct.

**Level I Violations**

Misbehavior which impedes the educational process and orderly classroom procedures or interferes with the orderly operation of the school. The following list includes, but is not limited to, examples of what constitutes Level I Violations:

<b>Violation</b>	<b>Penalty</b>
Failure to dress properly	See guidelines
Failure to submit homework	<ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Loss of Recess</li> <li>• Retraining/Apology Letter</li> <li>• Parent/Guardian Notification by Staff Member</li> <li>• Lunch Detention</li> <li>• Detention 1 – 3 hours</li> <li>• (See guidelines for some of the offenses)</li> </ul>
Late to class or school	
Misuse of school permits/passes	
Violation of lavatory regulations	
Violation of cafeteria procedures/guidelines	
Class Disruption	
Public display of affection	
Possession of electronic devices	See guidelines
Not Cooperating with or disrespectful to School Personnel	<ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Loss of Recess</li> <li>• Retraining/Apology Letter</li> <li>• Parent/Guardian Notification by Staff Member</li> <li>• Lunch Detention</li> <li>• Detention 1 – 3 hours</li> </ul>
Non co-operation/lack of effort during testing	
Bus Violations (Level I)	All of the above including loss of riding privileges

**Level II Violations**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, or impacts adversely on the school operation or public image. The following list includes, but is not limited to, examples of what constitutes Level II Violations:

<b>Violation</b>	<b>Penalty</b>
Cumulative violations of Level I	<ul style="list-style-type: none"> <li>• Loss of Recess</li> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> </ul>
Willful disregard of school policy	
Willful profanity (written or verbal)	
Violation of Acceptable Use of Internet Policy	

	<ul style="list-style-type: none"> <li>• Detention 1 – 3 hours</li> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
Cheating	See guidelines
Forgery (note, pass, etc.)	<ul style="list-style-type: none"> <li>• Loss of Recess</li> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> <li>• Detention 1 – 3 hours</li> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
Lying	
Truancy	
Leaving building/grounds	
Leaving class without permission	
Cutting class	
Defacing/Damaging school property (not rising to institutional vandalism)	
Throwing food in cafeteria	
Safety violation (no injury)	
Neglect or refusal to serve detention	
Violations by student drivers/Parking	See guidelines- Not applicable to ES and MS
Bus Violations (Level II)	All of the above including loss of riding privileges
<b>Level III Violations</b>	
Acts directed against persons or property whose consequences endanger the health or safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level III Violations:	
<b>Violation</b>	<b>Penalty</b>
Cumulative violations of Level II	<ul style="list-style-type: none"> <li>• Loss of Recess</li> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> <li>• Apology to Victim</li> <li>• Detention 1 – 3 hours</li> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• May require referral to law enforcement and/or counseling</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
Physical Bullying-Type Behaviors (hitting, kicking, spitting, pushing, taking/extorting and/or damaging personal belongings, invasion of one’s personal space in an aggressive manner, sexual acts)	
Verbal/Written Bullying-Type Behavior (taunting, malicious teasing, name-calling, making threats, sexual remarks)	
Emotional Bullying-Type Behavior (spreading rumors, manipulating social relationships or environment, engaging in social exclusion, ridiculing, intimidating)	
Harassing Behaviors- general unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts.	
Discriminatory Harassing Behaviors- unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability	
Sexual Harassing Behaviors- unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct	
Failure to respond to bullying: Passive Bystander	
Failure to respond to bullying: Active Bystander	<ul style="list-style-type: none"> <li>• Loss of Recess</li> </ul>
Pushing/shoving fight)	
Theft	

Strong abusive language to school personnel and other adults	<ul style="list-style-type: none"> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> <li>• Apology to Victim</li> <li>• Detention 1 – 3 hours</li> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• May require referral to law enforcement and/or counseling</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
Strong abusive language directed toward other students	
Making Threats	
Insubordination/insolent	
Bus Violations (Level III)	Loss of riding privileges and/or Suspension (1-5 days)
<b>Level IV Violations</b>	
Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level IV Violations:	
<b>Violation</b>	<b>Penalty</b>
Cumulative Violations of Level III	<ul style="list-style-type: none"> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> <li>• Apology to Victim</li> <li>• Detention 1 – 3 hours</li> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• May require referral to law enforcement and/or counseling</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
Harassment- General, Discriminatory and Sexual	
Bullying	(see guidelines)
Fighting/assault	<ul style="list-style-type: none"> <li>• Parent/Guardian Notification by Administration</li> <li>• Lunch Detention</li> <li>• Restitution</li> <li>• Apology to Victim</li> <li>• Detention 1 – 3 hours</li> </ul>
Indecent exposure	
Assault and/or battery of staff member	
Safety violation with injury	
Institutional Vandalism	

Inciting riot, demonstrations, sit-down or other similar activity	<ul style="list-style-type: none"> <li>• In School or Out of School Suspension 1 – 10 days</li> <li>• May require referral to law enforcement and/or counseling</li> <li>• Expulsion</li> <li>• Loss of End of Marking Period Celebration</li> </ul>
False alarm	
Possession of and/or use of tobacco	
Use, possession or under the influence of drugs or alcohol	
Selling drugs or alcohol	
Bomb scare	
Weapons- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.	
Bus Violations (Level IV)	Loss of riding privileges and/or Suspension (1-5 days)

## STUDENT CODE OF CONDUCT Grades 7 & 8

To aid you in understanding our disciplinary policy, we are listing types of violations and penalties for those violations. This list is not all-inclusive, but it is meant to serve as a guide. Students are expected to comply with all rules and regulations in the Standards of Conduct.

### Level I Violations

Misbehavior which impedes the educational process and orderly classroom procedures or interferes with the orderly operation of the school. The following list includes, but is not limited to, examples of what constitutes Level I Violations:

Violation	Penalty
Failure to dress properly	See guidelines
Failure to submit homework	Grade reduction and/or Detention (1 hr)
Late to class or school	Detention (1 hr)
Misuse of school permits/passes	Detention (1-3 hrs)
Violation of lavatory regulations	Detention (1-3 hrs)
Violation of cafeteria procedures/guidelines	Detention (2 hrs)
Class Disruption	Reprimand or detention (1-3 hrs.)
Public display of affection	Reprimand or detention (2 hrs.)
Possession of electronic devices	See guidelines
Not Cooperating with or disrespectful to School Personnel	Reprimand, detention (2hrs)
Non co-operation/lack of effort during testing	Detention (1-3 hrs.)
Bus Violations (Level I)	Reprimand, detention, or loss of riding privileges

### Level II Violations

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, or impacts adversely on the school operation or public image. The following list includes, but is not limited to, examples of what constitutes Level II Violations:

Violation	Penalty
Cumulative violations of Level I	Suspension (1-3 days)
Willful disregard of school policy	Detention (1-3 hrs)
Willful profanity (written or verbal)	Suspension (1-2 days)
Violation of Acceptable Use of Internet Policy	Loss of network privileges and/or suspension (1-3 days)
Cheating	See guidelines
Forgery (note, pass, etc.)	Suspension (1-3 days)
Lying	Detention (2-3 hours)
Truancy	Suspension (3-10 days), loss of driving privilege, suspension of extra-curricular activities
Leaving building/grounds	Suspension (1-3 days)
Leaving class without permission	Suspension (1-3 days)
Cutting class	Suspension (1-3 days)
Defacing/Damaging school property (not rising to institutional vandalism)	Restitution, detention (1-3 days)
Throwing food in cafeteria	Detention (1-3 hrs)
Safety violation (no injury)	Detention (1 hr)

<b>Level II Violations cont.</b>	
Neglect or refusal to serve detention	Suspension (1-3 days)
Violations by student drivers/Parking	See guidelines
Bus Violations (Level II)	Detention (2 hrs. or loss of riding privileges)
<b>Level III Violations</b>	
Acts directed against persons or property whose consequences endanger the health or safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level III Violations:	
<b>Violation</b>	<b>Penalty</b>
Cumulative violations of Level II	Suspension (10 days) and Board Hearing
Physical Bullying-Type Behaviors (hitting, kicking, spitting, pushing, taking/extorting and/or damaging personal belongings, invasion of one's personal space in an aggressive manner, sexual acts)	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Verbal/Written Bullying-Type Behavior (taunting, malicious teasing, name-calling, making threats, sexual remarks)	Reprimand Detention 1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Emotional Bullying-Type Behavior (spreading rumors, manipulating social relationships or environment, engaging in social exclusion, ridiculing, intimidating)	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Harassing Behaviors- general unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts.	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Discriminatory Harassing Behaviors- unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Sexual Harassing Behaviors- unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct	1-3 days suspension Apology to the victim. May require referral to law enforcement and/or counseling.
Failure to respond to bullying Passive Bystander-	Reprimand, Detention (1-3 hours)
Failure to respond to bullying: Active Bystander	Detention (1-3 hours), Suspension (1-2 days)
Pushing/shoving fight)	Suspension (1-3 days)
Theft	Restitution, Suspension (3 days) possible referral for prosecution.
Strong abusive language to school personnel and other adults	Suspension (3 days)
Strong abusive language directed toward other students	Suspension (1-3 days)
Making Threats	Suspension (10 days) and possible Board Hearing
Insubordination/insolent	Suspension (3 days)
Bus Violations (Level III)	Loss of riding privileges and/or Suspension (1-5 days)

### Level IV Violations

Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. The following list includes, but is not limited to, examples of what constitutes Level IV Violations:

Violation	Penalty
Cumulative Violations of Level III	Suspension (4-10 days)
Harassment- General, Discriminatory and Sexual Bullying	Suspension (1-3 days) (3-10 days?) (see guidelines)
Fighting/assault	Suspension (3 days) and Referral for prosecution
Indecent exposure	Suspension (4-10 days) and possible referral for prosecution
Assault and/or battery of staff member	Suspension (10 days) and Board Hearing Referral for prosecution
Safety violation with injury	Suspension (1-3 days)
Institutional Vandalism	Suspension (3 days) Referral for prosecution
Inciting riot, demonstrations, sit-down or other similar activity	Suspension (4-10 days)
False alarm	Suspension (4-10 days)
Possession of and/or use of tobacco	Suspension (3 days) 2nd offense will result in issuance of a citation
Use, possession or under the influence of drugs or alcohol	Suspension (10 days) Referral for prosecution possible expulsion
Selling drugs or alcohol	Suspension (10 days) Referral for prosecution Board hearing, possible expulsion
Bomb scare	Suspension (10 days) and Referral for prosecution Board hearing, possible expulsion
Weapons- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.	Expulsion (minimum of 1 year unless Superintendent recommends a less severe sanction) Referral for prosecution
Bus Violations (Level IV)	Loss of riding privileges and/or Suspension (1-5 days)

*Weapons shall include, but limited, to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Also included are bombs or other explosive devices.*

**Detention:** Students who violate school rules and regulations may be assigned to detention, which is held each school day after school for one hour. Parents are expected to provide transportation for the student in detention.

Failure to report to detention will result in one to three (1-3) days of suspension. Work and school activities are not acceptable excuses for not reporting to detention.

A student serving detention must have schoolwork to do. Sleeping or "loafing" will not be tolerated. No food or drink is allowed.

**Notification of detentions are given to students. Students will be given at least a 24-hour notice prior to detention.**

**Suspension:** Suspension of a student from school is one of the more severe punishments used by school officials. This form of punishment is used only on habitual offenders, or for serious infractions of school rules. A parent conference will be requested before the student can be readmitted to the school.

**In-School Suspension:** This is a structured, supervised program in which assignments and additional work is given to the students while they are assigned to the program. Students may be assigned to this program for either full day or half-day sessions. A student who has been placed on in-school suspension will not attend/participate in any sponsored activity or field trips except by special administrative permission.

**Class Work While Suspended:** It is the responsibility of the student to obtain work from their teachers prior to the assigned suspension. These assignments will be returned to the respective teacher for evaluation. Suspended students will be given the appropriate credit for work completed in the in-school suspension room. Students not completing assignments may, at the discretion of the teacher, receive a zero for that assignment. Failure to conform to posted in-school suspension rules is sufficient cause for additional time and/or exclusion from school.

**Out-of-School Suspension:** The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall also be stated in written correspondence to the home. If possible, parents are contacted by phone prior to the suspension. No student, while on out-of-school suspension, is allowed to attend/participate in any school sponsored activity, nor may he/she be present on school property at any time. Student violators may be cited for trespassing.

#### **DRUGS AND ALCOHOL**

Use or possession of drugs or alcohol in school or on a school related activity will result in suspension. Distribution of these substances may result in permanent expulsion from school. In all cases, the student can expect prosecution to the fullest extent permitted by law.

#### **FIGHTING**

Students involved in fighting on school property, or at any school-related activity, will be referred to local or state police for processing. The only exception will be self-defense. Self-defense means protecting yourself to the extent needed to run away or retreat.

### **BULLYING/CYBERBULLYING, HARASSMENT AND THREATS**

#### **Bullying**

Pennsylvania law defines **bullying** as an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) directed at another student or students;
- (2) which occurs in a school setting;
- (3) that is severe, persistent or pervasive;
- and
- (4) that has the effect of doing any of the following:
  - (i) substantially interfering with a student's education;
  - (ii) creating a threatening environment; or
  - (iii) substantially disrupting the orderly operation of the school.

**School setting means** "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."

Pennsylvania law gives schools the option to prohibit bullying behavior that occurs **outside a school setting** if those acts meet the requirements contained in sections (1), (3) and (4) as listed above. The Southern Columbia Area School District Board of Education has opted to do this.

#### **What Bullying Is and Is Not**

Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.

The term Bullying should not be used when there is a mutual confrontation between two students or groups of students. It is important to distinguish bullying from other unkind, mean and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors need to be addressed by your Principal or Teacher, but they may have different consequences and intervention.

Behavior is clearly bullying when:

1. There is intent to harm- the bully appears to find pleasure in taunting and continues even when the target's distress is obvious.
2. The unwanted aggressive behavior(s) by another youth or group of youths include an observed or perceived power imbalance, is repeated multiple times, and is not welcomed by the target.

Simply put, bullying is when a person or a group behaves in ways- on purpose and over and over- that make someone feel hurt, afraid or embarrassed. It is a recurring and deliberate abuse of power.

#### **Types of Bullying Behavior**

There are many different types of bullying behavior that can be experienced by children and adults alike, some are obvious to spot while others can be more subtle. Below are some of the ways that bullying could be happening.

**Physical Bullying-** includes hitting, kicking, tripping, pinching and pushing or damaging property.

**Verbal Bullying-** includes name calling, insults, teasing, intimidation, or verbal abuse.

**Cyberbullying-** Cyberbullying is "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." While the definition of cyberbullying aligns with the traditional definition of bullying, the likelihood of repeated harm from one cyberbullying incident is quite high. This is because instances of cyberbullying can be accessed by multiple parties, forwarded to or shared with others, linked to other sites/apps and revisited by targets of the aggression — resulting in repeated exposure and repeated harm.

**Relational Aggression-** Bullying that affects a child's social standing or status is a form of relational aggression. It can take many forms, including shunning, hazing, spreading rumors, excluding others or teasing. Both boys and girls engage in relational aggression. The Student Code of Conduct groups the above types of bullying behavior into three categories: (1) Physical Bullying-Type Behavior; (2) Verbal/Written Bullying-Type Behavior; and (3) Emotional Bullying-Type Behavior. All forms of bullying are unacceptable. Offenders will be subject to appropriate disciplinary consequences.

**If You are Bullied or Witness Bullying**

Students who have been bullied are encouraged to promptly report such incidents to your Principal, teacher(s) and/or other District employees.

Parents may contact the Principal to report acts of bullying.

Since bystander support of bullying can support this behavior, the District prohibits both active and passive support for acts of bullying.

Bystanders who witness bullying and fail to report it to the Principal, teachers, and/or other District employees will be subject to appropriate disciplinary consequences.

Teachers and other staff (including but not limited to secretaries, custodians, aides, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten an individual's safety. The purpose of the intervention is to take prompt steps to ensure the observed acts of bullying cease. The incident must be reported to the Principal.

Complaints of bullying will be investigated promptly, and corrective action will be taken when allegations are verified.

The confidentiality of all parties will be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation will occur as a result of good faith reports of bullying.

**Please Note:** Consequences given to a bully cannot be shared with the victim or victim's family. Disciplinary records are considered a part of a student's Education Record, thus these records are protected by the Family Educational Rights and Privacy Act and cannot be disclosed.

**Consequences**

Once a student has been found to be a Bully (this occurs after he/she has committed repeated, bullying-type behaviors) he/she will be subject to the following consequences:

First Offense- (this is the infraction which leads to a student being declared a bully) Conference with student and parent), 1-3 days In-School Suspension, other disciplinary action as determined by administrator.

Second Offense- Conference, Suspension from 1 to 10 school days. Loss of school privileges and/or exclusion from school-sponsored activities for 15-30 calendar days.

Third Offense- Suspension from 1 to 10 school days, Alternative Educational Placement or Expulsion. Loss of school privilege and/or exclusion from school-sponsored activities for a minimum of one calendar year.

Any ensuing offense will result in placement in an Alternative Educational Placement or Expulsion.

All infractions may require referral to law enforcement and/or counseling. All infractions will require an apology to the victim.

**Failure to respond to bullying as a Level III consequence.**

**Failure to respond to bullying:** Active Bystander- Detention (1-3 hours), Suspension (1-2 days)

**Failure to respond to bullying:** Passive Bystander- Reprimand, Detention (1-3 hours)

**ANTI-TOBACCO POLICY**

Any student possessing or using tobacco, or tobacco-related products (tobacco is defined as a lighted or unlighted cigarette, cigar and pipe; other lighted or unlighted smoking product or material; chewing tobacco and all forms of smokeless tobacco; nicotine patches or chewing gum; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces; as well as look-alike items/devices including, but not limited, to electronic cigarettes and vaporizers) while in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the School District or on a school-related activity held on or off school property will be subject to disciplinary action.

First time offenders could be suspended for a minimum of three school days. A parent conference will be required before the student can be readmitted to school. A second offense will result in the issuing of a citation, along with a three day suspension.

Offenses referred to the District Magistrate are subject to fines as established by the Commonwealth of Pennsylvania. Presently, fines amount to \$50.00 for all student infractions, plus court costs. Fines and court costs are subject to change.

**SEARCHES**

School lockers, desks, closets, etc. are the property of the Southern Columbia Area School District. Students should have no expectation of privacy when using these facilities. School property of any sort is subject to individual search at any time by school officials, and random/periodic or sweeping searches of all lockers and of school property may be conducted by school officials, with illegal/dangerous materials or stolen items confiscated to be used as evidence.

Student vehicles may be parked on school property as a privilege, not a right. Student vehicles are private property, but may be inspected or searched when a school authority reasonably suspects that the student vehicle contains illegal, unauthorized, dangerous or stolen items.

Students and/or their personal effects (backpacks, purses, coats, etc.) are private property but may be inspected or searched when a school authority reasonably suspects that the student possesses illegal, unauthorized, dangerous or stolen items.

A pat down search of a student by a staff member of the same sex may be done with the same reasonable suspicion described above.

Searches may include, in addition to school personnel, law enforcement personnel. Specially trained canine units may be used in both announced and unannounced searches to maintain a drug free and safe environment.

**BEHAVIOR/EDUCATION/ATTENDANCE CONTRACTS**

The administration and staff reserve the right to develop behavior/education/ attendance contracts for students who exhibit repeated misbehavior and/or academic and attendance problems.

**ACCEPTABLE USE OF SCHOOL COMPUTERS**

Computers are school property. The Southern Columbia Area School District has the right to control their use and access. The school board has approved an *Acceptable Use of Internet Policy*, which established guidelines for use of the Internet and all district computer and network resources.

Access to school computers will not be granted to any student who does not have a signed *Acceptable Use of Internet Policy* permission form on file.

#### **ACT 17 OF 1994: INSTITUTIONAL VANDALISM AND CRIMINAL MISCHIEF**

A person who intentionally defaces or otherwise damages tangible public property with an aerosol spray-paint can, broad-tipped indelible marker, or similar device commits criminal mischief. Sentencing for this offense is supervised community service as follows:

- Damages less than \$200: not less than 50 days or more than 74 days.
- Damages of \$200 to less than \$1,000: 75 to 99 days.
- Damage of \$1,000 or more: 100 to 200 days.

If community service is satisfactorily completed, the criminal mischief offense is dismissed and expunged from the record. A person also commits institutional vandalism if the person carries an aerosol spray-paint can, indelible marker, or similar device onto public property with the intent to damage property.

### **VII. STUDENT ACTIVITIES/SERVICES**

#### **PAY TO PARTICIPATE PROGRAM**

With the adoption of School Board Policy 123.1, Pay to Participate, the school board established that a student participation fee shall be assessed to each student who participates in interscholastic athletics and extra-curricular activities.

Provisions for an exemption from payment of the assessed fee, either in part or in whole, shall be made for students whose economic situation would otherwise preclude their involvement. Exemptions must be approved by the high school principal.

The \$50 fee is paid once a school year, and will allow the student to participate in multiple athletic and/or extra-curricular activities. The fee is not paid on a sport by sport basis or extra-curricular by extra-curricular basis. The fee must be paid the Friday before the start of PIAA practices for the fall, winter, and spring seasons. If payment is not made by this time, the athlete will be ineligible to play. The pay to participate fee can be paid in the following ways:

- 1) Check or money order mailed to, or delivered in person, to the district business office. Checks must be made payable to Southern Columbia Area School district.
- 2) Cash payments may be made in person to the district business office.

The School Board will approve the set list of activities subject to Pay-To-Participate each school year

#### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Because participation in extra-curricular activities is a privilege and not a right, the Southern Columbia Area School District is authorized to set higher standards for students involved in extra-curricular activities than it would for those students who choose not to participate in these activities. Therefore, the District's Code of Conduct extends beyond the Southern Columbia Area School District Student Code of Conduct not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. The Southern Columbia Area School District Code of Conduct will be enforced with all students in Grades 7-12 participating in extra-curricular activities:

- regardless of whether school is in session;
- regardless of whether the offense occurs on or off school property or at a school-related event;
- regardless of whether the student is directly involved with the activity at the time the prohibited conduct occurs;
- regardless of whether the activity is in-season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the Southern Columbia Area School District Student Code of Conduct will incur consequences from both the appropriate school administrator and from his or her coach or advisor for the same particular violation. It is also possible that a student participating in extra-curricular activities could violate the Code of Conduct and be subject to discipline by a coach or advisor without having violated the Southern Columbia Area School District Student Code of Conduct.

## Prohibited Conduct

**Southern Columbia Area School District students who participate in extra-curricular activities are prohibited at all times from:**

- possessing, smoking, selling, or using tobacco products
- possessing or using electronic cigarettes or other non-tobacco nicotine-delivery products or accessories;
- possessing or using drug paraphernalia;
- possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals;
- engaging in Level II and Level III violations, as that term is defined in *the Southern Columbia Area School District Student Code of Conduct*;
- attending any event at which underage drinking, smoking or drug use is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises);
- riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol;
- stealing;
- conduct that causes injury or harm to persons or property including bullying and hazing;
- fighting;
- assault resulting in bodily injury;
- any conduct resulting in arrest and/or citations from law enforcement officers;
- inappropriate touching including "making out" in public places, sexual gestures, or exposing parts of the body that are ordinarily covered up in public;
- inappropriate behavior in public places.

### Violations

The Code of Conduct shall be deemed to have been violated under the following circumstances:

- (1) when a student is observed in violation of the Code of Conduct by school personnel, or,
- (2) when a student has been charged by any law enforcement officer with an activity prohibited by this code, or,
- (3) by an admission of violation by the student or his parents, or,
- (4) when a student brings discredit to himself/herself or the school (including but not limited to being at an underage party where drugs/alcohol are present, vandalism, fighting, theft, etc.).

In all instances of an alleged violation of the Code of Conduct the student will be provided due process. Any student involved in an extra-curricular program who is found to be in violation of any of the infractions mentioned below will face disciplinary action.

### Minor Violation

A coach or advisor shall be responsible for assessing penalties for violation of group and attendance rules. Such penalties may range from a verbal warning to expulsion from the activity for repeat offenses. Coaches or advisors shall generally practice progressive discipline, depending on the facts and circumstances. A coach's or advisor's decision to remove a student from an activity will be approved by the Principal prior to the imposition of the penalty. The coach or advisor shall notify the parents of the imposition of any sanction including the nature of the offense and the reason(s) for the disciplinary action.

### Tobacco

No student involved in extra-curricular activities shall, while on or off school premises, use, possess, or distribute tobacco.

- A first offense will result in 10-calendar-day suspension of the student from game competition or activity. If there are not 10 calendar days remaining in the particular season, the balance will be fulfilled in a subsequent season. A contract may be required.
- A second offense will result in dismissal of the student from the program for the remainder of the school year in which the infraction occurred. Another contract may be required.
- A third offense will result in dismissal of the student from extra-curricular activities for one calendar year.
- A fourth-offense will result in the student being suspended from participating in extra-curricular activities for the remainder of his/her enrollment as a student with the Southern Columbia Area School District.

### Alcohol/Controlled Substances/Paraphernalia

No student shall, while on or off campus, sell, give, deliver, use, possess or be under the influence of alcohol/controlled substances/paraphernalia.

- All violations which occur while under the jurisdiction of the School District will be subject to consequences as outlined in SCA Policy 227.
- A first off-campus violation, if self-reported, will result in a 20-calendar-day suspension of the student from game competition or activity. If there are not 20 calendar days remaining in that particular season, the balance will be fulfilled in a subsequent season. A contract may be required.
- If not self-reported, the student will be suspended from participating in extra-curricular activities for a minimum of 45-calendar-days (for a first, off-campus offense).
- All second off-campus violations will result in the student being suspended from participating in extra-curricular activities for one (1) full calendar year.
- For all third off-campus violations, students will be suspended from participating in extra-curricular activities for the remainder of his/her enrollment as a student with the Southern Columbia Area School District.

No student shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule is intended to apply to gatherings that consist primarily of students and student age individuals where underage drinking is occurring, usually without the knowledge or acquiescence of the parents, and shall not apply to events such as a wedding, family reunion, or the like. It shall

not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the attendance at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance. No student will be deemed to have violated this rule if he or she can show to the satisfaction of the school Principal that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.

### **Self-Referral**

Any student who is self-referred, or who is voluntarily referred by a parent, and who seeks help with controlled substance use, abuse, or dependency, and who is not at the time of referral under the influence or in possession of a controlled substance shall not be subject to the minimum penalties, and may be referred to the SAP Team for assistance.

A self-referral/parental referral, however, is not to be used by students and parents as a method to avoid consequences once an alcohol and/or drug policy violation has occurred. All self-referrals by student must begin by informing a staff member, coach, Athletic Director/Administration, or Advisor.

### **THEFT (on campus)**

Any student guilty of theft on campus will face the following consequences:

- A first offense will result in a 15-30 calendar day suspension of the student from game competition or activity determined by the circumstances involved in the theft. If there are not 15-30 calendar days left in that particular season, the balance will be fulfilled in the subsequent season. A contract may be required.
- A second offense will result in dismissal of the student from extra-curricular participation for the remainder of the school year. Another contract may be required.
- A third offense will result in dismissal of the student from middle school or high school athletics or activities.

### **Felony**

Any student who is charged with or convicted of, a felony will be suspended from participation (includes practices and meetings) until the case has been adjudicated after which a review will be conducted to determine eligibility. If a student is found guilty of a felony offense he/she will be dismissed from middle school or high school athletics and activities for the duration of their enrollment at Southern Columbia Area.

If the administration receives notice from an appropriate law enforcement agency that the student was found not guilty of the felony offense and the case was dismissed with prejudice, or that the student was not prosecuted and no formal proceedings, deferred adjudication, or deferred prosecution was initiated, the administration will review the student's suspension from extra-curricular participation. The student will remain on suspension pending the review, which will take place within three class days of the administration's receiving the notice. The parents or guardian will be provided an opportunity for input. However, if after the review the administration believes that the presence of the student in an extra-curricular program will threaten the safety of other students or coaches or staff or will be detrimental to the programs and/or educational process, the suspension will continue indefinitely. **Citations or Arrests**

Citations or arrests on or off campus in regards to smoking, using/selling or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism or any behavior which causes embarrassment to the team, organization, or the Southern Columbia Area School District may result in suspension or dismissal from the activity.

- Any student **must notify** the head coach, Athletic Director, Advisor, or Principal upon their arrest or issuance of a citation. Their failure to notify the staff member responsible for the program (*or the failure of their parent/guardian to do the same*) may result in suspension or dismissal from the program.

### **Electronic Communications**

Students are responsible for their electronic communications delivered through devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Maintaining a higher standard of conduct also includes ensuring that Southern Columbia Area School District's student personal electronic communication is appropriate. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar or obscene comments about any individuals), pictures, suggestive poses, and reference to alcohol, drugs, and tobacco. Communication on the internet or by electronic means by students that are posted/sent and cause disruption or damage to Southern Columbia Area School District property or another school district are also inappropriate. Verified incidents of inappropriate, electronic communication, including cyberbullying, may result in suspension or dismissal from the extra-curricular program. Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the District's Code of Student Conduct.

**Note: If the above offenses occur during the summer, the suspension from activities will begin with the first week of competition or activity. If the offense occurs during the activity season, the suspension will begin on a designated date as determined by the Principal.**

### **Procedures**

The coach or advisor will determine whether a Code of Conduct violation has occurred. When an off-campus violation has occurred, the Principal or the Principal's designee shall give the student oral notice of the allegations and an opportunity to explain or defend the conduct. The Principal or designee shall then determine whether the student violated the Student Code of Conduct. If a violation is found, the Principal or designee shall impose such sanctions as may be appropriate.

Upon determination of a Code of Conduct violation, the following individuals will be notified:

- the student and the student's parent(s) or guardian(s); and/or
- the appropriate school counselor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities.

Nothing in this Code of Conduct limits the authority of a coach or advisor to impose reasonable sanctions, which may include extra workouts, suspension from practice or competition, or removal from the activity, for students who breach team/group conduct expectations but do not engage in prohibited conduct.

The objective of this Code of Conduct is to instill in students a respect for good citizenship in the form of positive peer pressure. A student's failure to maintain good conduct, regardless of whether the behavior is school-related, will be grounds for disciplinary

action ranging from counseling to immediate suspension or removal from the team or group depending on the severity of the misconduct. Notices of the alleged violation and an opportunity for the student to tell his/her story (due process) will occur before denying participation in a program.

### **Expulsion & Suspension**

A student who is expelled by the Southern Columbia Area School District shall be ineligible to participate in any sport or extra-curricular activity for a period of time not to exceed the duration of the expulsion.

Students who have received a school suspension may not participate in practice or compete in contests until the suspension has been completed. Students who have been suspended from school because of misconduct may be dismissed from the team or activity.

### **GUIDANCE**

The Guidance Department at SCA is concerned with the educational, emotional, and social development of all students in relation to their school experience and complete preparation for successful living.

The guidance counselors help the students develop a positive image and awareness of their abilities. They assist in giving direction to achieving successful educational and vocational experiences.

Parents are encouraged to be involved in developing strong communication between home and school for the benefit of the student. Please feel free to contact our Guidance Counselors, Jessica Walters at (570) 356-3402, should you have questions relative to Southern Columbia Area Middle School's educational program or the services we offer our students.

### **WORKING PAPERS**

Students under the age of 18 must have a work permit before they can begin employment during vacation or after school hours. An application for a work permit is available in the high school office.

You must also present a document that verifies your age. The Child Labor Law prohibits the use of educational records to be used to verify age, so you will need a birth certificate, baptismal certificate, passport, or photo driver's license as proof of age.

### **ACTIVITIES**

Activities of school classes, clubs, and other school organizations can be scheduled by securing an "Activity Form" from the General Office and having it completed by the persons named thereof.

All activities must be held in the high school building. Class and club advisors must assume responsibility for the activity, and, in the case of dances; there must be four faculty members in attendance and police protection. Two parents are also needed as chaperones.

### **FIELD TRIPS**

Trips connected with courses may occur during the school day. Some trips may be scheduled after school hours. Field trips are privileges afforded to students. Students who have been placed on either in-school or out-of-school suspension at the time of a field trip will be excluded from that trip. Students may also be excluded for reasons such as, but not limited to, excessive absenteeism, excessive disciplinary referrals, and poor grades.

Students must have permission slips signed by their parent/guardian and returned to the teacher in order to participate in a field trip. Student participation on field trips that occur during school hours will require faculty authorization. All field trips are under the supervision of the classroom teacher and/or chaperones selected by the Southern Columbia Area Middle School. Supervisors appointed by the school to accompany students on trips shall have complete authority concerning student conduct, and shall supersede the authority given a bus driver, except in the operation of the vehicle.

It is important to note that all school policies and regulations will continue to govern student behavior during all field trips. School or class trips require that students dress in accordance to the district dress code unless otherwise directed.

### **SALES CAMPAIGN/FUNDRAISING**

*ALL FUNDRAISING ACTIVITIES MUST RECEIVE ADMINISTRATIVE PRE-APPROVAL.*

### **CANDY, FOOD, AND DRINK**

The consumption of candy, food, and drink in the classrooms is unacceptable. Water is the only refreshment allowed in classrooms.

### **STUDENT MEETINGS**

It is necessary that a faculty member be present at all committee meetings, club meetings, conferences, athletic practices, cheerleader or band front rehearsals, etc., held in any part of the building.

Groups wanting to use the building after school hours must have a teacher in charge. Such groups must also complete a Facilities Request Form online two weeks in advance.

### **SCHOOL DANCES AND SOCIAL EVENTS**

School dances and social functions sponsored by Southern Columbia Area Middle School are an extension of the school program beyond the school day. They should be considered as opportunities for students to enlarge their school experience. In this sense, they are not public, nor intended for public entertainment.

Students are expected to behave and dress in a respectful manner befitting the Southern Columbia Area School District (Student Dress Guidelines do apply).

- All students are expected to dance appropriately with respect for themselves, their partners, and others. (No suggestive dancing).
- Final interpretation of appropriate dance is at the discretion of the chaperones. Students will be given one warning and on the next offense will be asked to leave the dance.

Guests may attend a Southern Columbia Area Middle School event with prior written approval of the Principal. Requests for approval must be submitted no fewer than 7 days prior to the scheduled activity.

Dances may be scheduled for Friday or Saturday evenings, or the evening before a school holiday only.

Dances are held in the cafeteria (6:00 – 8:00 p.m.)

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### **REVIEW OF THIS STUDENT HANDBOOK**

A form indicating that you and your son/daughter have read and reviewed the content of this handbook has been sent home with your son/daughter. This form must be returned to your son/daughter's homeroom teacher no later than September 5, 2018.