



**HALIFAX AREA
MIDDLE SCHOOL**

AGENDA BOOK

**STUDENT HANDBOOK AND CODE OF CONDUCT
2018-2019**

HALIFAX AREA MIDDLE SCHOOL

3940 Peters Mountain Road
Halifax, PA 17032

Telephone: 717-896-4052
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“HOME OF THE WILDCATS”

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



FOREWARD

This handbook is published annually to acquaint parents and students with guidelines, information and policies concerning Halifax Middle School.

The contents of this book should be carefully read by each student and by her/his parents. It should be referred to for any questions you might have concerning the expectations of our Middle School.

As a member of our school community you have responsibilities to help our school be an enjoyable, wholesome environment where learning is our priority. School District Policy supersedes anything in this handbook.

BOARD OF DIRECTORS

Mr. Dean Hile, President; Mr. Ricky Grosser, Vice President; Mr. Scott Corsnitz; Mr. Robbie Eyster; Mr. Brad Harker; Mr. Thomas Weber; Mr. Nathan Wilbert; Mrs. Trudy Withers

DISTRICT ADMINISTRATION

David Hatfield Acting Superintendent,
Director of Curriculum,
Instruction & Assessment

John Osuch High School Principal

Matthew D. Czaplicki Middle School Principal

Carla A. Sauer Elementary Principal

Rick M. Ansel Assistant Elementary Principal

BUILDING PERSONNEL

Mrs. Patti Schylaske Secretary
Mrs. Kimberly Bowman Special Education Aide
Mrs. Christine Lynch Special Education Aide
Mrs. Kelly Schlegel Special Education Aide
Ms. Daisy Sollick Emotional Support Aide
Mrs. Denise Stahl Special Education Aide

HALIFAX AREA SCHOOL DISTRICT is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact David Hatfield – Acting Superintendent, Title IX Coordinator and Section 504 Coordinator, at 3940 Peters Mountain Road, Halifax, PA 17032, (717) 896-3416.

FACULTY

Alumbaugh, Adam Algebra I, Pre-Algebra 8
Amoriello, Kim Algebra II
Bower, Elizabeth Learning Support/Gifted
Carmichael, Kenneth Phys. Ed., Health
Casner, Stephanie Tech Ed

Curry, Luann Guidance Counselor
Diehl, Jennifer Science 8
Fetterhoff, Carole Guidance Counselor
Frantz, Heather Science 6
Funk, Clint Music
Gannon, Tiffany Learning Support
Hankey, Jason Spanish 8
Herb, Ryan Math 7
Howard, Amy Computer
Manning, Sharon Language Arts 6
Marsden, Brenda Art
McCarron, Julie Language Arts 7
McGuire, Jessica Science 7
Mohl, Brittany Learning Support
Moyer, Jordyn Language Arts 8
Nace, Sharon Social Studies 6
Popp, Jamie Learning Support
Brittany Barry Instrumental Music
Rummel, Shana Math 6
TBD Social Studies 7
TBD Nurse
Stuck, Gerald Economics, PA History 8
Yeager, Brooke Phys. Ed., Health

PRINCIPAL’S MESSAGE

This handbook is prepared each year to outline the Halifax Middle School’s plan of operation for you and your parents. It explains all procedures and policies which are implemented to make our school a positive, productive, safe, and supportive learning community.

Each of us is responsible to do our part to make our school and our community a better place. We cannot expect someone else to do our part for us; we all (students, parents, and school employees) have important roles to play and important jobs to do. And when even one of us does not do our part, our school community is weakened. If our school is to be a positive, productive, safe, and supportive learning community, then it is up to each one of us to take the responsibility to do our part to make it that way.

CHARACTER EDUCATION AT H.M.S.

The Halifax Middle School community is committed to providing our students with a positive school environment and a supportive school culture that expects each student to take responsibility for his or her actions and to do his or her best, as well as to have the courage to hold others accountable for their best. Our Middle School Character Education Initiative, which we call our Discovery Process, is now in its 23rd year, and in 2001 our school was especially honored as we were identified as a National School of Character by The Character Education Partnership in Washington, D.C.

Through our Discovery Process all students are involved in teacher-lead discussion groups which focus on issues of character; all students receive training in conflict resolution; all students are involved in intramurals (to promote a sense of team work); all students are involved in performing arts (to promote an understanding that all students have individual talents and skills that can be used collectively to a greater purpose); all students are involved in community service projects (to promote responsibility to the larger community); and all students are involved in school-wide jobs (to promote a sense of ownership in the school and responsibility for the school environment.)

In order to implement these activities, our entire student body has been organized into 19 advisory/homeroom groups consisting of approximately five sixth, five seventh, and five eighth grade students (with these groupings purposely arranged to better promote a larger sense of community in our school.) We call these groups Discovery Groups.

These groups meet together during the first ten minutes and again during the last thirty minutes of each day. During these times teachers conduct discussions of key character concepts which are then reinforced throughout the year in classroom and other school activities. Also students follow a rotating schedule during which they participate in intramural athletics, school-wide jobs such as cleaning their homeroom area and other parts of the school, prepare for performing arts presentations, or perform community service.

We are encouraged by the support that we have received from our community, and we have noticed that through our Discovery Process, we can make a positive difference in our school and in our students' lives.

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AGENDA BOOKS

All students will receive an Agenda Book at the beginning of the school year. These books include places to track homework and other assignments, as well as a sign out section to be excused from classes for various reasons. **STUDENTS ARE NOT TO USE, OR WRITE IN, AGENDA BOOKS THAT DO NOT BELONG TO THEM.** Borrowing another student's agenda book is prohibited because teachers cannot track students' sign out history or ensure that assignments are correctly entered in the appropriate locations.

The replacement cost for damaged or lost Agenda Books is \$5.00.

ACADEMIC ELIGIBILITY

Grades for all students will be checked weekly and at the end of each marking period. All students will be subject to weekly eligibility requirements for participation in any non-graded extracurricular

activities. Any student who is below at 70% in any two (2) or more graded subjects will not be permitted to attend any non-graded extra-curricular activities, such as: field trips, assemblies, dances, meetings, etc. A week is defined as Sunday through Saturday. In cases where a student's grade is below a 70% in any two subjects at the end of the marking period, said student shall be ineligible to participate in non-graded extra-curricular activities for the first fifteen (15) school days of the next grading period.

ATHLETIC ELIGIBILITY

Athletes are required by standards of the Pennsylvania Interscholastic Athletic Association to be reviewed for academic progress on a weekly basis. An athlete becomes ineligible to participate in a school athletic event when that student is reported to be failing more than one subject. The review is normally done on Friday and is in effect for one full week starting Sunday through Saturday. More detailed information is available in the Student Athletic Handbook.

ASSEMBLIES

Assembly programs are an important supplement to the educational experience at Halifax. Discovery teachers are responsible for escorting students to the auditorium and seeing that students are seated in the assigned areas. Students are required to be cooperative and behave as ladies and gentlemen.

ATTENDANCE

Pennsylvania School Law requires the attendance of all children in school between the ages of 8 and 17 years. Regular attendance at school is essential if the student desires to maintain a good scholastic standing. The following is the procedure we will follow for student absences.

1. Parents should attempt to call the middle school office at 896-4052 ext. 100 between 7:00 a.m. & 9 a.m. to report their child absent from school. You may leave a voice mail message.
2. On the first day the child returns to school, A WRITTEN NOTE SHOULD BE PRESENTED AT THE MIDDLE SCHOOL OFFICE. The note should be a) signed by the parent, guardian, or person in parental standing. b) Include date and reason for absence. **Please note: A written note is always required for an absence. Even if a telephone call was made to report the student absent, written notification is necessary.** EXCUSED ABSENCES INCLUDE THE FOLLOWING: Illness, family emergencies, pre-arranged doctor & dentist appointments, authorized school activities and pre-approved student educational trips.
3. If no excuse is received within 3 days of a student's return to school, the absence will be logged as unexcused/unlawful.

4. Three (3) days of consecutive absence from school will require a doctor's note in order for the absence to be recognized as excused.

5. Student absences are reviewed routinely. If at the end of a marking period, absences have exceeded 10% or more of the school days to date, parents will be notified. If excessive absences continue, a doctor's note may be required for further absences.

6. After three days of unexcused/illegal absences, a letter may be sent to the District Justice and fines may be imposed.

7. 9:45 a.m. is considered the cut off time for being tardy to school. For example - students entering after 9:45 would be considered absent for ½ day. Students who leave for an early dismissal before 12:30 p.m. and do not return to school will be considered absent for ½ day.

8. Attendance at school is required for participation in, extra-curricular activities.

Early Dismissals

While the need may arise for students to be dismissed early from school to attend an approved special activity or doctor's appointment, parents should make every attempt to schedule such activities after the school day. Please note - Students who leave school before 12:30 p.m. and do not return will be considered absent for ½ day. However, if an early dismissal is required, the following procedures will be followed:

1. Students must present a written note to the middle school office signed by the parent, guardian or person in parental standing indicating the reason for early dismissal. If the request is for a doctor or dentist appointment, the name and location of the doctor's office should be included.
2. Written notes must be presented at the middle school office before first period and, at the least, on the day of the early dismissal. Parents are strongly encouraged to notify the school of an early dismissal through the written note as soon as possible.
3. Parents must come to the middle school office and sign the student out. Students will be instructed to report to the office at the time indicated for dismissal on the written note.
4. The early dismissal will be posted on the daily attendance bulletin with the time of dismissal stated. Students should inform their teachers whose classes will be missed ahead of time. Students are responsible for any missed work.
5. Students will be granted an excused early dismissal for significant reasons only. Shopping, hair appointments, going with a friend to an appointment, etc. are not considered reasons to be excused from school.

6. Under no circumstances is a student to leave school without permission unless given through the middle school office.

7. The expectation is maintained that when an early dismissal occurs, the student will be in school prior to the appointment or return to school after the appointment within reason and constraints of the school day. For example, if a doctor's appointment is scheduled for 11:00 a.m., it is expected that the student will be in school during the morning and would return after the appointment.

Truancy

Truancy is defined as being absent from school without parent or guardian's knowledge. Any student found to be truant

- a) may receive zeros for all work missed that day
- b) may be assigned 3 hours detention or more.
- c) may be required to meet with parents and the principal

BELL SCHEDULES

Regular Day

7:30-7:37 AM: Discovery/Homeroom
8:40-8:20 AM: Period 1
8:23-9:03 AM: Period 2
9:06-9:46 AM: Period 3
9:49-10:29 AM: Period 4
 "A" Lunch: 10:30 – 11:00 AM
 Period 5A class: 11:03 – 11:44 AM
 Period 5B class: 10:32 - 11:02 AM
 "B" Lunch: 11:03 – 11:33 AM
 Period 5B class: 11:34 – 11:44 AM
11:47-12:27 PM: Period 6
12:30-1:10 PM: Period 7
1:13-1:53 PM: Period 8
1:53-1:55 PM: Announcements
1:59-2:30 PM: Discovery Group
2:30 PM: Dismissal/Lockers

Two Hour Delay

9:30-9:34 AM: Discovery Group
9:36-10:03 AM: Period 1
10: 05-10:33 AM: Period 2
 "A" Lunch: 10:35–11:05 AM
11:08 – 11:38: Period 5A
 "B" Lunch: 11:08 – 11:38AM
11:08 – 11:38 Period 5B
11:41-12:12 PM: Period 3
12:15-12:46 PM: Period 4
12:49-1:20 PM: Period 6
1:23-1:55 PM: Period 7
1:57-2:30 PM: Period 8
2:30 PM: Dismissal/Lockers

BOOKS/SUPPLIES

Textbooks, Library books, and other supplies are furnished to students at the school district's expense on a loan agreement. All textbooks are identified by a stamp and number on the inside cover. When a book is issued to a student, the teacher records its number and condition. The student is responsible for

returning the same text at the end of the year. Students are accountable for lost and damaged books regardless of what happens to them. If books or other property are lost, report to the subject teacher.

COST OF LOST BOOKS/SUPPLIES

The cost of lost books shall be according to the following:

1. Textbooks and supplies shall be issued by subject teachers on a loan agreement.
2. Books shall be identified by number on the inside cover.
3. Each student shall be responsible for the textbook assigned to him/her.
4. If lost or stolen, books shall be paid for on the basis of cost at the time of issue.

BULLYING/CYBERBULLYING (Policy 249)

The Board recognizes that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by students.

BUS PROCEDURES AND POLICIES

To assist bus drivers to carry out their responsibilities for the conduct and safety of their passengers, the district hereby gives bus drivers authority to apply the following uniform rules and regulations. Student bus passengers who refuse to respect the authority of a driver will be disciplined in accordance with district policy. By policy, students who commit serious or repeated infractions of bus rules and regulations will be suspended from riding district busses.

At all times:

1. Ride only that bus to which you have been assigned. Exceptions must be approved by the Transportation Office. On each bus will be a roster of the assigned students.
2. Exercise caution, good manners, and consideration for other people.
3. The driver's first concern must be for safe operation of the bus; therefore, obey his/her directions.

Waiting for the bus:

4. Be at your stop several minutes ahead of the scheduled pick up time.
5. Stay a safe distance from the roadway.
6. Respect the property of persons living near the bus stop.
7. Stay clear of the bus until it has come to a complete stop.
8. Wait at least one-half hour (30 minutes) beyond the posted time for the bus to arrive at your stop before returning to your home.

Boarding the bus:

9. Get on the bus only at your designated stop.

10. Do not push or crowd others.
11. Go directly to your assigned seat. The bus will not be moved until all passengers are seated.
12. Do not carry knives, firearms, or any other potentially dangerous items on the bus without written authorized permission of the building principal.
13. Do not place gym bags, band instruments, school projects, and other such items in the aisles. ACCESS to the front entrance and rear emergency doors must never be blocked.
- Conduct on the bus:
14. Sit only on your assigned seat.
15. Avoid yelling, loud talking, and any other conduct which could distract your driver.
16. Playing radios or tape recorders is prohibited.
17. Keep all parts of the body inside the bus.
18. Use the emergency door and exit controls ONLY during supervised drills or actual emergencies.
19. Smoking and eating on the bus is prohibited.
20. Do not possess, sell, or consume drugs, alcohol, or other controlled substances on the bus.
21. Remain seated until the bus has come to a complete stop.
22. Help keep the bus clean and in good condition. You will be responsible for paying any damages you cause.
- Getting off the bus:
23. Get off the bus only at your designated stop.
24. Stay clear of the bus until it has moved from the stop.

Bus Stop Change Requests

* School bus loading zones and routes shall, in accordance with school law, be approved by the School Board. Students shall be assigned one permanent pick-up and drop-off point.

* Requests for changes in bus transportation from the permanent pick-up or drop-off location must be submitted in writing to the office at least 48 HOURS in advance of any change. Requests for changes without 48 HOURS advance notice may not always be accommodated. Exceptions for unforeseen emergencies will be permitted on a case by case basis.

* Requests to accommodate child care needs should be limited to not more than one change request per month.

* Written parent/guardian permission request forms for students to take a different bus home for early dismissals should be completed at the beginning of the school year. The school cannot be expected to satisfy telephoned requests for changes in weather emergencies.

BUS STOP CHANGE REQUEST ADDENDUM

Bus changes will ONLY be approved for the following reasons:

- a. Change of residence
- b. Change of permanent sitter. Permanent = one (1) month or longer
- c. Emergency situations
 - * emergency examples include family illness, death or "extreme" circumstances
 - *emergencies are non-recurring
 - *emergency changes must be approved by the building principal and supported with a note explaining to the principal the emergency situation. Notes must be forwarded the next day)
- d. Legal shared custody - a child living in (2) different households due to a legal shared custody agreement (said agreement must be on file in the school office)

Permanent Changes:

Parental requests for permanent changes in school bus assignment must be submitted on the form provided by the school district. The written request must be received 48 HOURS in advance of the move to be considered. The change will occur upon receiving written approval by the building principal or his designee. The school bus must have available capacity for additional students. The request must state the reasons for the change in bus assignment.

Emergency Situations:

A child may be allowed an alternate bus stop on his/her bus in the event of a NON-RECURRING EMERGENCY due to family illness, death, or other extenuating circumstances. This request must be in writing and approved by the building principal. If time does not permit a written request prior to the change, the written request should be submitted to the principal as soon as possible following the change.

Baby-sitting Change:

Only a permanent change in baby-sitting requirements will be considered for a change in bus assignment. This change will be granted according to the following guidelines:

- a. Written notification requesting the change must be given 48 HOURS in advance of the change on the proper application.
- b. The written request must be signed by the parent/guardian of the student.
- c. This change can be considered only if there is available space on the bus traveling the route necessary to fulfill the request.
- d. Written approval/disapproval must be received by the student from the building administrator before a change can take place.

On days of school delays or early dismissals, students will be allowed to utilize a bus stop on their same route other than their assigned bus stop for baby-sitting arrangements (with written parental/guardian permission).

District bussing policies supersede any policy in the handbook.

CAFETERIA AND FOOD SERVICES

Breakfast is available from 7:10 to 7:25 a.m. The cost is \$1.50. During lunch all students will eat in the cafeteria, even if they carry their lunch. Student lunches will cost \$2.50 (subject to change). Students may not leave the cafeteria without prior permission. Students will be permitted one visit to the restroom during lunch. The only restroom which should be used at lunch is the restroom in the front lobby.

1. Proceed directly to the cafeteria from your prior class.
2. Keep the tables, chairs and floor clean at all times.
3. Always observe good table manners.
4. Return trays, dishes, and other items to the dishwasher counter. Place paper and excess food in proper container and place the tray on the tray pile.
5. Students will not be allowed to consume or possess food or drinks, other than water, in classrooms or hallways during the school day unless otherwise authorized by the principal. Water must be in a clear container and does NOT include flavored water.
6. When entering the cafeteria students may sit at any table, and students will be directed to the lunch line by a staff member when ready.
7. Following dismissal from the cafeteria, proceed to lockers and then to your scheduled class.

Cafeteria General Guidelines

The Halifax Area School District recognizes that proper nutrition is essential for the social, emotional, physical and educational needs of our students. Our goal is to provide a nutritional, well-balanced breakfast and lunch for every student. In order to offer free and/or reduced priced meals to the families within our district, the school district must participate in the "National School Lunch Program." The program provides funding to help cover the expense of the food prepared within the school so that each child has the opportunity to receive a well-balanced breakfast and lunch on a daily basis. Consequently, the school is required to follow the nutritional guidelines set forth by the federal government. These guidelines require students to take a particular number of items for each meal, one of which must always be a serving of a fruit or a vegetable.

The Halifax Cafeteria system uses PowerLunch to manage student cafeteria accounts. PowerLunch is a branch of the district's PowerSchool data system. This system allows student information to be kept confidential and eliminates the need for daily deposits or lunch tickets. Each student is assigned a

Student ID number that stays the same thru their entire time at Halifax.

MORE INFORMATION AND BUILDING LEVEL MENUS CAN BE FOUND ON THE DISTRICT'S WEBSITE.

CELL PHONES/ELECTRONIC DEVICES

When students enter the building, they are to stop using and to turn off all cell phones & electronic devices. Upon arriving at their lockers, students are to store their cell phones & electronic devices in their lockers during the remainder of the school day.

Students who have a cell phone on their person or in a purse (any place other than in their locker) during the school day will be assigned 2 after school detentions on the first offense. Cell phones will be confiscated and returned only to parents/guardians. (Confiscated cell phones will be turned off and stored securely at the school.) Students with multiple infractions or students who are caught using cell phones during class (or anytime when their phones are to be stored in their lockers) will receive additional penalties. Exceptions to this prohibition may be made on an individual basis with approval of the building principal.

CHANGING CONTACT INFORMATION

Students must report changes in their names, addresses, and telephone numbers to the principal's office as soon as possible so that school records can be kept up to date. The updated information is especially important in case of an emergency so that school personnel could contact someone at a student's home. An emergency contact and work number at which a parent can be reached are ESSENTIAL.

CHROMEBOOK USE AND CARE

All students are issued a District-owned Chromebook to support instruction in the classroom. In addition to provisions found in the Chromebook Guide and District Electronics Policies, please be reminded of some key items:

- Chromebooks should be charged AT HOME and brought to school fully charged each day.
- There is no need to bring chargers to school without the approval of a teacher or principal.
- NEVER SHARE YOUR PASSWORD OR LOG IN CREDENTIALS WITH STUDENTS
 - o YOU are responsible if another student logs in under your credentials.
 - o PROTECT your password like your parents do their bank accounts.

If a student is performing non-school functions on their Chromebook (i.e. reading an e-book, playing instructional video games, etc.) teacher permission must be obtained. Students who misuse Chromebooks may have their privileges revoked,

device confiscated, or have their student accounts locked.

CLOSINGS/DELAYS

School closings or delays are announced on WHP 580AM, WINK 104FM, LOVE 99FM, Channel 27 WHTM, Channel 21 WHP, and NEWS 8. Messages are often sent from the district office via the messenger system to alert families to changes to the schedule. Be sure to keep your contact information current with the school office and PowerSchool.

CONTROLLED SUBSTANCE/ALCOHOL BOARD POLICY#227

The School Board and administration strictly prohibit controlled substances and alcohol on school property and/or at extra-curricular and co-curricular activities off school property. Possession, sale, use, trafficking, or being under the influence of the following will result in an initial suspension and referral to Halifax Board of Education for any further action that is necessary:

1. Legally controlled substances;
2. Alcoholic beverages;
3. "Look-alike" drugs;
4. Any substance sold or used with the

intent to cause an amphetamine, barbiturate, or hallucinogenic effect. Law enforcement will be notified when it is suspected any violation of state, federal, or local laws have occurred.

DANCE REGULATIONS

1. Dances are for Halifax M. S. students only.
2. Anyone who leaves the building or area will not be readmitted.
3. All normal rules of conduct apply while students are in attendance at dances.
4. After school dances and other activities will normally be held from 6:00 to 8:00 p.m.
5. Parents will be called if a student leaves early.
6. Attendance in school is required the day of the dance.

****NOTE TO PARENTS:** Please cooperate with us by picking up your child or arranging for pick-up at the stated time for the dance's end.

DRESS CODE

The students of the Halifax School District are expected to be aware of the importance of dressing appropriately and are urged to accept their responsibility that dress need not be elaborate, but should be safe, clean, **appropriate**, and neat. Distracting apparel can be detrimental to the educational process. The following guidelines serve as standards of decency to determine the appropriateness of clothing:

1. Clothing must be worn as it was designed and intended.

2. Messages on clothing which are vulgar, have sexual connotations, or are generally offensive, or which advertise or advocate the use of tobacco, alcohol or drugs are inappropriate for school.

3. Dresses, skirts or shorts that come to within 3 inches of the knee when a student is standing are appropriate.

4. Pants, skirts, and shorts should not be worn low enough to expose undergarments or the student's backside.. Tops that expose the midriff, low cut tops that expose the chest area, see-through tops, tank tops, camisoles, halter tops, and tops with spaghetti straps may not be worn unless they are under another shirt that will remain on all day. Shirts should cover the shoulder.

5. Holes in clothing should not expose anything 3" above the knee.

6. Students may not wear pajama tops or bottoms to school.

7. Shoes must be worn at all times. Slippers and shoes with wheels are prohibited. Flip flops and sandals are permitted.

8. The following are not to be worn indoors: gloves, hats, caps, winter scarves, bandanas, hoods, sunglasses, or other head gear. Sweaters, sweatshirts, and light jackets are permitted for temperature comfort. Hair bands, headbands, and fashion scarves used as they are intended are acceptable.

9. Outerwear such as coats and jackets must be placed in the locker for storage.

10. Any chains, metal items attached to leather, or any apparel that could be determined to be inappropriate or dangerous (i.e. necklace with spikes) are prohibited.

The school staff and administration makes the final interpretation as to what is immodest and distracting. Students in violation of the above guidelines will be asked to alter their clothing immediately or will be subject to school disciplinary actions. Parents may be contacted to supply suitable clothing.

EDUCATIONAL FIELD TRIPS

It is the practice of the Halifax Area School District to permit student educational field trips (5 days maximum) if it can be shown that the student's educational obligations will not be totally interrupted during the period of absence. To have an excused absence for educational purposes, a parent should submit, in writing, a request. Request forms are available in the Middle School Office. The request should state the educational purpose of the trip and the dates the student will be absent. 4-H & FFA sponsored activities are permissible.

REQUESTS SHOULD BE MADE AT LEAST TEN (10) SCHOOL DAYS IN ADVANCE TO ALLOW TEACHERS TIME TO OUTLINE ASSIGNMENTS FOR THE PERIOD OF ABSENCE. The student is expected to keep up with the assignments while on the educational trip. Adequate time will be given to complete tests upon the student's return to school.

NO EDUCATIONAL TRIPS WILL BE PERMITTED DURING PSSA TESTING. THE DATES OF THESE PERIODS WILL BE COMMUNICATED TO PARENTS AT THE BEGINNING OF THE SCHOOL YEAR. Parents may also check the school calendar on the district website for PSSA testing dates. Generally, make-up work will be due TWO days upon the student's return to school.

EXTRA CURRICULAR ACTIVITIES

Various activities are provided for Middle School students. Interscholastic teams are provided for both boys and girls in basketball. Wrestling is provided for boys, and cheerleading for girls. Programs in band and chorus are also available.

Attendance Requirement for Participation

For a student to be eligible to participate in extracurricular activities, practices, etc. a student must be in attendance at school on the day of the activity. A minimum day of attendance is 11:00 a.m. to the close of school. For students to be eligible for Saturday activities, the student must be in school the preceding day. This procedure is necessary to encourage students to keep up with their studies and insure that students are capable of participating in a given activity.

Coaches and advisors should communicate this procedure to students and routinely check absentee reports to be aware of who is absent on a given day. Exceptions to this policy may be made through the principal's office and in advance of the given activity.

FINANCIAL OBLIGATIONS

1. Students should bring enough money to school to purchase necessary supplies, lunch, etc.
2. Students are required to deposit all money collected for school-related activities on the day the money is collected. Money should not be left in classrooms or lockers.
3. Students must have written approval from the principal or faculty advisor before any purchase of goods or services is made on behalf of the school. Students who incur debts without prior written approval will be liable for the unauthorized purchase.
4. Students are expected to clear all financial obligations owed to the school district prior to the close of school. Report cards may be withheld until

all debts are repaid. A letter will be sent home at the end of each marking period and at the end of the school year notifying parents of obligations.

FIRE DRILLS/SEVERE WEATHER DRILLS

Fire drills will be held throughout the year. The purpose will be to acquaint students with safe and proper procedures for evacuating the building in an expedient manner.

1. In each room, a poster indicating the location of the emergency exit for persons in that room. If an assigned exit is blocked, the group's leader will turn and exit toward the next nearest exit.
2. Before leaving the room, the teacher shall direct students to close windows.
3. The last person leaving the room should close the door.
4. Students must walk rapidly and stay to the right.
5. Students should report to the assigned location outside the building and wait to be told when to enter.
6. Teachers will take attendance at the designated reporting area.

FUNDRAISING

No item may be brought to school to be sold, unless it is part of a school-approved fund raiser. Please reference board policy #229 if your organization wishes to conduct a fundraising activity.

GRADING AND PROMOTION

The 180 days of required school attendance are divided into four grading periods with report cards issued following each grading period. Below is the grade, range, and percentage for marks earned by Middle School students:

93-100: Advanced

80-92: Proficient

79-70: Basic

69-0: Below Basic

I-Incomplete

U-Unsatisfactory

S-Satisfactory

M – Medical Excuse

Promotion

To enter the next grade, pupils in sixth, seventh and eighth grade must successfully meet the academic, attendance, and social/emotional requirements necessary for success at the next grade level. Academic requirements hold that a student who has performed below basic in more than 1½ credit units of classes may not be promoted.

If a student has failed up to 3 ½ credit units of classes during an academic year, that student is still eligible to pass to the next grade if they qualify to take and successfully complete 2 course-credit units of study over the summer prior to the start of the new school year.

GUIDANCE SERVICES

The concept of the Middle School focuses on facilitating the development of the pre- and early

adolescent. It is a place where most of the girls are bigger than the boys, where some of the boys sing soprano and some sing bass, and where a tremendous idealism and enthusiasm for learning and exploring characterizes most of the students. It is also the place where a guidance program is specially centered on that stage of growth concerned with those developmental tasks which begin prior to the onset of puberty and extend through the early stages of adolescence -- usually the ten to fourteen-year olds.

These developmental tasks generally considered applicable for this age group become the focal point for our Middle School Guidance Program: (1) becoming accepted by their peers; (2) beginning to achieve physical and sexual maturity; (3) beginning to withdraw from the protection of adults and learning to regulate themselves; (4) developing a sense of justice and learning to resolve conflicts related to independence, conformity, and sexual behavior; and (5) relating their interests and activities, their likes and dislikes to future careers.

Counseling, whether it be individual or group, is but one component of the Middle School Guidance Program as the students find their way into their peer group to be extremely important. At this stage of development, the Middle School students will often show up as a group of three or four to explain the problem of one of the group. Their concerns are often involving conflict with peers, parents, or teachers -- common at an age when they are turning to their peers and away from adults. Moreover, counseling functions to aid the student in answering such questions as "Who am I?", "Where am I going from this point in my life?", "What curriculum should I choose?", "How do I explore careers?". Thus, this facet encompasses not only an immediate, crisis basis but also, hopefully, is an arm for preventive, developmental counseling as well.

Consulting -- giving help to a parent, teacher, administrator, peer or other person for a student's benefit is an extremely important part of the program. Whether there be the discussion of test results in a student's best interest with teachers or talking with a parent about the student's current progress in a given subject, communication is so important in benefiting a student.

Coordinating services, too, allow for the referral of a student to a more appropriate or skilled person or agency. In addition, these services include working with the staff and all interested persons in identifying children for special services and opportunities.

In essence then, the Middle School Guidance Program aims toward providing for the ideal of continued development from the elementary stages

of the school's program as needs and interests of students emerge. It emphasizes flexibility and exploration; it provides for testing and evaluation; and it hopefully results in everyone working together to benefit our students in their growth.

HALL PASSES

Students must receive permission when they leave an assigned class or area. When students request to leave, they must use the "Passport" section of their Agendas. Students should only go where they sign out to go. If a teacher requests a student's assistance or asks them to report to another area of the school, then the teacher will issue a pass and the student passport page need not be used. Abuse of the hall pass privilege may be a reason for a student to lose that privilege.

HEALTH SERVICES

A certified school nurse, along with a health room assistant is available to assist in screening programs and to care for minor illnesses and injuries under the supervision of the school nurse. Health problems and health records are reviewed periodically and individualized health conferences are scheduled. Students are required to use their agenda book pass and have it signed from their current or upcoming class before going to the nurse's office. The only exception to this would be for emergency injuries or acute illnesses. If the school nurse or assistant is not available immediately during an emergency, the student and/or teacher should contact the M.S. office.

It is important that emergency health information be kept current so that parents can be located if an emergency occurs. A pupil will not be permitted to go home for illness without parental permission or by the direction of the school nurse or nurse's assistant.

If a student is sent home ill from school:

- a) Parents/guardian will be contacted.
- b) Health office will issue a note which the student must present to the Middle School Office
- c) Parent/guardian must sign the child out in Office.

In the case of illness, students should not call their parents from the Middle School Office or their cell phone requesting someone come to school to pick them up. Only the school nurse, health room assistant, principal (or in the principal's absence, school secretary or guidance counselor) may give permission for a student to leave school.

School Accidents

All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately so that a record can be maintained of injuries. The teacher in charge shall complete two (2) copies of an Accident

Report of school or athletic injuries for insurance purposes. One copy goes to the nurse and the other to the principal.

Medication Policy

Our school physician has given a standing order for the administration of Tylenol to students in the secondary school at the discretion of the nurse if the parent's written permission for the current year is on file. If other medications are to be taken during school hours, a physician's order is required. The medication must be delivered and PLACED IN THE POSSESSION OF THE SCHOOL NURSE IN A PHARMACY CONTAINER CLEARLY MARKED WITH THE NAME OF THE STUDENT, PHYSICIAN, MEDICATION, AND INSTRUCTIONS FOR DOSAGE/TIME OF GIVING. UNDER NO CIRCUMSTANCES IS ANY MEDICATION TO BE DISPENSED TO A STUDENT UNLESS UNDER THE DIRECTION OF THE NURSE OR HER DESIGNEE.

PHYSICIAN, MEDICATION, AND INSTRUCTIONS FOR DOSAGE/TIME OF GIVING. UNDER NO CIRCUMSTANCES IS ANY MEDICATION TO BE DISPENSED TO A STUDENT UNLESS UNDER THE DIRECTION OF THE NURSE OR HER DESIGNEE.

HOMEWORK POLICY

Homework is important because it reinforces what has been learned in class, prepares students for future lessons, teaches organization and responsibility, encourages innovation and creativity, and helps students to develop good work habits. Homework also acquaints parents with what their children are learning in school. Based on school instruction and guided practice, students should be able to successfully complete work at home within a reasonable amount of time. Homework is an integral part of the learning process requiring shared responsibility of teachers, parents and students.

What are the students' homework responsibilities?

- * Complete the assignment and return the completed assignment to school.
- * Communicating any confusion regarding the assignment to teachers.
- * Communicating homework assignments to parents by an agenda.
- * Complete any missed assignments due to absences.

What are the teachers' responsibilities?

*Provide variety in homework assignments: review, practice and enrichment. *Provide expectations for work quality and due dates. *Individualize homework assignments when necessary. *Review and provide feedback for all homework. *Monitor completion and quality of assignments and determine consequences for incomplete work.

What are the parents' responsibilities?

*Promote a positive attitude and outlook toward homework. *Understand the responsibility of homework rests with the child. *Allow children to do their own homework. Provide support when

asked by the child, assist when asked specific questions.

- *Communicate concerns regarding student needs/frustrations to the teacher.
 - *Provide a quiet study area and needed supplies.
 - *Check agenda on a regular basis and use it as a communication tool between teacher and home.
- Interest and support is the most important factor in insuring success in school for the child. When the students, teachers, and parents work together, the results of this teamwork are similar to a well-coached winning team.

All Parents Are Encouraged To:

- *Help their child to schedule their time on a daily or weekly basis for homework and to provide a suitable place and a quiet atmosphere for study.
- *Provide necessary materials (e.g. notebook, dictionary, ruler, paper, pens, and pencils.)
- *Allow children to do their own work. Assist when asked specific questions.
- *Recognize that children need to become more independent in completing homework and returning it to school as they mature. This includes completing work missed when absent.

Homework Guidelines: Homework is an integral part of an instructional program. It can serve the following purposes:

- *Provide essential practice in needed skills.
- *Enrich and extend school learning experiences.
- *Provide independent practice of proper study habits learned in school.
- *Afford the opportunity for increasing self-direction, responsibility, and family involvement.
- *Recognize that there are individual teacher and student variations.
- * In the event students fail to complete homework, they may need to complete the assignment in lunch detention, after school detention or during fun activities planned throughout the school year.

HONOR ROLL

Students are listed for honors at the end of each marking period. The administrative team and professional education task force have adopted the following criteria for all Halifax Area School District students:

Honors: In order for a student to earn the honor roll, the student must have a GPA of 86%-94% with no grade lower than an 86%.

Distinguished Honors: In order for a student to earn the distinguished honor roll, the student must have a GPA of 95%-100% with no grade lower than an 86%.

Silver Medal Honors Award 8th grade students who have attained a 93% average during each year in

6th, 7th and 8th grade will receive the Silver Medal Honors Award.

LOCKERS

A locker will be assigned to each student for storage of books and clothing. Students are to be aware that these lockers are school property loaned to students for their use. As such, school authorities have the right to inspect and search lockers at any time, whether to check on general appearance and care or to assure that lockers do not contain materials which could endanger the health or welfare of individuals. A locker is a privilege that may be revoked at any time for reasons such as misuse, late to class, contraband, etc.

Students are to keep their lockers locked; however whether locked or unlocked these are not to be opened by other students. Also as students are assigned individual lockers; sharing lockers is not permitted without the principal's authorization.

Locker combinations may be changed each year. You should keep your locker combination confidential; this will avoid having personal items removed without your knowledge or consent. Valuables and money brought to school may be left in the Middle School office. The school is not responsible for lost or stolen items.

MAKE UP WORK

Any student legally absent from school is given full make-up privileges and therefore, make-up work is required. Any student who is truant, cuts class, or leaves school without permission may receive a zero for classes missed. **For illness**, students will be given no more than the number of days legally absent plus one in order to complete assignments or as worked out with the classroom teachers. **For approved educational trips, make-up work will be due no more than two days after returning to school.**

OFFICE PHONE AND MESSAGING

The office telephone may be used with permission from the secretary or the principal. Telephone calls should be limited to school related issues. Students may not be called out of class to receive a message, unless the situation is an emergency. Non-emergency messages will be delivered between classes or at lunch.

PHYSICAL EDUCATION

1. Each student is required to purchase the regulation physical education uniform for class.
2. A student may be excused from physical education class only with a doctor's written request stating the nature of the illness or injury and length of time the student is to be excused from physical activity. This note shall be counter-signed by the

nurse or health room technician before presenting to the physical education teacher.

3. Students should not chew gum or wear jewelry, including watches, during physical activity in the gym.

4. Additional physical education policies and procedures will be handed out by the physical education teachers at the beginning of the school year.

RANDOM DRUG TESTING

Participation in extra-curricular activities will now need to have "Permission for Random Testing" forms signed by parents(s)/guardians(s) and self to be able to participate in these activities. Because these tests are random, a student's name may be "drawn" more than once throughout the course of the school year.

RECORDS

Guidelines on student records for the Halifax Area School District have been approved by the Pennsylvania Department of Education and adopted by the Halifax Board of Education. These guidelines are on file in the principal's office in each building. They are available to parents for inspection and review.

Included in these guidelines are: a rationale for student records, classification of records, a description of pupil records, consent procedures for the collection of data, a description of the maintenance and security of records, review procedures, longevity of records, and dissemination of information from records including release procedures and access policies.

SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS – Annual Public Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. Halifax Area School District is required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, parents may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, the school district is required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special

Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children age three through twenty-one can be eligible for special education programs and services. Please go to www.hasd.us/Page/2064 to view the complete public notice. If parents believe that their child may be eligible for special education, the parent should contact the Special Education Supervisor at 717-896-3416, ext. 111.

SIX-DAY CYCLE

Our school operates, not according to the day of the week, but with each day numbered so that all subjects get equal time. August 27 is Day 1 in our cycle while August 28 is Day 2, August 29 is day 3, etc. On the sixth day, Sept. 5, the cycle will end. A new cycle will begin on Sept. 6 (Day 1) and will run continuously throughout the year. In most cases, days that students do not attend are not counted as days in the cycle. The day of the cycle is always announced in the morning and posted in the office. The six-day cycle allows more flexibility in scheduling as well as consistency in scheduled time.

STANDARDIZED TESTING PROGRAM

The standardized testing program in Halifax Area Schools is based on the philosophy that every pupil has a right to receive additional information to help assess their educational progress. The use of standardized tests is based on the premise that these results are only one indicator of a student's progress or achievement.

Grade 6:

1. PA State Assessment in ELA & Math.

Grade 7:

1. PA State Assessment in ELA & Math.
2. Iowa Algebra Aptitude Test.

Grade 8:

1. PA State Assessment in ELA, Math & Science.
 2. Keystone Algebra Exam (Algebra Students)
- Individual Psychological and Diagnostic Tests will be administered as needed.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program is designed to accept referrals of students who are experiencing barriers to learning and school success; provide prevention based activities and programs; monitor identified students and gather data necessary for assessment. The Student Assistance Program utilizes a systematic process by which school personnel can determine which students are having problems and refer them for help. The heart of the

program is a Student Assistance Core Team, which consists of a group of school personnel who are specially trained to work with these students. For more information, contact the School Nurse, or the Guidance Counselors.

STUDENT CONFIDENTIALITY POLICY #216

The Halifax Area School District protects the confidentiality of personally-identifiable student information. Children with disabilities, students eligible for special education services, and protected handicapped students are also provided additional protection in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws. The school district will provide a copy of its confidentiality policy upon request. Should you feel the district is not providing the rights as guaranteed by the Family Educational Rights & Privacy Act of 1972, you may file a letter with the U.S. Dept. of Education at 400 Maryland Ave., S.W., Washington, DC 20201. More information can be attained on the school district's website pertaining to FERPA at www.hasd.us.

Audio/Video Surveillance

Students, parents, and other visitors are advised that audio or visual surveillance may occur at any time on any school property or school sponsored transportation.

STUDENT COUNCIL

The purpose of the Halifax Middle School Student Council is to represent the student body on school matters, plan assemblies and programs, and be the group to whom the students and faculty can turn to for assistance in school-related activities. The group will meet at least once a month to deal with student concerns. All dealings will be handled in conjunction with the rules of the school and along with the policies of the administration.

THE GOVERNING BODY

The governing body will consist of a President and an Executive Council who will share the duties of secretary & treasurer.

Responsibilities of Student Council Section Representatives:

- * Attend all meetings.
- * Inform your homeroom on student council business and activities.
- * Volunteer willingly to serve on committees.
- * Attend all student council activities.
- * Bring any student complaints or requests to the student council meetings.

Responsibilities of President & Executive Council

- * Attend all meetings. * Keep all officers and advisors informed on all matters that may concern the council and its business * Attend all student

council activities. *Accrue four hours of community service during the school year

Loss of Membership:

* Any officer or Executive Council member who misses two (2) consecutive student council meetings without a legal excuse (absence from school, special excuse, or a signed note from the teacher), will be dropped from the membership roll.

* Lack of participation and disorderly conduct in student council activities will result in a loss of membership.

* Failure to follow the standards set forth in the Student Handbook will result in loss of membership.

STUDY HALL

Study hall time should be used wisely completing assignments and studying. Silence is expected.

TARDINESS

TARDY TO SCHOOL

School begins at 7:30 a.m. with attendance in Discovery. If a student enters after 7:30, he/she must report directly to the Middle School office. 9:45 a.m. is considered the cut-off time for being tardy to school. Students who enter after 9:45 a.m. will be considered absent ½ day.

Beginning with the 1st unexcused tardy to school, a student will be called to the office and will be given a warning by the principal.

Beginning with a student's 4th unexcused tardy to school, the student will be responsible to serve a detention for each unexcused tardy arrival. Continuous tardiness may result in additional consequences.

With the exception of late bus arrival, illness, or family emergency, tardiness to school will be logged as unexcused. Car problems, oversleeping, etc. are not acceptable reasons to be tardy to school.

LATE TO CLASS

Beginning with the 1st late to class, a student will be called to the office and will be given a warning by the principal.

Beginning with a student's 4th late to class, the student will be responsible to serve a detention after school. Students will serve a detention for every late to class thereafter. Continual lateness may result in further consequences.

TOBACCO BOARD POLICY #222

Student use or possession of tobacco products on school property is not permitted. Violations accumulate from year to year. The following procedure will be used for tobacco violations:

1st Violation - Student may be suspended for three (3) school days. Suspension may be avoided if the parents and student meet the principal to discuss the incident. If this is done prior to the start of the

suspension, the student will be re-admitted. Parents may walk in between the hours of 7:30 a.m. and 2:30 p.m. within the three-day period for an admittance conference. Legal action may be pursued for use of tobacco on school property.

2nd Violation - Automatic three (3) day suspension and a conference with parent, student, and principal. A conference must be held to re-admit the student before the end of the three-day suspension. Legal action may be pursued for use of tobacco on school property.

3rd Violation - Automatic five (5) day suspension. A conference between 8:00 a.m. and 3:00 p.m. is required before the conclusion of the suspension. Legal action may be pursued for use of tobacco on school property.

4th Violation - Request by principal to board of education for disciplinary review including possible expulsion. Legal action may be pursued for use of tobacco on school property.

Possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than ~~\$50.00~~ for the benefit of the school district in which such offending pupil resides, and to pay court cost, or to be assigned to an adjudication alternative.

Tobacco is defined in this legislation as "A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form."

WEAPONS BOARD POLICY #218.1

The school board and administration recognizes that the possession of a weapon on school property is a criminal offense in the Commonwealth of Pennsylvania. Halifax Area School District will strive to prevent the presence of weapons and if weapons are found, will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon.

Possession of a weapon at school-sponsored activities, or knowing and not reporting, before or during the course of an investigation of possession of a weapon in the buildings or grounds, or at school-sponsored activities, or in any conveyance providing transportation to school is a serious violation of the rules and regulations. Objects which have the appearance or characteristics of weapons, which are not necessarily operable, shall be considered weapons, and possession of such objects or knowledge without proper reporting of possession of such weapons, shall also be a serious violation of this

policy. Students should be aware that violation of this policy will be considered a very serious matter. Students may be suspended out-of-school for up to 10 days in the event they violate it. Reporting of such violation to the appropriate law enforcement officials will take place immediately.

WITHDRAWALS FROM SCHOOL

Students are required to attend school by state law until age 17. Parents of students who wish to withdraw from school, or students of any age who plan to transfer to another school must

a) Contact the guidance office (896-4052) and set up an appointment to discuss the withdrawal.

b) Submit a written and signed statement including the name, grade of student, date of withdrawal and reason for withdrawal. If student is entering another school, the name, address of the new school will be required.

c) A withdrawal form will be given to the student by the guidance counselor and presented to each teacher to verify all books have been returned. In addition, a signature from the library, middle school office and health office is required.

d) Academic and health records cannot be sent to another school unless withdrawal procedures are followed exactly.

WELLNESS POLICY

In March of 2006 the Halifax School District adopted a Local School Wellness Policy, a requirement of the State and Federal Government. The Policy guidelines and practices are effective for the 2013-14 school year. The Wellness Policy addresses such issues as child nutrition education programs, life-long physical activity education, dietary guidelines for all foods and beverages made available in school during the school day, and community wellness education.

It has been a long standing tradition for the parents of school age children to provide snacks for their child's classroom during holiday and birthday celebrations. These practices have been modified to still allow your child to enjoy school celebrations but with their health and well-being in the forefront.

From this time forward all grades from 6th thru 12th are asked to provide one combined birthday celebration per month and only one holiday celebration per month for any classes that celebrate these events.

Parents are also asked to provide healthy snacks that follow the district's approved recommended snack list and not to provide, at any time during the school day, including packed lunches, items that are determined by the USDA as foods of minimal nutritional value.

Recommended Snack List:

Fresh Fruit or Vegetables, Crackers & Cheese, Dried Fruit i.e. Raisins/Apples, Pretzels, Popcorn, Chex Mix, Graham Crackers, Animal Crackers, Granola, Yogurt, Apple Sauce, Fruit Cups, String Cheese, Baked Snack Foods such as Sun Chips or Baked Lays.

Homemade baked goods are certainly welcome, however please be considerate to avoid high sugar content items.

Beverages can include 2%, 1%, or skim milk, 100% fruit juice products or water. Students are strongly discouraged from bringing energy drinks to school whether for lunch or any other occasion.

Please no artificial sweeteners, no items that have sugar listed as their main ingredient and no foods of minimal nutritional value such as soda and candies, including hard candy (such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops). A more extensive list of these foods of minimal nutritional value is available in the office.

Guidelines for Food Choices:

When holding celebrations involving food, we ask that healthy food or drink choices always be included. For example, if baked goods are provided as a treat, please also provide healthy choice foods or drinks as an alternate selection.

VISITORS

All visitors must secure permission from the office to visit students and school personnel. We encourage parents to keep a close rapport with teachers in order to ensure our students a successful education. Appointments to speak with teachers can be made through the office. The Guidance Counselors are available from 7:30 a.m. to 2:30 p.m.

STUDENT CODE OF CONDUCT

Schools can operate effectively when students and staff work together in an environment of cooperation and helpfulness.

School officials believe that each student has the right to be able to learn and work in an environment and atmosphere free of disruption. Therefore, students and adults have the responsibility to respect the rights of others and to maintain a high degree of self-discipline.

It is the responsibility of each Middle School student to learn the behavior expected while attending the Halifax Area Schools. Behavioral requirements may be different from those at home, but students are expected to conform to the school requirements while in attendance at school.

Students who cannot conform to these rules will be disciplined to preserve other students' rights to

learn and teachers' rights to teach. Disruption will not be tolerated.

Violation of these general provisions may result in punitive measures. The general list of offenses and consequences below is intended to be a guideline rather than specific policy. The Principal reserves the right to formulate, amend and announce specific violations and penalties when deemed necessary.

LEVEL I BEHAVIORAL REQUIREMENTS

All students are expected to:

1. Use Honesty & Truth to Guide Their Actions
2. Be on time to school, appointments, classes, meetings, and special assignments.
3. Complete assignments on time and to the best of your ability without a defiant attitude.
4. Pay attention in class.
5. Conduct oneself in a quiet and orderly manner in the hallways and at lockers.
6. Use proper language with fellow students and staff and show due respect.
7. Not eat or drink outside the cafeteria unless it is part of a planned and approved activity.
8. Secure proper passes to move in the halls during class periods.
9. Not participate in any activity considered detrimental to persons or the educational process.
10. Demonstrate good manners and etiquette in the cafeteria.
11. Show respect for school property.
12. Follow the established class rules as given to you by your teachers and/or teams.

LEVEL I DISCIPLINARY MEASURES

Pupils who do not follow the above expectations will receive appropriate disciplinary action by the reporting staff member or school principal. The measures may include:

1. Reprimand.
2. File Copy (written warning).
3. Phone Call Home.
4. Teacher Conference.
5. Loss of Activity or Assembly privileges.
6. Lunch Detention/Isolation
7. Modified Lunch Schedule
8. After School Detention.
9. Demerits

LEVEL I

The following are guidelines for several types of violations of Level 1 behavioral requirements when it is necessary for a teacher to make a referral to the office. As with all Level 1 expectations, circumstances may be such that a student may first benefit from redirection by the classroom teacher

before the situation is referred to the middle school office.

Late to Class (after 3rd occurrence)

- 1st Referral to Office – Letter to parent
- 2nd Referral – 1 hour detention
- 3rd Referral – 1 hour detention

Tardy to School (after 3rd occurrence)

- 1st Referral to Office – Letter to parent
- 2nd Referral – 1 hour detention
- 3rd Referral – 1 hour detention

Delinquent Assignments

At the discretion of the teacher – consequences may be, but are not limited to – parent conferences, detention, time spent with teacher, loss of privileges or activities during the school day.

General Horseplay-(Pushing, Shoving, Tripping)

- 1st Referral to Office – 1 to 3 hours detention
- 2nd Referral – 1 to 3 hours detention
- 3rd Referral – 2 to 4 hours detention

Name Calling

- 1st Referral to Office – 1 to 3 hours detention
- 2nd Referral – 1 to 3 hours detention
- 3rd Referral – 2 to 4 hours detention

Use of Improper or Vulgar Language

- 1st Referral to Office – 1 to 3 hours detention
- 2nd Referral – 1 to 3 hours detention
- 3rd Referral – 2 to 4 hours detention

Disruptive or Disrespectful Behavior

- 1st Referral to Office – 1 to 3 hours detention
- 2nd Referral – 2 to 4 hours detention
- 3rd Referral – 3 to 5 hours detention

Out of Assigned Area

- 1st Referral to Office – 1 to 3 hours detention
- 2nd Referral – 2 to 4 hours detention
- 3rd Referral – 3 to 5 hours detention

Unacceptable Behavior in the Cafeteria

Infractions will result in any combinations of the following consequences: Assigned seating, lunch detention, lunch isolation in cafeteria or conference room.

Display of Belligerent or Inappropriate attitude when speaking to adults or other students

- 1st Referral to Office – Conference with teacher, counselor, or principal
- 2nd Referral – 1 to 3 hours detention
- 3rd Referral – 2 to 4 hours detention

Inappropriate Attire

- 1st Referral to Office – Student will be asked to change clothing
- 2nd Referral – Required to change & 1 to 3 hours detention
- 3rd Referral – Required to change & 1 to 3 hours detention

Bus Misconduct – minor

1st Referral to Office – Change of seat or 1 to 3 hours detention

2nd Referral – 2 to 4 hours detention

3rd Referral – 3 to 5 hours detention or ISD

Public Display of Affection

1st Referral to Office – Verbal warning

2nd Referral – Detention

3rd Referral – 1 or more detentions

Unapproved Use of Electronic Devices or Cell Phones

1st Referral to Office – Device confiscated and released to parent; 2 detentions.

Students with multiple infractions will receive additional penalties.

If a student has been referred more than three times for the same violation, more severe consequences will be administered. Continuous infractions in any area may result in an initial line of inquiry as deemed necessary by staff.

LEVEL II BEHAVIORAL REQUIREMENTS

1. All students are expected to use Honesty and Truth to guide their actions.
2. Resolve problems or conflicts without fighting, hurting, or threatening others.
3. Use appropriate language and not use abusive or belligerent language.
4. Respect the property of others.
5. Attend classes according to the assigned schedule.
6. Remain in assigned area.
7. Remain in school until dismissed.
8. Wear appropriate clothing free of suggestive or vulgar material.
9. Follow rules of safety in school, on the bus, and while traveling to and from school.
10. Follow the rules and policy which prohibits the use or possession of tobacco of any form.
11. Be responsible for excuses, homework, passes, or other material.
12. Learn from your mistakes and do not repeat misconduct.
13. Use considerate judgment so that other students, school staff, or school property are not placed in a dangerous situation.
14. Positively interact with teachers, staff & others.
15. When a student is being spoken to about an offense, that student should not respond in a negative way, whether passive or overt.
16. Any form of harassment, whether verbal or physical, will not be tolerated.
17. Any form of threat to do or cause harm to Another person will not be tolerated.

LEVEL II DISCIPLINARY MEASURES

Students who do not follow LEVEL II requirements will receive at least a detention and/or other appropriate action which could include In-

School Discipline or Suspension as assigned by the principal.

LEVEL II

The following are guidelines for several types of violations of Level II behavioral requirements. As with all Level II occurrences, teachers will refer all violations to the middle school office.

Lying, Deception – minor event

1st Referral to Office – 1 to 3 hours detention

2nd Referral – 2 to 4 hours detention

3rd Referral – 3 to 5 hours detention or ISD

Lying, Deception – major event

1st Referral to Office – 1 to 3 days suspension

2nd Referral – 2 to 4 days suspension

3rd Referral – 3 to 5 days suspension

Plagiarism, Cheating – minor event

1st Referral to Office – 1 to 3 hours detention

2nd Referral – 2 to 4 hours detention

3rd Referral – 3 to 5 hours detention or ISD

Plagiarism, Cheating – major event

1st Referral to Office – Redo work as required & 1 to 3 days suspension

2nd Referral – Redo work as required & 2 to 4 days suspension

3rd Referral – Redo work as required & 3 to 5 days suspension

Vandalism/Destruction of Other's Property – less than \$20.00

1st Referral to Office – 1 to 3 hours detention; Pay for cost of repair or replacement.

2nd Referral – 2 to 4 hours detention; Pay for cost of repair or replacement.

3rd Referral – 3 to 5 hours detention; Pay for cost of repair or replacement.

Vandalism/Destruction of Other's Property – more than \$20.00

1st Referral to Office – 1 to 3 days suspension; Pay for cost of repair or replacement.

2nd Referral – 2 to 4 days suspension; Pay for cost of repair or replacement.

3rd Referral – 3 to 5 days suspension; Pay for cost of repair or replacement.

Theft – less than \$20.00

1st Referral to Office – 1 to 3 hours detention; Return item or pay for replacement.

2nd Referral – 2 to 4 hours detention; Return item or pay for replacement.

3rd Referral – 3 to 5 hours detention; Return item or pay for replacement.

Theft – more than \$20.00

1st Referral to Office – 1 to 3 days suspension; Return item or pay for replacement.

2nd Referral – 2 to 4 days suspension; Return item or pay for replacement.

3rd Referral – 3 to 5 days suspension; Return item or pay for replacement.

Truancy

1st Referral to Office – 3 to 6 hours detention.

2nd Referral – 6 hours detention.

3rd Referral – 6 hours detention.

Leaving School Without Permission

1st Referral to Office - 1 day suspension & 3 to 6 hours detention.

2nd Referral – 1 day suspension & 6 hours detention.

3rd Referral – 1-2 days suspension & 6 hours detention.

Tobacco Use or Possession

1st Referral to Office - \$50.00 fine; Suspension (avoided with parent conference).

2nd Referral - \$50.00 fine; Suspension.

3rd Referral - \$50.00 fine; Additional Suspension

All tobacco violations are reported to State Police

Fighting

1st Referral to Office – 1 to 3 days suspension.

2nd Referral – 2 to 4 days suspension.

3rd Referral – 3 to 5 days suspension.

Verbal Threats – minor

1st Referral to Office – 1 to 3 detentions.

2nd Referral – 2 to 4 detentions.

3rd Referral – 3 to 5 detentions or ISD

Verbal Threats – major

1st Referral to Office – 1 to 3 days In-School Suspension.

2nd Referral – 2 to 4 days In-School Suspension.

3rd Referral – 3 to 5 days In-School Suspension Or

Out of School Suspension

Bullying, Harassment, Intimidation – minor

1st Referral to Office – 1 to 3 detentions.

2nd Referral – 2 to 4 detentions.

3rd Referral – 3 to 5 detentions.

Bullying, Harassment, Intimidation– major

1st Referral to Office – 1 to 3 days Suspension.

2nd Referral – 2 to 4 days Suspension.

3rd Referral – 3 to 5 days Suspension.

Bus Misconduct – major

1st Referral to Office – 3 to 5 hours detention.

2nd Referral – Loss of bus privileges.

3rd Referral – Loss of bus privileges and/or suspension.

Insubordination

1st Referral to Office – 1 to 3 hours detention.

2nd Referral – 2 to 4 hours detention.

3rd Referral – 3 to 5 hours detention.

Note: Major Insubordination may result in suspension.

Failure to Report for After-School Detention

1st Referral to Office – Detention doubled.

2nd Referral – Detention doubled and ISD.

3rd Referral – Detentions doubled plus a day of suspension will be served.

Unapproved Use of Electronic Devices or Cell Phones

1st Referral to Office – Device confiscated and released to parent; 2 detentions.

Students with multiple infractions will receive additional penalties.

If a student has been referred more than three times for the same violation, more severe consequences will be administered. Continuous infractions in any area may result in an initial line of inquiry as deemed necessary by staff. Continuous infractions in any area may result in an initial line of inquiry as deemed necessary by staff.

LEVEL III BEHAVIOR AND DISCIPLINARY MEASURES

When students violate school policy concerning weapons or controlled substances, or when any other violation occurs which could result in violence to another person or property, or which poses a direct threat to the health, safety, or welfare of oneself or others, Level III Disciplinary Measures may be enforced and law enforcement authorities may be informed and involved.

The following infractions will require contact of the state police and referral to the board of education which may include a hearing on expulsion:

- Acts of violence directed toward a student, teacher or school employee.
- Alcohol possession or use.
- Controlled substance possession or use.
- Subverting or tampering with student random drug testing.
- Egregious incidents of harassment toward other students or staff.
- Terroristic Threats.
- Weapons Violation.
- Any illegal activity.

Most misconduct under LEVEL III will be considered for a review by the Superintendent and School Board. It is likely that a formal hearing would be held for a LEVEL III violator. In addition, the principal may impose disciplinary measures which are appropriate. These may include in-school discipline, out-of-school suspension, and detentions. Expulsion will be handled by the Board of Education.

When LEVEL III misconduct occurs, and law enforcement authorities are involved, any school-related punishment will not constitute double jeopardy.

CHRONIC OFFENDERS:

It is assumed that if a child has received more than ten (10) referrals and/or disciplinary measures for not following LEVEL I requirements, that he or she is not making a true attempt at compliance. At this time the principal will use stricter disciplinary measures.

It is assumed that if a child has received more than five (5) referrals and/or disciplinary measures for not following LEVEL II requirements, that he or she is not making a true attempt at compliance. At this time the principal will use stricter disciplinary measures.

Although an Initial Line of Inquiry may be recommended as appropriate for a student at any time, this process will be required for students when they have accrued the fourth disciplinary referral for the same Level II infraction, or if they have accrued a total of 10 disciplinary referrals concerning Level II requirements or reach 20 demerits.

PROCEDURES FOR DISCIPLINARY ACTION

The principal will review the contents of the Student Handbook with students. All pupils will receive a copy of the Student Handbook. Pupils are expected to read the entire Handbook. Ignorance of school regulations is not a legitimate excuse when a pupil violates school rules.

Generally, Level I violators will be handled by the reporting staff member.

Level II misconduct will be referred directly to the principal for investigation and disposition.

Level III misconduct must be referred directly to the principal because of the serious nature of these violations.

DISCIPLINARY MEASURES

FILE is an indication that a problem with future potential has occurred.

WARNING and/or REPRIMAND is not to be taken lightly; a stricter form of punishment will result for additional infractions.

DETENTION is considered to be a method of punishment, therefore, the school will not provide any transportation. Transportation is the parent's responsibility. Students and parents will be given notice prior to the assigned date, preferably a two-day notice, if possible. Detentions may be either study time or work detail time, or any combination as appropriate for the circumstances. If detention is cut, a double period will be assigned. If reassignment detention is cut, or any additional detentions are cut, an in-school discipline will be administered as well as the initial detentions being rescheduled. Individual teachers have the right to hold their own detention after they notify the principal and parent of the assignment. Students

assigned detention must bring academic work from classes to complete. If no homework is assigned, students must bring a book to read. Electronics such as Chromebooks, cell phones, etc. are not permitted in detention. In addition, students may be given a special disciplinary assignment. If detention is missed due to absence from school, it will automatically be rescheduled the next available day the student returns. Students are required to leave the building immediately after detention. Students should use lavatory facilities before entering detention. Unless it is an emergency, students will not be permitted to leave the detention room.

IN-SCHOOL DISCIPLINE requires the student to report to the office at 7:30 a.m. to get the in-school discipline assignment sheet which must be completed. All assignments received are required to be completed. The student is also expected not to talk to anyone other than a school staff member and to work on assignments for the duration of the in-school consequence. The in-school disciplined student is required to stay in the assigned area unless given permission by the principal to leave the area.

OUT-OF-SCHOOL SUSPENSION requires the student not to be on school property at any time during the period of suspension. If out-of-school suspension is assigned, additional guidelines will be given at that time.

LUNCH DETENTION/ISOLATION - Students who do not follow school/cafeteria rules will be seated at another table or in an assigned area and thereby lose the privilege of sitting with friends.

DEMERITS are points assigned to certain levels of offenses that can carry additional penalties or trigger interventions. As students accrue demerits through the course of the school year, interventions may be triggered that can include:

- Stricter or more harsh consequences
- Meetings with parents to discuss behavior concerns
- Prohibition of certain privileges and/or programs (dances, parties, non-educational assemblies, etc.)
- Hallway restriction

Generally, Level 1 offenses will carry one demerit; Level 2 will carry 3 demerits and Level 3 will carry anywhere from 5 to 10 demerits. Also, students who receive only warnings for certain offenses will not be assessed demerits.

The assignment of demerits is at the sole discretion of the principal.