

# Smith Middle School

## 2021-2022 Learner/Parent Handbook



***Connecting, Inspiring, Empowering***

Mr. Paul Gladfelter  
Principal

Ms. Lindsay Capoferri  
Assistant Principal

Mrs. Caitlin DeSimone  
Counselor

### **TEAM LEADERS**

Mr. Tim Tercha  
6th Grade

Mrs. Jennifer McDowell  
7th Grade

Mrs. Sarah Mangan  
8th Grade

Mrs. Carrie Falduts  
Unified Arts

645 Kirkwood Pike  
Quarryville, PA 17566

Telephone: (717) 786-2244  
Fax Number: (717) 786-8796

**This handbook belongs to:**

Name: \_\_\_\_\_

Homeroom #: \_\_\_\_\_

### **Homework Hotline:**

#### Homework Hotline Instructions:

- 1.) Call 717-786-2244
- 2.) Press 8 in the automated menu option
- 3.) Follow Prompts to select the specific grade level HW Hotline

*Homework Hotline Emails will also be sent daily from each grade level team. Please make sure the teams have your email if you would like to receive these daily email updates.*

# Smith Middle School

## Connecting Inspiring Empowering



## 2021-2022 Handbook

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Dear Scholar and Parent/Guardian,

Welcome back! We hope your summer has been enjoyable. We wish you and your scholar(s) the very best as we begin the 2021-2022 school year at Smith Middle School. A new year brings with it great anticipation for learners, parents, and the promise of outstanding opportunities for all.

Should questions/concerns arise throughout the year, a network of support is available. The administration, school counselor, teachers, and office staff may assist you. Maintaining open lines of communication with families and community members is of the utmost importance in nourishing an effective educational environment.

We set high expectations for the students at Smith Middle School. These expectations are outlined in the Smith Middle School Handbook. Please review this necessary information with your child and sign and return this page to your child's homeroom teacher by Thursday, September 2, 2021.

Best wishes for a successful school year!

Sincerely,

Mr. Paul Gladfelter  
Principal

Ms. Lindsay Capoferri  
Assistant Principal

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My child \_\_\_\_\_ and I have reviewed the Smith Middle School Handbook for the 2021-2022 school year.

\_\_\_\_\_  
(Parental/Guardian Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

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# Daily Schedule –

## Alternating A/B Days and Cycle Days 1-6 for Unified Arts

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<b>Homeroom/Advisory</b> 7:45-8:09
<b>Block 1</b> 8:09-9:30
<b>Block 2</b> 9:30-10:51
<b>Block 3</b>  <b>6<sup>th</sup> Grade:</b> Lunch 10:51-11:33 Class 11:33-12:57  <b>7<sup>th</sup> Grade:</b> Class 10:51-12:15 Lunch 12:15- 12:57  <b>8<sup>th</sup> Grade:</b> Class 10:51- 11:33, 12:15-12:57 Lunch 11:33-12:15
<b>Block 4</b> 12:57-2:18
<b>Block 5 (SSP/Activity Period)</b> 2:18-3:00

## 2-HOUR-DELAY BELL SCHEDULE

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<b>9:45-10:09</b>	<b>Homeroom</b>	
<b>10:09-10:55</b>	<b>Block 1</b>	7 <sup>th</sup> Grade RA/UA
<b>10:55-11:35</b>	<b>Block 3</b>	<b>6<sup>th</sup> Grade Lunch;</b> 7th & 8th Gr. Academics
<b>11:35-12:15</b>	<b>Block 3</b>	<b>8<sup>th</sup> Grade Lunch;</b> 6th & 7th Gr. Academics
<b>12:15-12:55</b>	<b>Block 3</b>	<b>7<sup>th</sup> Grade Lunch;</b> 6th & 8th Gr. Academics
<b>12:55-1:41</b>	<b>Block 4</b>	6 <sup>th</sup> Grade RA/UA
<b>1:41-2:27</b>	<b>Block 2</b>	8 <sup>th</sup> Grade RA/UA
<b>2:27-3:00</b>	<b>Block 5</b>	Study Group

## **PRINCIPAL'S WELCOME**

Dear Smith Scholars and Parents,

The staff and administration of Smith Middle School is dedicated to providing the best possible education and school environment to our students.

It is essential that the home and school work together to produce a cooperative atmosphere for the benefit of our learners, the parents, the teachers, and the entire staff. We welcome parental involvement and will continue to foster it throughout the year.

As your principal, it is my job to make sure your years here are successful. Middle school is a time of preparation and change. In order to be successful you will need to be not only a good scholar, but also a good citizen. Read all the items in the handbook carefully. You will be responsible to know the content of these pages and will be expected to follow the rules and guidelines as they are presented here. By following directions, acting appropriately, and respecting yourself and others, your time here at Smith will be pleasant and productive.

We look forward to welcoming all of you the first day of school and working towards producing a school environment that is a benefit to all. Please accept our best wishes for success as we begin this new school year

## **OUR VISION**

At Smith Middle School, we envision an educational community, which strives to foster students who value both citizenship and scholarship in an ever changing technologically advanced world. Therefore, we will endeavor to create an educational environment which meets the challenges and needs of the future.

Our school will engage in partnerships with our learners, parents, community members, and the world.

As educators who are committed to the unique needs of young adolescents, we believe that effective teaching which inspires successful learning, character-building, creativity, a value for education, a productive use of technology as a component of the educational process, and student/parent/community satisfaction. These are all priorities of a caring and nurturing school.

The positive educational climate we seek to create will instill in our scholars a desire to become life-long learners in a dynamic global environment.

## **STRATEGIC PLAN GOALS**

In order to implement our shared vision for the future, the faculty and staff of Smith Middle School intend to incrementally achieve the following goals:

In order to insure a safe and secure learning environment for Smith learners and staff, we will:

- ☐ Create and maintain a secure feeling of physical safety for all students and staff.
- ☐ Research and develop programs and processes, which minimize harassment and bullying.
- ☐ Provide opportunities, which promote and exhibit mutual respect and caring toward others in the school and community.

In order to raise standard achievement for all learners by making reading a top priority in all classes we will:

- ☐ Provide staff development on strategies for reading in the content areas and the use of the P.S.S.A. reading and writing rubric for all teachers.
- ☐ Support, service, and remediate all learners in grades six, seven and eight who are identified by the most current P.S.S.A. as being in the bottom quartile, through the use of adaptations, accommodations and remediation strategies across the curriculum.

In order to raise standard achievement for all learners by continuously improving teaching and learning through the use of "Best Practice" strategies from research-based programs, we will:

- ☐ Provide opportunities for teachers to improve their own technology competencies to ensure standardization of educational activities and quality of teaching resources and materials.
- ☐ Establish a building-wide, yearly focus for instruction, based on a known "Best Practice" which will be the basis for improved instruction across the disciplines

**Solanco P.R.I.D.E.**  
**People Respecting Individual Differences Everyday**

Solanco PRIDE is based on the concept that we all play an important role in the climate of our school. PRIDE works hand in hand with our District Expectations Initiative. The core values of Respect, Responsibility, Courage and Kindness play a key role in PRIDE. We all want a safe, positive, supportive environment for our students in school. This program is not peer mediation, behavior modification, or a discipline program. This program is designed to equip students, teachers, staff and parents with the knowledge to help eliminate bullying in our schools.

**P.R.I.D.E. Expectations for our school:**

- ❑ Respect - We will NOT bully others.
- ❑ Courage - We will try to help students who are bullied.
- ❑ Kindness - We will try to include students who are left out.
- ❑ Responsibility - If we know that somebody is being bullied, we will tell an adult at school and at home.

**P.R.I.D.E. ANTI - BULLYING PLEDGE**  
From: Bullying.org

This is for me... my friends today... and my friends tomorrow.

I think being mean stinks! I won't watch someone get picked on,

Because I am a do something person...not a do nothing person.

I care...I can help change things...I can be a leader!

In my world there are no bullies allowed.

Bullying is bad  
Bullying belittles  
Bullying bothers me.

I know sticking up for someone is the right thing to do

I am a Smith Middle School Learner and I won't stand by...

**I will stand up.**

**People Respecting Individual Differences Everyday**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Handbook Procedures

- The handbook is designed to assist scholars in organizing school related information such as homework and project assignments.
- The handbook provides important information related to goal setting and time management. Scholars should utilize this information to assist them in their middle school career.
- The handbook will serve as the method for passage in the hallways. Scholars must have their handbook in their possession at all times. Teachers will conduct periodic checks to ensure the proper usage of the handbook. Any scholar found not to have a book or to be in possession of a book other than their own, or who defaces, destroys or covers over any part of the handbook section of the assignment book, will be referred to the office for disciplinary action.

### PLEASE NOTE

The Smith Scholar Handbook is a reference of the specific policies and procedures established by the Solanco School Board as well as the state and federal governments. When it is necessary to modify or make additions to the policies and procedures the administration will inform the student body of the changes. Scholars will be held responsible for complying with the established guidelines, policies and procedures even if they are not directly stated in this handbook. All School Board policies are effective as of the date they are approved by the Solanco School District.

## A

### Academic Information

#### Program of Studies

##### Grade 6

Language Arts  
Social Studies  
L.E.A.D. (Literacy Enrichment Across Disciplines)  
Mathematics  
Science

##### Grade 7

Language Arts  
Social Studies  
L.E.A.D. (Literacy Enrichment Across Disciplines)  
Mathematics  
Math Extension  
Science  
Wellness

##### Grade 8

Language Arts  
Social Studies  
L.E.A.D. (Literacy Enrichment Across Disciplines)  
Algebra I/Intro to Algebra  
Integrated Geography/Innovations  
Science

##### Grade 6,7, & 8

Art  
Music  
Computer Science  
STEM  
Family & Consumer Science  
Technology Education  
Fitness  
Activity Period.

Scholars in each grade level will have two periods of Unified Arts classes which rotate on a six day cycle. Related Arts offerings include: Computers, Technology Education, Art, Music, P.E., Health, FACS, and STEM.

### Anti-Bullying/Non Discrimination and Harassment/Hazing

### Policy #252, #103, #247

- All forms of bullying and cyberbullying by District learners are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyberbullied shall promptly report such incidents to the building administrator.
- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying. **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.

- The Board prohibits all forms of bullying by District learners. The Board encourages learners who believe they or others have been bullied to promptly report such incidents to the building principal or designee.
- Students are encouraged to use the District's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.
- The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.
- Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.
- Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.
- Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to learners. A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

A learner who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention/Suspension
- Expulsion
- Referral to law enforcement officials.

**\*If bullying, harassment, or hazing is suspected, please report the incident to the building principals immediately so action can be taken to protect students.**

**Discrimination/Discriminatory Harassment-** Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### **Discrimination**

### **Policy # 103**

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

### **Title IX Statement**

It is the policy of the Solanco School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding the compliance with Title IX may be directed to the Superintendent's Office, Chief Educational Officer, 121 South Hess Street, Quarryville, PA 17566 or phone 717-786-8401.

### **Section 504 Statement**

It is the policy of the Solanco School District not to discriminate against employees with disabilities in the employment and operation of its school, its educational programs, services and activities, and in any other area where compliance is required by Section 504 of the Rehabilitation Act of 1972. Inquiries may be directed to the Superintendent, Chief Educational Officer, who will direct the concern to his designated 504 Compliance Coordinator, 121 South Hess Street, Quarryville, PA 17566 or phone 717-786-8401.

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests or sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when: Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or

1. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
2. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

### **Hazing**

### **Policy #247**

Is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Discipline ranges from suspension to expulsion.

### **PRIDE Bullying Prevention Program**

Under this middle school initiative, bullying is defined as:

- Saying mean or hurtful things, make fun, or call a person mean or hurtful names
- Completely ignore or exclude a person from your group of friends or leave a person out of things on purpose
- Hit, kick, push or shove another individual
- Tell lies or spread false rumors about a person, or send mean notes (messages, texts, or etc.)

### **Ambassadors (PRIDE)**

- "PRIDE Ambassadors" is a group of selected scholars in grades 7 & 8 who work to make the school environment a better place. One way the group strives to do this is by leading classroom meetings once a month on Respect, Responsibility, Courage and Kindness. Additionally, learners involved in this program are provided leadership training which will enable them to take a proactive stand on the issues and concerns of the student body.

### **Lend-A-Hand Lockers**

- There are three lockers painted black for scholars to place a note in if they need help or know someone that needs help. The lockers are checked multiple times a day to ensure that if a scholar does need help they receive it in a timely fashion.

### **Bullying / Harassment Reporting Form (Smith's web page)**

- On the Smith website there is a place to report bullying and harassment. Look for the red **Bullying / Harassment Reporting Form**. Click on the red words and start filling out the form. Once submitted, the form will be sent to Mr. Gladfelter and Ms. Capoferri.

### **Safe2say online form**

- The state of Pennsylvania has come out with a new website to report concerns. When you fill out this report, it will be set to the state and they will inform the school district of the concern.

### **Alcohol, Drugs, and Controlled Substances; Look Alike Substances, and Solvents (Policy #227)**

- This policy and its associated guidelines are an effort by the School District to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population.
- For purposes of this policy, "substance" shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, and chemical, any abused substance or any medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record,



and given in accordance with the School District's policy for the administration of medication to students in school. The School District will work through curriculum and classroom activity, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the use or abuse of substances by members of the school population. As an extension of this policy, school guidelines shall be used with reasonable judgment, when responding to drug and alcohol or other substance-related situations.

- These guidelines have been created as one part of this policy. They are intended to provide a consistent means for effectively responding to alcohol, drug, and other substance related situations that may occur at school or at school sponsored events. They have been written with the consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. Situations wherein a student demonstrates obvious symptoms of possible substance use (staggering, slurred speech, dazed appearance, incoherence, inability to respond) or possession of drugs or alcohol, shall generally be handled according to the procedures of this policy, and as a health problem and potential emergency.
- Situations regarding sale, exchange, transportation, or delivery of substances will also generally be handled according to the procedures established in this policy.
- This policy sets forth intended guidelines for dealing with drug and alcohol and other substance related problems. However, the rules set forth are merely guidelines and shall not constitute a limitation on the authority of teachers, administrators, and the school board to respond differently (or to impose additional sanctions such as exclusion from an extracurricular activity) as may be appropriate based on the facts and circumstances of any particular case.
- As required by State Law, disciplinary action, which results from possession, use, and/or abuse of alcohol, drugs, and controlled substances, is recorded in the student's cumulative folder, and becomes a part of his/her permanent record.
- White-out, glue, adhesives, nail polish remover, etc. are considered toxic and, therefore, fall under the drug and alcohol policy as noxious substances. Students may not carry these in the school and may use only under the direct supervision of a teacher.

### Activity/Club Period

- Learner Activities are scheduled during activity period (during a block 5). Scholars select their Activity choices from among a list of possibilities. Because of the limited number of scholars that a faculty sponsor can supervise, and space restrictions, every scholar may not get his/her first choice. Make all Activity selections carefully.

### Aerosol Sprays and Other Liquids

- Because of the potential of allergies and misuse that could result in injury to eyes, lungs, skin of others, no aerosol sprays of any kind are permitted in school. Sprays will be confiscated and discipline could occur.

### Attendance

### Policy #204

- To become successful in school, just as in the work place, regular attendance is extremely important. Missing school makes it difficult to make-up work and learn effectively. Help yourself achieve success by attending school regularly. School attendance will be strictly monitored for all students at all times.
- Immediately upon returning to school after having been absent, students must submit to the morning desk or the office, a written excuse signed by a parent, guardian, or doctor stating the reason for absence. Failure to submit an excuse signed by a parent or guardian within 48 hours after return to school will result in the reason for the absence being considered unlawful.
- The Pennsylvania Public School Code specifies that school attendance is mandatory between the ages of eight and seventeen. More than three illegal and/or unexcused absences make a student and parent/guardian liable for a fine of up to \$300.00 and/or court-ordered community service. Generally speaking, only illness to the student or death in the immediate family is considered as lawful absences. There are some exceptions to this guideline but they are few and very rare. The principal may require a doctor's excuse for any "sick" absence regardless of duration, if he/she feels that a parent or student is misusing the legal absence law. Three consecutive days of absences may also result in the need of a doctor's note to help insure the student is healthy.
- A maximum of ten days of cumulative lawful absences, verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.
- If a pattern of unlawful absences occurs, the following procedure will be used:
  1. After three (3) unlawful absences, the parent or guardian will be served with an official FIRST NOTICE. This notice indicates that the absolute maximum number of unlawful absences has been reached.
  2. After the FIRST NOTICE has been served, any additional unlawful absences will result in a fine through District Magistrate's office.
  3. A student is responsible to meet with his or her teacher regarding make-up work. A student may receive a grade of "F" for work missed during an unlawful absence.
- **If you are absent from school during the day, you may not participate in any after school or evening activity sponsored by the school during the same day.**

# B

## Backpacks

- Scholars are not permitted to carry backpacks from class to class. They should be left in the locker before homeroom and only used to transport books and assignments to and from school. Scholars are permitted to go to their locker at regular intervals throughout the school day to get the materials they need. Lockers are narrow and do not accommodate large, wheeled packs. Any pocketbook large enough to carry a book may not be carried during the school day and must be left in the scholar's locker. Learners are permitted to carry their district issued computer bag.

## Breakfast Program

- A grab-n-go breakfast is available each day in the Smith Cafeteria. Scholars can purchase this meal and take it with them to eat in homeroom. There are free and reduced rates for those that apply and qualify.

## Buses

### Bus Passes

- Scholars must ride their designated bus to and from school and only use their assigned bus stop. Scholars desiring to take a bus other than their regular bus must bring a note from home to the morning lobby desk. Parents will be contacted if additional information is needed. If a scholar is to go home with another scholar **written notification will be required from each scholar's parent/guardian** before any passes are issued. Scholar phone calls to request parent permission to invite scholars to their homes will not be permitted throughout the school day. Upon dismissal, scholars are not to loiter near the buses and in the bus parking area. Parents picking up scholars at the end of the day should do so at the designated parent pick-up area, after school is dismissed, and away from the bus loading area.

### Size Limit for Items Carried On Bus

- To help ensure the safety of all learners and drivers on our buses, the Solanco School District has established a size limit for backpacks, musical instruments, sports bags and other items brought on buses by learners. All items carried on buses must be held in the student's lap while the student is sitting in a bus seat. Bags, instruments and other items cannot be placed in the aisle and they cannot obstruct students when boarding or exiting a bus. Items that are too large to hold on a student's lap will not be permitted on the bus.

### Bus and Bus Stop Rules and Behavior

### Policy #810

1. All school rules apply while waiting at bus stops, during loading, riding, and unloading of buses.
  2. The bus driver enforces rules to maintain safety on the bus.
  3. Remain seated and facing forward while the bus is in motion as this may be distracting to the driver or to other motorists.
  4. Keep bus clean, no eating or drinking on the bus
  5. Be respectful of the driver and all other riders.
  6. Learners are not permitted to take pictures/videos.
- Learners and parents should be aware that, according to the Pennsylvania Public School Code, transportation of public school students is a privilege, not a guaranteed right. Pennsylvania school administrators have the authority to suspend bus riding privileges of disruptive and/or disorderly students for a temporary period of time, or an entire year, if necessary. Parents/guardians are then responsible for the transportation of their child to and from school. During a period of suspension of bus privileges, the Compulsory School Attendance Law of Pennsylvania is still in effect. Therefore, learners who do not attend school without an excused reason for absence, will have those absences considered unlawful.
  - The Solanco School District wants to ensure the safety of its learners while being transported to and from school and school-related activities on school buses. As part of its safety effort, the School District randomly places surveillance cameras with audio and video capabilities on all school buses to deter and detect student misbehavior.

### **Solanco School District** **School Bus Audio and Video Monitoring Policy**

The Solanco School District wants to ensure the safety of its learners while being transported to and from school and school-related activities on school buses. As part of its safety effort, the School District randomly places surveillance cameras with audio and video capabilities on all school buses to deter and detect student misbehavior.

The School District affirms that students **should not** have an expectation of privacy when riding the School District's buses, nor should they have an expectation that school bus surveillance cameras will not record their actions or words. The School District asserts that students and their parents/guardians consent to the District's audio/visual monitoring through the students' use of the school buses.

## C

### Cafeteria

- The school cafeteria provides a nutritious lunch each day for students who choose to purchase one. Milk, a sandwich, and soup or salad may be purchased separately. There are three lunch groups daily:
 

10:51-11:33	- 1st lunch period (6 <sup>th</sup> -Grade)
11:33 -12:15	- 2nd lunch period (8 <sup>th</sup> -Grade)
12:15-12:57	- 3rd Lunch period (7 <sup>th</sup> -Grade)
- The cost of a school lunch is \$2.50 per learner. Milk alone is \$.50. Reduced pay is \$.40 per student. (All prices are subject to change).
- The cost of a school breakfast is \$1.40 per student and \$.25 for reduced. (All prices are subject to change).
- **Point of Sale System**
  - The point of sale system allows parents/guardians to pre-pay for their child's meals in convenient amounts. Students are assigned a unique pin number which allows them to access their account and deducts the cost of their purchase. Parents/Guardians are encouraged to send a check in with their student, although cash is accepted. The following are the procedures for the system:
    1. A check/money should be placed in the envelope with the child's name, grade, homeroom, and amount enclosed.
    2. The student should deliver the envelope to the morning lobby desk before the start of the school.
    3. When the student purchases a meal, the cost of the meal will be deducted from their account. When the account is running low, the student will be given an envelope to indicate this.
    4. Free and reduced lunch students will also use the same system in order to track their meal purchases.
    5. Money for reduced meals will be collected and credited in the same manner as "full price" meals, but at the reduced rate.
    6. Note: A \$10.00 service charge for returned check will remain in effect.
    7. Students will not be permitted to charge a second meal until the first charge has been paid. Please check with your child to verify they have a sufficient account balance.
    8. The website to put money into your child's account is: [www.lunchprepay.com](http://www.lunchprepay.com)
  - To help you decide how much money to send, here are some examples.

Type of meal	8 weeks	4 weeks	2 weeks
Reduced-pay (\$.40)	\$16.00	\$ 8.00	\$ 4.00
Full-pay (\$2.50)	\$100.00	\$50.00	\$25.00

- **Free and Reduced Price Lunches**
  - The Solanco School District offers free and reduced price lunches to those scholars whose parents qualify based on their income level. A copy of the complete school policy on Free and Reduced Price Lunches is available in the Main Office. Scholars wishing to apply for this program or determine their eligibility, should stop in the office and ask for a copy of the policy.
- **Cafeteria Charges**
  - The policy of allowing a scholar to charge lunch is available only to assist the scholar who might, on a rare occasion, forget lunch or lunch money. This program is not to provide for scholars or parents who have financial difficulties. The above-mentioned Free and Reduced Price Lunch Program is for that purpose.
  - The following procedure for lunch charges will be followed:
    1. One charge may be made in an emergency situation only (as when a scholar forgets money or lunch).
    2. We ask that parents and scholars attend to charges as soon as possible and not charge a second time, until the first charge has been paid in full. Charges may only occur for the price of a lunch (no snacks or a la carte items may be charged). Charges should be paid within one week if possible.
    3. If charges become excessive, breakfast may not be allowed to be charged.

## • Cafeteria Misconduct

- The cafeteria besides being a lunchroom is also a place where good human relationships may be developed. Each scholar is expected to practice good manners. Simple rules of behavior make the lunch period orderly and pleasant.
  1. Each person is responsible for what he or she brings to the table, and all the people at the table are responsible for leaving the table and floor area clean.
  2. Scholars should display respect for each other in the cafeteria by waiting in line to be served, cleaning off their tables when finished and maintaining a conversational voice level.
  3. Monitors will have lavatory passes. Scholars must obtain a pass from the teacher on duty.
  4. Scholars are to remain seated at tables until dismissal. School rules and expectations apply and discipline could involve sitting in an assigned seat, lunch detention, or removal of eating in the cafeteria.

## Cameras

- Smith Middle School uses digital technology to record and monitor activities in and outside of the school building. There are approximately 100 cameras throughout the building.

## Child Abuse Reporting

## Policy #806

- The Pennsylvania Child Protection Service law requires school personnel to report any suspected cases of child abuse. The school is directed to cooperate with the agencies conducting the investigation. The law is very clear that the school's role is simply to report, not to conduct an investigation.

## Class Events and Special After School Functions

- The regular school dress code applies.
- Only Smith scholars in the designated grade levels holding the event may attend.
- Unless some specific outside activity is planned, no one will be permitted to leave the place where the event is held until it is over. The only exception will be upon special written request by a parent, submitted in advance, and approved by the Principal.
- Scholars must be in school during the day in order to attend any after school activities.
- All school rules apply! No personal electronic devices should be used during after school events.

## Containers/Drink Bottles

- Smith scholars are permitted to carry water bottles in school containing only water. NO ENERGY DRINKS ARE PERMITTED.

## Release or Custody of Students

## Policy #238

- In all cases of child custody the school will make a practice of returning the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation the school will release the custody of the child on any given day to the parent or guardian of record at the time of enrollment. Any parent or guardian who must seek release from school for a son or daughter by picking them up during the school day for some urgent reason or a doctor or dental appointment must present themselves at the main office to be properly identified and to sign out the student in a log. In the event that someone unknown to the school attempts to affect the release of a student from school, that release will be prohibited unless the parent or guardian of record makes arrangements for such a release. Should an instance of this nature occur without parental contact, the school shall contact the home. Any person attempting to secure the release of a student unlawfully, without parental permission, shall be subject to prosecution.

## Computer Misbehavior

- All learners are provided with a device at the beginning of the school year. Included with the device is the opportunity for families to purchase insurance to reduce costs of repairs associated with the device. Learners are responsible for any user damage to the device provided to them, as well associated materials such as chargers and laptop bags.
- The device provided to the learner is for ACADEMIC purposes only and should be used as such. Repetitive misuse of the school-issued device will result in discipline.
- Any of the following behaviors will result in school discipline:
  1. Intentional crashing of programs or rearrangement of the hard drive. Costs will also be incurred as indicated above.
  2. Intentional destruction of another scholar's computer will result in disciplinary action.
  3. The unauthorized use of a teacher/staff computer is a serious offense.

4. The purposeful search and/or viewing of inappropriate information or pictures on the Web, as well as refusal to comply with instructions online and redirection from teachers related to online work.

## Conflict Resolution

- If a problem develops between a scholar and staff member, the scholar and parents are encouraged to first contact the school employee involved, to clarify issues and reach a solution. If a satisfactory decision cannot be reached, scholars and parents are encouraged to contact the school counselor, then the principal, if needed. If a problem develops between two scholars, the scholar(s) is/are encouraged to contact the school counselor. One of the methods for resolving conflict between scholars is Peer Mediation. Solving problems as soon as potential conflict develops with those directly involved usually ensures a higher rate of scholar/parent/staff member satisfaction.

# D

## Delays/Cancellations Due to Inclement Weather

- If weather conditions may cause school to be canceled, listen to one of the following stations:

WGAL-TV	-	Channel 8	WNCE-FM	-	Dial 101
WLYH-TV	-	Channel 15	WLPA-AM	-	Dial 1490
WDAC-FM	-	Dial 94.5	WIOV-FM	-	Dial 105
WGSA-AM	-	Dial 1310	WJTL-FM	-	Dial 90.3
WCOJ-AM	-	Dial 1420	WQXA-FM	-	Dial 105.7
WLAN-FM	-	Dial 97	WLAN-AM	-	Dial 1390
WBSA-AM	-	Dial 91			

During inclement weather, it is wise to continue to listen to a station even after the first report of a delay has been announced. Occasionally, a one hour delay can later be changed to a two hour delay, or even a cancellation.

**Families are encouraged to also follow Solanco on Twitter, Facebook, and Instagram as well as download the Solanco App on your electronic mobile device through the iTunes App Store or Google Play Store.**

## DISCIPLINE/BEHAVIOR GUIDELINES

- Discipline is synonymous with teaching and learning, and if learning is to prevail, discipline is necessary. Scholars have a great responsibility in being good citizens of our school and to demonstrate social responsibility. The emphasis should be on Respect, Responsibility, Kindness and Courage.
- Our Discipline code seeks to reinforce these expectations and develop more positive, appropriate behaviors in our scholars.
- Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The following terms are defined so that scholars, parents and school personnel understand clearly the actions that will be subject to administrative discipline.
  - 1. Assault** - An unlawful physical attack on someone which results in the act of beating or the use of force upon the person is a serious offense. An assault usually results in a suspension from school. Police may be notified and charges may be filed, either by the victim or by the school.
  - 2. Fighting** - Aggressive, physical conflict between 2 or more scholars is considered fighting. Because of the potential danger to the health and safety of the scholars involved, as well as to others who may be nearby, administrative discipline in the form of suspension may be assigned.
  - 3. Altercations** - Pushing, shoving, tripping or causing a confrontation with another scholar is an altercation. Since altercations often develop into fights, they are considered serious and administrative discipline will be assigned.

### DEFINITION OF LEVELS:

- Below are behaviors that are categorized as Levels 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2 or 3 violation may result in the administration responding to that action as a Level 4 violation.

*Depending on the circumstances, a violation listed under a particular level may be treated as a higher level offense, and a scholar may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level 3 or 4. The recommended discipline should be considered minimum penalties for designated violations.*

- Level 1** – Scholar misbehavior that impedes orderly classroom environment or interferes with the orderly operation of the school
- Level 2** – Scholar misbehavior, through its frequency or seriousness that tends to disrupt the learning climate but does not directly affect the health and safety of others.
- Level 3** – Acts directed against persons or property but the consequences of which do not *necessarily* endanger the health or safety of others in the school.

**Level 4** – Acts which are violent or pose a direct threat to the safety of the scholar or others or which prove significantly disruptive to the education process

### **Academic Dishonesty**

- Cheating in the Middle School occurs when a scholar has taken another person's thoughts, writing or work and submits this work as their own. Some examples of cheating are:
  1. Using published works bearing copyrights without giving credit to the author or publisher.
  2. Copying another scholar's answers on a test.
  3. Talking during a test.
  4. Copying another scholar's homework with or without their consent.
  5. Using written answers prepared before the test unless the test is open book or open notes.
  6. Passing answers to other scholars on a test previously taken.
  7. Making work available for someone else to copy.
  8. Changing answers on work being corrected without permission
- Anyone cheating or contributing toward cheating may receive a failing grade in the assignment. Parents will be notified of the incident by the teacher and/or administrator. The scholar will potentially receive discipline due to academic dishonesty.

### **Cutting Class**

- A scholar who deliberately cuts class will be assigned administrative discipline, and will need to make up the class work or time missed in class. Parents will be notified.

### **Defiance/Insubordination**

- Any scholar who willfully refuses either by word or action to comply with reasonable request or direction from a faculty member or adult in charge will be subject to teacher and/or administrative discipline.

### **Disruptive Behavior**

- Language, gestures, noises or actions which distract, disturb, or seriously interfere with the effective functioning of the teacher, scholars, class or school will not be tolerated. Discipline could occur with teachers and/or administrators.

### **Inappropriate Language**

- In order to provide a conducive climate for learning, Smith Middle School has an expectation that all scholars, visitors and staff refrain from the use of foul, inappropriate, or vulgar language. Abusive language directed toward a staff member will be considered a serious offense. Notes or written messages containing foul or inappropriate language also fall under this category. Discipline could occur with teachers and/or administrators.

### **Late to Class**

- Scholars are expected to report to each class in a timely manner. A maximum of three minutes to change classes is permitted. Scholars who are late are expected to have a pass from a teacher. Repeated lateness will result in parental contacts along with a possible office referral.

### **Plagiarism**

- The acknowledgment use of words and or ideas of any published work without the author's permission is a form of academic dishonesty. Scholars who copy a writer's work without giving the author appropriate credit will be guilty of plagiarism and may receive a failing grade for the assignment and/or discipline.

### **Public Displays of Affection**

- Public displays of affection are not acceptable in our educational environment. These may include, but are not limited to: kissing, hand holding, walking arm in arm, or other forms of physical contact.

### **Terroristic Threats**

- An intention to harm school personnel and/or scholars either spoken or written is considered a terroristic threat. A threat against others, with or without mention of dangerous weapons, will be treated as a serious offense and is subject to administrative discipline. In some cases, police may be notified and charges filed.

### **Theft**

- Any scholar who takes property that does not belong to him/her without the permission of the owner is subject to administrative discipline. In some cases, police may be involved.

### **Vandalism**

- When an offense involves defacement of school property, parents will be notified and restitution will be sought in the form of money and/or services. The district reserves the right to press charges with local law enforcement.

## Discipline Options

1. **Teacher Level Discipline** – Teachers will handle discipline in their classroom, when possible, before involving the administration. This could include warnings, seat changes, parent contacts, conferences, teacher held detentions, and/or other classroom management strategies.

### **Administrative Discipline**

2. **Detentions** - Scholars may be required to complete a reflection paper about behavior that led to consequence. There could be further discipline for scholars not complying with expectations in detention. Detentions could be assigned during lunch/recess (served in office) or during club time (served with a teacher). If scholars are assigned after school detentions, because other discipline is not correcting behaviors, a ride will be needed at assigned pick-up time. Scholars may be asked to serve the school in some way as a restorative practice.
3. **After School and Saturday Detention** –  
In certain cases a scholar may be required to remain after the conclusion of the normal school day for infractions of school regulations. After school detention is held following the regular dismissal time from 3:00 p.m. until 4:00 p.m., under supervision of a staff member and scholars will need to be picked up by 4pm, unless otherwise notified by administration. Saturday detentions could be assigned and coordinated with parents/guardians by the administrator.
  - a. The time in detention is to be spent working constructively.
  - b. If homework is complete, scholars will read appropriate material that must meet the approval of the instructor.
  - c. Scholars should be quiet, respectful, and productive while in detention.
  - d. Scholars will remain in assigned area unless granted permission.
  - e. Dismissal from detention based on defiance can result in an In-School Suspension placement.
  - g. Only in the case of an emergency will a scholar be allowed to leave an assigned detention.
4. **R.I.S.E.** - (In-School Suspension) Restorative Improvement for Success in Education  
Scholars who are placed in RISE/ISS should report immediately to the office at the start of the school day. Scholars should come prepared with texts, paper and writing instruments. Suspension scholars have lost the privilege of interacting with their peers and will eat lunch within the classroom. All assignments provided are to be completed prior to leaving the suspension room. A failure to complete assignments could result in the scholar being reassigned for an additional day. Assignments could be assigned with the purpose of teaching skills to prevent further misconduct as a restorative means of correcting behaviors.
5. **Out-of-School Suspension** -  
Scholars assigned out of school suspension are to complete all course work assigned to them during their suspension. The teachers will provide assignments but it is the scholar's responsibility to make arrangements to pick up and complete these assignments. Arrangements to pick up the assignments are to be made by contacting the office. All assigned work must be completed within 3 days of the return to school unless another deadline is specified on the assignment. **Scholars are not permitted on any district property during the time of suspension.**
6. **Suspension of Bus Privileges** -  
These privileges could be withdrawn when violations of the bus code occur. Scholars will be removed from the bus for a set period of time and may be required to have a parent conference before returning to the bus.
7. **Expulsion**  
Expulsion is exclusion from school by the Board of School Directors for a period of time and may be a permanent expulsion from the school rolls. All expulsions require a formal hearing. Once expelled, the person is not permitted to attend school related activities on district property or elsewhere. The following could be expellable offenses.

-drug and alcohol violations	-weapons violations
-criminal offenses	-violation of penal code
-assaults	-fights
-false alarms/bomb threats	-endangering the health and safety of oneself and others
-defiance/insubordination	-repeated violations of school rules
8. **Reverse Suspension** -  
In certain cases a parent may be asked to come in and spend the school day with their child. They would walk the scholar's schedule for the day. Parent must follow all school rules when in school with their child.

## 9. **Police Involvement**

In the event a specific crime has occurred, the district reserves the right to press charges with the local law enforcement agency. All violations of the drug, alcohol and weapons policies will involve the local law enforcement authorities. (See appendix for specific guidelines involving these policy violations.)

## 10. **Removal of Privileges**

School privileges may be withdrawn when scholars violate provisions of the discipline code. These may include extracurricular (athletic and non-athletic) activities, school social events and/or membership or leadership positions in clubs, classes or other school organizations. Also, scholars may be removed from the cafeteria for inappropriate behavior.

## 11. **SAP Referral**

Certain disciplinary infractions could result in scholars being assigned to participate in the Student Assistance Program

## 12. **Cease and Desist Order**

Both scholars who have been involved in a bullying/harassment issue will potentially sign this order. Scholars will have no further contact with each other. If order is broken, scholars will receive discipline.

## 13. **Restorative Discipline**

A relational approach to building school climate and addressing scholar behavior. The approach fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

## 14. **Restricted Pass**

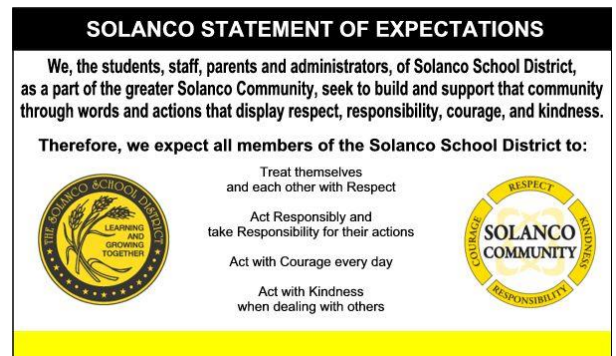
Limitations in the hallway to prevent negative behaviors during transitions and traveling through the halls.

*The administration reserves the right to adapt and revise the disciplinary code as necessary depending on the circumstances in order to assure a safe and secure learning environment for scholars and staff. Each case is judged individually.*

## **Discipline Points**

- The teachers may assign a lunch detention as a consequence for misbehavior. The Principal may assign other options for discipline which may include club detention, After-School Detention, and R.I.S.E. Each detention is assigned a point value.

<u>Consequence</u>	<u>Points</u>
• Period 10 Detention	1
• After School Detention	1.5
• R.I.S.E./ISS	1.5
• Bus Suspension	1
• Lunch Detention	1
• Saturday Detention	1.5
• Reverse Suspension	1
• Cease and Desist Order - Principal's Decision	
• Restorative Discipline - Principal's Decision	
• Restricted Pass and Other – Principal's Decision	





## EXAMPLES OF LEVEL VIOLATIONS

Examples of Level I Violations	Examples of Level II Violations	Examples of Level III Violations	Examples of Level IV Violations
<ul style="list-style-type: none"> <li>-Tardiness/unexcused lateness</li> <li>-Misuse of pass</li> <li>-Cutting Class</li> <li>-Failure to complete assignments or carry</li> <li>Out directive</li> <li>-Inappropriate language, not directed at any particular person</li> <li>- Abuse of hall privileges</li> <li>-Minor classroom/school misconduct</li> <li>-Chewing gum/food without express Permission</li> <li>-Public displays of affection</li> <li>-Minor defacing of school property</li> <li>-Cafeteria misconduct ( for elementary students)</li> <li>-Dress guideline violations</li> </ul>	<ul style="list-style-type: none"> <li>-Repetitions of Level I</li> <li>-Truancy</li> <li>-Leaving school grounds</li> <li>-Leaving class without permission</li> <li>-Academic Dishonesty</li> <li>-Use or possession of tobacco products</li> <li>-Inappropriate language directed at a Peer</li> <li>-Bus misconduct</li> <li>-Assembly misconduct</li> <li>-Cafeteria misconduct</li> <li>-Failure to complete assigned Level I Discipline</li> <li>-Bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Repetitions of Level 1 &amp; 2 Infractions</li> <li>-Vandalism of School Property</li> <li>-Theft</li> <li>-Fighting</li> <li>-Assault</li> <li>-Behavior that results in bodily harm/property damage (to self or others)</li> <li>-Defiance/disrespect</li> <li>-Harassment</li> <li>-Hazing</li> <li>-Intimidation of or threat against Another student/staff</li> <li>-Violation of Internet Policy</li> <li>-Inappropriate sexual behavior</li> <li>-Cyber bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Repetitions of Level 1, 2, 3 violations</li> <li>-Arson</li> <li>-Bomb threat</li> <li>-False Fire Alarm</li> <li>-Possession/use/transfer/sale of a weapon (Policy 218.1)</li> <li>-Physical attack of a school employee</li> <li>-Use/possession/transfer/sale or use of drugs, drug paraphernalia, alcohol or other controlled substance or “look alike “ (Policy 227)</li> <li>-Other behaviors judged as Level 4 offences by the administration</li> </ul>
<p>Examples of Recommended Discipline for Level I: (Not limited to one)</p>	<p>Examples of Recommended Discipline for Level II: (Not limited to one)</p>	<p>Examples of Recommended Discipline for Level III: (Not limited to one)</p>	<p>Examples of Recommended Discipline for Level IV: (Not limited to one)</p>
<ul style="list-style-type: none"> <li>-Behavior contract</li> <li>-Verbal reprimand</li> <li>-Conference</li> <li>-Parent contact</li> <li>-Apology from student</li> <li>-Assigned seating</li> <li>-Clean-up area</li> <li>-Detention</li> <li>-Suspension of privileges</li> <li>-Referral to guidance counselor</li> <li>-Restitution</li> </ul>	<ul style="list-style-type: none"> <li>-Any Level I option not used</li> <li>-Administrative discipline ranging From detention, ISS, or Saturday Suspension</li> <li>-Restitution</li> <li>-Suspension of bus privileges</li> <li>-Referral SAP Instruction Support team</li> <li>-Loss of driving privileges</li> <li>-Referral to Legal Authorities</li> <li>-Community Service</li> </ul>	<ul style="list-style-type: none"> <li>-Any previous option not used</li> <li>-Suspension/In-school suspension</li> <li>-Referral to Legal Authorities</li> <li>-School Board Review</li> <li>-Expulsion</li> <li>-Removal from organization or team</li> </ul>	<ul style="list-style-type: none"> <li>-Suspension/In/In-School</li> <li>-Referral to Legal Authorities</li> <li>-School Board Review</li> <li>-Expulsion</li> </ul>

## **Dress Code**

## **Policy #221**

- The Smith student should dress for success. Clothing should reflect a pride in the school and in oneself. Neither temperature, nor style, should negate our school's emphasis on respect and personal pride. Learners are expected to dress in keeping with good taste and propriety. Any item of dress or personal style, which is disruptive to the orderly operation of the school or offensive to others, is not permitted.
  1. Extreme styles, including miniskirts or short dresses, halter-tops, exposure of midriff or navel, or clothes worn in an unusual or distracting manner are not permitted. Visualization of underwear is not permitted.
  2. All articles of wearing apparel displaying indecent writing, illustrations or pictures, racist statements, references to tobacco, beer, liquor, wine, drugs, sex, or graphic illustrations of violence are not permitted. Students will be asked to change immediately.
  3. Sleeveless shirts, tank tops and muscle shirts are not permitted unless they are worn with sleeved shirts. Bare shoulders are not permitted.
  4. Shorts should be of modest length and material. Inseams should measure 5" or longer. Holes in pants, shorts, skirts, which go above the 5" inseam, must be patched or learners should wear something underneath.
  5. Skirts of mid-thigh length or longer, when worn properly, will be permitted. Hems must be no higher than the ends of the fingertips when arms are hanging freely by the side..
  6. Hats, caps, hoods, scarves, bandanas, nor any other distracting headwear may be worn in school without receiving prior administrative approval. (Please Note: hats should be removed as soon as you enter the building and should only be put on again as you exit the building. Hoods should be removed at all times while walking through the hallways)
  7. Sunglasses may not be worn in the building without prior approval.
  8. Coats, jackets, and windbreakers may not be worn to class at any time. These must be placed in the locker in the morning when students arrive at school. Our school is air-conditioned and climate controlled. If students are chilly in class, they are encouraged to bring a sweater or sweatshirt and leave it in the locker throughout the year.
  9. Students should be aware of the messages written on clothes they wear. Students should not wear clothing, which carries a double meaning of a sexual or vulgar nature. Messages or images that are deemed offensive to particular groups or individuals, and do not align with our efforts toward dignity and equity, are not permitted.
  10. If the learner immediately, or within a given time does not make appropriate changes, or if a learner needs to be told twice about their inappropriate clothing, he/she will be asked to complete work in the office or ISS room until able to comply with expectations.
  11. Pajamas and slippers are not considered appropriate attire for school and may not be worn.

## **Drug Testing for Students in Extracurricular/Co-curricular Activities and Student Drivers**

## **Policy # 227.2**

- The Solanco School District recognizes that drugs have a serious and deleterious effect on students' motivation, memory, judgment, coordination, reaction time and overall performance. Long-term use of these substances can compound these problems and negatively affect students academically, physically, and emotionally.
- These concerns, in conjunction with the health and safety risks associated with students participating in extracurricular/co-curricular activities or operating motor vehicles while impaired, and the recognition that drug use and abuse exists throughout all facets of our secondary student population, have compelled the development of this policy.
- Participation in school-sponsored athletic activities and student use of school parking facilities is a privilege and not a right. Accordingly, students participating school-sponsored athletic activities or with parking privileges carry a responsibility to themselves, their fellow students, their parents/guardians, and their school to exercise prudent judgment, which includes avoiding the use of drugs and alcohol.

## **Anabolic Steroids:**

## **Policy #227**

- The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

## **Voluntary Drug Testing:**

## **Policy #227.1**

- This policy provides for drug testing of middle school and high school students who consent to such testing, along with a parent or guardian if the student is under the age of eighteen. (18).
- Once a student signs a Drug Testing Consent Form, the student is enrolled in the voluntary drug testing program until the district receives written notice requesting the student's name to be removed. A dated written statement signed by both student and parent or guardian must be submitted revoking consent to participate in the program.

# E

## Early Dismissal

- Parents must contact the office either in writing, by telephone, or in person, when requesting early dismissal of a student. Anyone coming to pick up a learner early must report to the office and identify themselves. Anyone leaving early must be signed-out in the book in the Main Office. Students who leave before 11:00 and do not return will be considered absent the full day. After 11:00 = 1/2 day absent.

## Early Morning Arrival/After School Departure

**Policy #804, #122**

- Bus transportation is provided for learners in the Solanco School District. Therefore, students should ride their assigned bus to and from school every day. In a situation where a learner must be dropped off at Smith by a parent, arrival should not be before 7:30 a.m. without prior approval. Students who occasionally must be dropped off at school because of unusual circumstances may enter the building and remain in the lobby area until the 7:45 a.m. bell rings.
- Learners and parents should also be aware that Smith Middle School closes to students at 3:05 p.m., following afternoon dismissal. The only learners permitted to remain after school are those who have prior permission to be under the supervision of a teacher or staff member. **This policy applies to student spectators at after school athletic events or evening musical performances. Student spectators must be supervised by a staff member, parent, or other responsible adult.**
- Any learner who remains unsupervised in the building after school, without prior approval by the principal, will be subject to disciplinary action.

## Educational Trip Policy

**Policy #204**

- To apply for educational trip approval, ask for a form in the Main Office, and submit it five (5) days prior to the trip. Such request maybe denied based upon prior attendance, discipline and academic performance. **SPECIAL NOTE:** Days missed during a properly approved educational trip will be classified as excused absences. Any days missed during a trip which was not approved in advance, or which was marked not approved may be classified as unlawful absences.
- Learners who have excessive absences prior to submitting a request will not be approved for an Educational Trip.
- Learners may be required to submit either a report or journal at the re-entry date, following return from an educational trip. Failure to submit required assignments could result in all missed days being designated as “unlawful absences.”
- On the educational trip form, parents should include the name, grade, and school of any child they have who attends another building within the Solanco School District. The office will coordinate trip approval with the other schools in the District. Only one form needs to be submitted per trip.

## Electronic Devices

- Non-academic electronic devices, including cell phones, are not permitted to be in a scholar’s physical possession during the school day. If brought to school, they must be turned off and kept secured in the scholar’s locker. The district is not responsible for lost or damaged electronic items. If a learner is found to have an electronic device during the school day, the first time will result in confiscation and a warning. A second offense will result in a discipline referral and the need for a partner/guardian to pick the device up. Smart watches that are used to send messages are included in this expectation.
- **This expectation applies to school functions, such as class parties and after school events.**
- Kindles and other such devices used for the sole purpose of reading books are permitted when proper prior permission is received. Scholars must be granted permission from the building administration prior to use through a Personal Electronic Technology form. Any abuse of such devices usage will result in rescinding permission to use such device by an individual.
- Smart Watches can be worn to school, but cannot be enabled to receive emails, text, or connect to the Internet.

## Emergency Cards/Demographic Info. Sheets

- Emergency cards are required for all scholars in order to get quick information in case of emergency. It is necessary that scholars provide their home telephone number and their parents’ work phone numbers/cell number. Scholars who do not have a telephone must give an alternate number of a person who can quickly contact their parents. All scholars must provide the Main Office with a quick way to contact their parents. This procedure is for your safety and protection. Please notify the school of appropriate changes every time a change occurs.

## Extra-Curricular Eligibility

### Statement taken from Coaches Handbook from Solanco School District:

- Scholastic eligibility shall be determined by the pupil's grade in each subject weekly, during each semester. The pupil's grade is for all work assigned from the beginning of the semester to date. Any scholars failing two major subjects will be ineligible to participate for a minimum of one week and/or until the teacher indicates such grades have been brought up to passing, by not submitting a failure notice.
- Solanco Eligibility Rule: a scholar is ineligible to participate in interscholastic athletics for a period of one week, if he or she is earning a cumulative semester grade of F in two or more major subjects. Scholars are to be evaluated weekly.
  - Scholars must be in school by 10:00 a.m. in order to participate in either a game or practice. If a scholar has a scheduled doctor appointment and brings their note in they may arrive after 10:00 a.m. Coming in late due to sleeping or illness is not an acceptable reason to arrive late.
  - This policy applies to interscholastic sports and does not apply to intramurals or any other extracurricular activities.

## G

### Gambling

- Betting or gambling of any sort, whether for money or other possessions, is not permitted.

## Grading System

- The grading system for Smith Middle School is shown below. With each grade received, a comment may be given by the teacher. These comments are listed on the report card. It is the scholars' responsibility to make arrangements to complete assignments missed for any reason including absence from school. Homework hotlines are provided for your use.

A = 90%-100%	F=Below 60%
B = 80%-89%	S=Satisfactory
C = 70%-79%	U=Unsatisfactory
D = 60%-69%	I=Incomplete

- Once the marking period grade is placed on the report card, point values for each grade will be used to determine the final grade.

A = 4.0	D = 1.0
B = 3.0	F = 0.0
C = 2.0	

Ex:	<u>1st marking period</u>	A = 4 points
	<u>2nd marking period</u>	B = 3 points
	<u>3rd marking period</u>	C = 2 points
	<u>4th marking period</u>	D = 1 point

Total point value equals 10 divided by 4 equals final point value of 2.5.

Final grade will be a B (.5 or higher is rounded up)

**-If scholars fail 2 out of 4 marking periods for a full year course, they could be considered failing the course for the year.**

**- Also, scholars who receives "F" (0.0) in the third and fourth marking periods could receive a grade of F for the course**

## H

### Hall/Bathroom Passes

- Scholars must have teacher permission, sign out of their classroom, and have a pass to be in the hallway or go to the bathroom during class time. When using bathrooms, scholars must sign-in with first and last name on the sign-in/out sheets and must use their grade-level assigned bathroom.

### Health Room Procedures

- No care beyond First Aid is provided in school. Parents are requested to make arrangements for necessary transportation when a scholar needs to go home, to the family doctor, or hospital. In cases of a serious accident, the nurse will immediately summon a physician (family physician, if possible), or an ambulance in cases when a scholar must be transported for health care immediately. All scholars incurring illness or injury must report to the school nurse.

## **Taking Medicine in School**

## **Policy #210**

- Students who must take required prescribed medicine while at school should follow this procedure:
  1. Parents or guardians should send the medication to school in the labeled bottle, package or container in which the medication was received from the doctor or pharmacist. The label should include identification of the medication and directions for giving it. Students will not be allowed to take medication unless these rules are followed.
  2. All medication is to be left in the health room with the nurse.
  3. Report to the health room at the proper time to take your medication.
  4. **Controlled substances (such as Vicodin, Percocet, Ritalin, Adderall, Dexedrine, etc) will now require a hand written note personally signed by a licensed prescriber (no stamps or faxes will be accepted). This note must state that the specific medication may be taken while attending school. Controlled substances should be brought to the health room and picked up from the health room by a responsible adult.**
  5. All medication need to be brought to school by the parent/guardian. Medication should not be sent with the student on the bus.
- The above is the only approved procedure to be followed while taking medication at school.

## **Homework**

- Homework is designed to help scholars retain learned information by reviewing material within 24 hours after learning. Homework may take about an hour each night, but could vary based on the number and length of assignments. We recommend scholars use their SSP time, request help from teachers and parents, and do their best. Requests for homework, when absent from school, must be made to the office before 8:30 a.m. by phone or email. Another scholar should be designated and pre-informed by a parent to deliver the homework in cases where the parents cannot pick-up homework personally. Homework requests should be picked-up by 4:00 p.m.

## **Honor Roll**

- The honor roll is based on a scholar's "quality point average." It is divided into three parts - Highest Honors (4.0), High Honors (3.5 - 3.99), and Honors (3.0 - 3.49).
- To make High Honors or Honors, a scholar may have only one "C" in any subject area. Two or more "C"s" eliminates eligibility from honor roll status.
- Scholars have ten school days from the close of the marking period to make-up any incomplete grade in order to be considered for honor roll. All incompletes existing after the ten school day period from the close of the marking period will disqualify that scholar from being listed on the honor roll for that marking period.

# **I**

## **Incentives**

- Scholars are expected to be good citizens at all times. This means displaying the District's Core Values of Respect, Responsibility, Kindness and Courage. Scholars who make the right decisions: academically, behaviorally, and attend school on a regular basis may have the opportunities to be rewarded throughout the year for their positive choices and hard work ethic.

### **End of Year & Quarterly Incentives**

Scholars will work to earn their invitations to the End-of-Year incentives, along with quarterly incentive offerings. A scholar will need to accrue at least 11 points for the end of year incentive trip. At the end of each marking period, each scholar will be evaluated to see how many points they have earned. Individuals can still qualify for the end of year incentive trip if they miss one point throughout the year. However, **all points** need to be earned in the 4<sup>th</sup> marking period in order to qualify for the end of year incentive trip.

### **Quarterly incentives:**

- Scholars will be able to earn an incentive each marking period. The Scholars will need to earn all points for the marking period (Academic point and Behavior Point) to qualify for the marking period incentives. Recovery points will not earn quarterly incentives.

### **Incentive Point Recovery:**

- If a scholar has lost a point in the first three marking periods, he/she will be given the opportunity to apply to earn the point back through the Incentive Recovery application process. If accepted, the principals will assign a task to complete in order to earn the point back towards the end of year incentive trip. These tasks will most likely be assigned after school during our Incentive Recovery Sessions offered after each marking period. Points recovered

through this process will be eligible for the end of year trip, but not the quarterly incentive. Point recovery applications may be denied if points have already been recovered in a certain area or if the points were missed by extremes in a given marking period. In order to assure fairness to all scholars, final decisions will be made on a team-by-team basis upon a review of all scholar's academic and behavior records, with administrator approval. Points lost in the 4<sup>th</sup>-Marking Period cannot be recovered.

**The manner in which a scholar earns incentive points are:**

**Attendance:**

- If a scholar attends 90% of school days for the marking period and has no more than 1 unexcused absence, they will earn 1 point.
- No more than 2 unexcused absences permitted for the year to qualify for the End-of-Year incentive Trip.
- Be aware that educational trips and all absences will count towards total absences for incentives.

**Behavior:**

- Each scholar who earns 1 or less discipline points for a marking period will earn 1 point for the marking period.
  - A scholar may not have over 4 discipline points to qualify for End-of-Year event.

**Class Grades:**

- Each quarter those scholars who achieves no F's/U's and no more than 1 D will earn 1 point.

**INCENTIVE TRIP is offered at the end of the year for those scholars who earn the appropriate points to qualify for the trip.**

*Determined up to the school day preceding the incentive trip. The Student Senate will pay ½ admission for "Perfect" scholars who have NO days absent, and NO detention points.*

**Insurance-Student Insurance Plan**

**Policy #211**

- Early in the school year, insurance application forms will be sent home. Students may be insured under the Student Protection Plan when their parents purchase this insurance. This insurance covers injuries students receive while in school or while participating in school activities. All injuries must be reported immediately to the school nurse or the office so that students can receive an insurance claim form and be covered under the terms of the policy. Both school time and 24 hour coverage plans are available.
- Please note that this policy is provided by an outside insurance company which will make the decision as to the payment of claims. The School District only provides sale of the insurance as a service to its students and parents. Determination of payment of claims is negotiated between parents and the agent or company. The School District plays no role in deciding claim payments. The available policies have limits on coverage, as do most insurance policies.
- Students must be covered by some form of insurance before they can practice with any athletic team that represents the Solanco School District.

**Internet Policy and Acceptable Use Policy**

**Policy #815**

- At the beginning of a student's years at Smith Middle School, the student will receive a copy of the District Network/Internet Acceptable Use Policy. Parents and students must sign the Access Agreements and school personnel must certify that training has occurred before students will be permitted use of the internet. Parental permission to use the Internet under the rules and guidelines of the policy will be in effect for the years the student is attending Smith Middle School. New permission slips will not be issued each year. As new students enroll, they will be asked to complete the forms, which will be kept on file in the office.

# L

**Lavatories**

- There are four sets of lavatories (boys and girls) in the building. The bathrooms closest to the 6<sup>th</sup> grade wing are for 6<sup>th</sup> grade use only. The bathrooms in the music/UA wing are for 7<sup>th</sup> grade scholars. The bathrooms in the new/E-wing are for 8<sup>th</sup> grade use only. The bathroom in the lobby is for use of visitors and scholars while at lunch/recess. Scholars must have a pass from a teacher to use any of these facilities. Scholars must sign-in and out with first and last name on the sign-in/out sheets at ALL bathrooms. At any time, as a result of misconduct or safety concerns in a bathroom, the administration reserves the right to assign learners to use a particular bathroom in the building.

## Laser Pointers

- Scholars are not allowed to be in possession of laser pointers. Laser pointers can be disruptive and have the potential to cause injury to others and will be confiscated.

## Lockers

## Policy #226

- Each student is assigned a hall locker, which he/she will use throughout the year. These lockers have built-in combination locks. The combination locks are changed each year. The use of the locker assigned to you is a privilege. Because lockers are the property of Smith Middle School, we reserve the right to examine the lockers at any time misuse occurs or is thought to occur.
- Keep your locker closed and locked at all times!
  1. Do not share a locker with anyone.
  2. Don't allow another student to know your combination.
  3. Don't try to defeat the purpose of the locking mechanism.
  4. If your lock or locker is not working properly, please report it to the office ASAP so a repair can be requested if necessary.

## Lost and Found

- Scholars who lose items should follow these procedures to try and locate them:
  1. Carefully search your present room and the room you just left.
  2. Inform the teacher concerning your loss. Give the teacher your name and a description of the item.
  3. Check in your locker and on the shelves in the hall.
  4. Check in the "Lost and Found" area by asking the office staff. Lost and Found is in custodial office.
  5. Check in all of the classrooms that you were in during that day including your homeroom.
  6. If necessary, continue to check those areas again after several days have passed.
- Keeping track of your belongings is your responsibility and, while we will assist you in trying to locate your things, the school cannot be responsible for lost or misplaced items. If you find an item, give it to the nearest teacher immediately. **Keeping an item which is not yours is theft.**

# M

## Make-Up Work

- Whenever a scholar is absent for any excused reason, it is that individual's responsibility to check with the teachers on all work that is to be made-up. The work should be made up within a number of school days equal to the number of days absent.

## Money in School

- All scholars are strongly advised to bring only enough money to school to buy their lunch. Every year, there are a few scholars who lose amounts of money which should not have been brought to school.

## Moving to Another Attendance Area Within the Solanco School District

- If a scholar moves into or out of the George A. Smith and/or Swift attendance areas, and wants to stay in his/her original building, the request may be granted under the following conditions:
  1. That it does not cost the School District additional expenses for transportation.
  2. If the request is made in the last marking period of the 6th or 7th grade year. At the end of the year, the scholar must attend the school in the area in which he/she resides.
  3. Any time during the 8th grade year, requests to attend a different school outside of one's attendance area should be made, in writing, to the Superintendent and the Principal.

# N

## National Junior Honor Society

- The George A. Smith Chapter of the National Junior Honor Society is a service organization. The purpose of NJHS is to help Smith Middle School, the community, and to honor high standards in scholarship, leadership and behavior. Membership is gained by earning a 3.6 GPA or higher, having a clean discipline record, and being a person of good character. NJHS scholars treat all aspects of the school experience with respect, helpfulness and a positive attitude. Scholars need to show evidence of service and involvement in school and in the community. NJHS meets on a weekly basis, and scholars participate in school activities and service projects. Please visit our website to see the Bylaws.

## **No Excuses**

- No Excuses is a program designed to help scholars with the completion of their work. This program is held during the lunch periods and scholars who owe work will be required to attend. Scholars who have excessive attendance in the No Excuses Club may be required to stay after school in order to complete their missing assignments. If scholars are not successful after this accommodation, they may then be required to attend Saturday work sessions. Parents/guardians would be responsible for providing transportation for both the after school and Saturday sessions. Once a scholar has been assigned to No Excuses for 10 times in one marking period, the individual will lose their choice of club for the next marking period and have Homework club. Our goal in offering this extra time is scholar success. Our intent is to promote lifelong organizational skills, study skills, and work habits. A note or e-mail informing parent/guardian of missed work may be sent home. Scholars will still eat lunch, but in the No Excuses room.

## **O**

### **Off-Campus Activities:**

### **Policy #227**

- This policy shall apply to learner conduct that occurs off school property and would violate the Code of Learner Conduct if:
  - a. There is a nexus between the proximity or time of the conduct in relation to the learner's attendance at school or school sponsored activities.
  - b. The learner is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
  - c. Learner expression or conduct materially, and substantially disrupts the operations of the school.
  - d. The conduct has a direct nexus to attendance at school or a school sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
  - e. The conduct involves the theft or vandalism of school property.

## **P**

### **Payment of Fines and Charges**

- All monies owed to Smith Middle School should be paid as soon as possible. They should be paid in full before the end of each marking period. This includes cafeteria charges, library book replacement fees, textbook replacement fees, outstanding fund raising proceeds, and other such charges.

### **Physical Education**

- All scholars must wear proper gym clothes and sneakers. Every piece of the uniform must be marked with the scholar's name so that it can be returned, if lost. All scholars are required to participate in physical education classes, unless:
  1. A note is received from the parent requesting non-participation for one day per marking period due to illness or injury.
  2. A note is received from the family physician for an extended period of time whereby the scholar cannot participate in physical education.
- Every scholar restricted from school activities for more than one week, including physical education classes, must present a note to the nurse from a physician, describing the nature of the restriction, and expected length of time involved. A physician must renew permanent gym excuses at the beginning of each year.
- Scholars are not to wear PE uniforms during other classes, except in an emergency (torn clothes).

### **Principal's Breakfast Club**

- On a monthly basis, honors those scholars who are nominated by their teachers as models of good character. Additional criteria may be used by each grade level team. Family members are invited to a breakfast with the administration to celebrate the scholar's efforts.

## **PTO**

- Smith Parent-Teacher Organization will meet once a month at Smith Middle School. Officers will be added at the beginning of each school year. Parent/guardian participation in the Smith PTO is appreciated. Look for the Smith Middle School PTO Facebook page or updates on the Homework Hotline for meeting dates and times.



# R

## Retention Guidelines

- The successful completion of every subject is expected of each scholar. However, the following guidelines will prevail in considering scholars for retention:
  - If a scholar fails three core subjects for the year (final grade of F), the scholar will be considered for retention.
  - If a scholar fails two core subjects and three related arts subjects for the year (final grade of F), the scholar will be considered for retention.
  - Age and social factors may be considered as each case is reviewed by teachers and administrators.
  - If a scholar fails 4 core subjects for the year (final grade of F), he/she will be required to repeat the grade level.
  - If scholars fail 2 out of 4 marking periods for a full year courses, scholars could be considered failing the course for the year.

# S

## Safety Drills

- During any emergency, scholars are to follow school protocols and directions. When the alarm sounds or drill is announced, scholars are to get quiet immediately and listen to the teacher's directions. For evacuation drills, scholars are to move quickly and quietly, in line, and out the exit doors assigned to their classrooms. After lining up outside, attendance will be taken by teachers. It is important to remember that drills are practice for the "real thing." In a real emergency, carelessness or foolishness can cause the needless loss of lives. Drills will take place monthly and will prepare for these potential situations: fire, intruder (lock down and evacuation), and inclement weather.

## Selling / Soliciting by Scholars

- Scholars are not permitted to sell items or to solicit pledges or donations from other scholars or staff during school hours, either in the building or on the bus to and from school.

## Sexual Harassment

### Policy #248

- The policy of the Solanco School District forbids discrimination on the basis of sex against any employee, applicant for employment, or student. The Board of Directors of the Solanco School District will not tolerate sexual harassment by any of its employees or students.
- Conduct of a Sexual Nature: Conduct of a sexual nature may include, but is not limited to the following: sexual activity, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding," "teasing," the use of double-entendre and jokes, and any harassing conduct to which an employee or student would not be subjected but for such employee's or student's sex.
- Sexual Harassment: Unwelcome conduct of a sexual nature constitutes prohibited sexual harassment if:
  1. Submission to the conduct is made either an explicit or implicit condition for employment, or award of grades, or other measures of student achievement; or
  2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee or any decision affecting a student; or
  3. The conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment.
- Any sexual activity between employees and students constitutes prohibited sexual harassment under this policy (consensual sexual activity among students is covered under the Student Discipline Policy.)

## Smoking, Tobacco Products, E-Cigarettes (Vape devices) and Paraphernalia Policy #222, #227

- Any utensil or item, which in the judgement of the School District, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store, or use a controlled substance or alcohol; or
- Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes, and other similar products; and includes all components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges, and any solutions manufactured for use with such a device.
- On February 3, 1997, Act 145 of 1996, Section 6306.1, USE OF TOBACCO IN SCHOOLS PROHIBITED, went into effect. This act amends Title 18 (Crimes and Offenses and clarifies the School Tobacco Control Act as follows.
- A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

- A pupil who commits such an offense will be prosecuted by the school district, and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.
- Definitions: “Pupil” A person between the ages of 6 and 21 years who is enrolled in school
- “School” A school operated by a joint board, board of directors or school board where pupils are enrolled, including area vocational-technical schools and intermediate units.
- “Tobacco” A lighted or unlighted cigarette, cigar, pipe, other lighted smoking product and smokeless tobacco in any form.
- Students smoking, possessing chewing tobacco, cigarettes, snuff, or having other paraphernalia for the express purpose of smoking, and those being accessories, or those abetting anyone smoking on school property at any time will be subject to suspension. Students repeating the violation of the no smoking policy, and apprehended the second time, will receive a progressively longer term suspension. Admission to school after the second offense will require a parent conference.
- Any items used for smoking purposes (cigarettes, electronic smoking devices, chewing tobacco, snuff, lighters, matches, etc.) will be subject to confiscation by the teacher and/or principal.

### **Sports Shuttle Bus (To High School)**

- The bus is available only for scholars who participate in after school activities.
- Scholars who are not members of an athletic team scheduled to practice must check with the office for approval to ride the shuttle bus.
- Bus space limits the number of scholars who can stay after school on any given day.
- Anyone suspended from his/her regular bus may not ride the activity bus.
- Bus misconduct on the activity bus may result in loss of privileges to ride activity bus to high school.

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

### **Policy #227**

- We work directly with the Caron Foundation as our service provider for assessments, if needed, with our SAP program. The purpose of this program is to help students that may be struggling find services available that can help them succeed at a higher level. The program also provides mentorship from trained teachers and often times, SAP is simply a means to help give a student more support.
- **Team Members:** 6<sup>th</sup> grade: Mrs. Lee, Mr. Tercha; 7<sup>th</sup> grade: Mr. Cairns, Mrs. Stump; 8<sup>th</sup> grade: Mrs. Mangan, Mrs. Riehl; UA team: Mr. Jansen; and Office staff: Ms. Capoferri, Mrs. Truitt, Mrs. King, and Mrs. DeSimone.

**How does my child become involved in SAP?** Anyone can refer a child to the SAP program at Smith. Some students are referred by teachers and other staff members. A friend or family member can also let a SAP team member know if they are worried about a specific student. A child can also go directly to a SAP team member to ask for help personally. Once referred, a case manager will be assigned to the student, and he or she will reach out to parents/guardians to introduce the program and request permission. Once permission is received, the team will go to work with you to develop a plan of action to help your child.

### **Student Code of Conduct/Responsibilities**

### **Policy # 235**

Student responsibilities include regular daily attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning and wholesome living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and staff. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the student to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should know that until a rule is waived, altered or repeated in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property. Dress and groom to meet fair standards of health and safety, and not cause disruption to the educational processes. Assist the school staff in operating a safe school for all. Comply with the Commonwealth and local laws. Exercise proper care when using public facilities and equipment.
3. Attend school daily and be on time for all classes and other functions.
4. Make up work when absent from school.
5. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
6. Report accurately and not use indecent or obscene language in school newspapers and publications.

## **Student Senate**

- Smith Middle School has an active Student Senate which coordinates various student extra-curricular activities, under the guidance of faculty advisers. Executive officers of the Council are elected by their peers. Representatives are elected by each of the homerooms at the end of the previous school year.

## **T**

### **Tardiness to School**

- If scholars arrive late to school, they must report to the office. A note explaining the reason for the lateness signed by the parent or guardian is required. Chronic tardiness may result in discipline to the student. Accumulation of 5 tardies could result in a detention being assigned. If scholars arrive after 7:55am, they will be considered tardy.

### **Textbooks/Literary Canon Books**

- Textbooks, which are issued to scholars, are not their personal property. They are loaned to scholars for one year for their learning.
- Scholars are responsible for books they receive. Scholars will be expected to repay the Solanco School District for loss or damage to any book, which has been issued to them.

## **V**

### **Visitors**

**Policy #907**

- All visitors must sign in upon entering the building in the main office. All visitors to the building are required to wear a clearly visible "Visitor" badge. Any individual found in the building without proper identification will be brought immediately to the main office. Only those visitors who have official business at George A. Smith Middle School will be permitted access to the building. Visitors are expected to promptly leave when their business is completed and sign out in the main office. Visitors are expected to follow the Solanco Expectations when in the building.

## **W**

### **Possession and/or Use of Weapons and Dangerous Instruments**

**Policy #218**

- Students are prohibited from possession, concealing, carrying, storing, or using weapons or dangerous instruments, including explosive and incendiary devices (fireworks and the like) while on school premises, on the way to or from school, in a school-operated or private vehicle, and while attending school sponsored activities on or off school premises.
- For purposes of this policy, a weapon is defined as anything readily capable of harmful and/or lethal use, including any firearm, knife, dagger, razor, other cutting or stabbing implement or club, any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club, and any item possessed or used under circumstances not manifestly appropriate for lawful uses it may have. The term "firearm" includes an unloaded firearm and the unassembled components of a firearm.
- In accordance with the Federal Gun-Free Schools Act of 1994, violations of this policy shall result in a one-year expulsion from school. Appropriate school personnel will immediately confiscate weapons and dangerous instruments. Additionally, at the time of such violations, local police authorities shall be notified as may be appropriate, including whenever possession or use of weapons or dangerous instruments by a student appears to constitute a violation of criminal statute as a summary, misdemeanor, or felony offense. Parental or guardian notification shall also be made in timely fashion.
- All "look-a-like" weapons are prohibited on school property. Failure to comply will result in suspension from school. Any "look-a-like" weapon or other object used to scare, intimidate, or threaten anyone on school premises, on the way to or from school, and while attending school sponsored activities is also prohibited by this policy and will result in a one-year expulsion. The use of any noxious substance, such as and including mace, is also prohibited by this policy and will result in a one-year expulsion.
- As required by State Law, disciplinary action which results from possession and/or use of weapons and dangerous instruments is recorded in the students cumulative folder, and becomes a part of his/her permanent record.
- With the prior approval of the principal of a school building, an inoperable replica of an historical weapon may be brought to school for educational purposes. The student must take the inoperable replica to the principal's office, where it will remain until the time when it will be displayed for educational purposes. The student must return the inoperable replica to the principal's office when it is not on display and must remove the inoperable replica from school premises immediately following its display. No inoperable replica may be taken aboard a school bus.

- This policy is applicable to all students in all buildings and programs of the Solanco School District. In cases which involve students covered by the Individuals with Disabilities Education Act (IDEA), the Solanco School District will continue to comply with all Federal and State laws.
- This policy shall not be construed to restrict in any manner any provision of the School District's code of student conduct (if applicable), any personnel policy, or any other policy or right of the Solanco School District.

**REFERENCED POLICIES IN THIS BOOK ARE EXCERPTS FROM BOARD POLICY THAT HAVE BEEN APPROVED BY THE SOLANCO SCHOOL DISTRICT. A COMPLETE POLICY FOR EACH IS AVAILABLE ON THE DISTRICT WEBSITE ([www.solanco.k12.pa.us](http://www.solanco.k12.pa.us)) AS WELL AS EACH DISTRICT BUILDING.**

**PLEASE NOTE**

**The Smith Scholar Handbook is a reference of excerpts of the specific policies and procedures established by the Solanco School Board as well as the state and federal governments. When it is necessary to modify or make additions to the policies and procedures the administration will inform the student body of the changes. Students will be held responsible for complying with the established guidelines, policies and procedures even if they are not directly stated in this handbook. All School Board policies are effective as of the date they are approved by the Solanco School Board. A COMPLETE POLICY FOR EACH REFERENCE IS AVAILABLE ON THE DISTRICT WEBSITE ([www.solanco.k12.pa.us](http://www.solanco.k12.pa.us)), AS WELL AS EACH DISTRICT BUILDING**

