

Spring Cove Middle School

Student/Parent Handbook and Code of Conduct

Building a foundation of excellence...one student at a time.

<http://scsd.schoolwires.net>

2017-2018

**Compiled by
Spring Cove Middle School Administration**

Property of:

Name_____

Grade_____

Homeroom_____

Welcome to Spring Cove Middle School!

Dear Parent/Guardian:

The first section of this student handbook allows us to provide both you and your child with general information regarding the school calendar, school policy and procedures, attendance, and code of conduct.

The second section of this handbook is designed for your child to use as an organizational tool for school. We strongly encourage all students to write down assignments, testing dates, and other important information that they may need. It is our hope that your child uses this educational tool to increase his/her organizational skills and to promote home/school communication. Both of these concepts have been proven to promote student success.

Students are expected to comply with school and classroom rules. If a student violates or ignores these rules, there will be consequences. Included in our discipline plan are methods to positively reinforce appropriate behavior. In addition to praise and recognition, students will be rewarded with special incentives and activities throughout the school year.

Please sign and return the form on the next page to your child's homeroom teacher by Friday, September 1, 2017, indicating that you have received and reviewed the SCMS Student Handbook.

Thank you for your commitment to your child's education. I look forward to an academically fulfilling and positive school year!

Sincerely,

Breanne R. Venios

Mrs. Breanne R. Venios
Principal

PLEASE SIGN AND RETURN THIS PAGE WITH OTHER SCHOOL OPENING INFORMATION

The student signature below indicates a verification of examination of the Spring Cove Middle School Student Handbook, Athletic Guidelines, Student Attendance Policy, Code of Conduct, and other SCSD Policies and Procedures for the school year, along with an understanding of the content. Be aware that not all situations could be covered, and existing principles of past practice and the desire to maintain a safe and orderly climate for learning will dictate administrative interpretation of these general rules when faced with a problem situation not specifically discussed. Acceptance of the terms and conditions of the Acceptable Use Policy is also implied by signing.

Print Student Name Homeroom

Student Signature Date

and

The parent/guardian signature below indicates verification of examination of the Spring Cove Middle School Student Handbook, Athletic Guidelines, Student Attendance Policy, Code of Conduct, and other SCSD Policies and Procedures for the school year, along with an understanding of the content. Be aware that not all situations could be covered, and existing principles of past practice and the desire to maintain a safe and orderly climate for learning will dictate administrative interpretation of these general rules when faced with a problem situation not specifically discussed. Acceptance of the terms and conditions of the Acceptable Use Policy is also implied by signing.

Parent/Guardian Signature Date

Table of Contents

Forward	7
Mission Statement.....	8
Board of School Directors	8
Administration and Faculty.....	9
Bell Schedule	11
Important Dates.....	11
ACADEMIC POLICIES AND PROCEDURES.....	12
State Academic Standards.....	12
Curriculum	12
Grading Scale.....	12
Promotion/Course Failure	12
Homework.....	12
Make-Up Work	12
Student Recognition Programs	13
School Counseling	13
Spring Cove Cyber School.....	14
ATHLETIC GUIDELINES	15
ATTENDANCE POLICIES AND PROCEDURES	19
GENERAL POLICIES AND PROCEDURES	24
Assembly Programs	24
Backpacks	24
Child Abuse	24
Corridor Traffic.....	24
District Technology Acceptable Use Policy	24
Emergency School Closings/School Messenger.....	25
Extra-Curricular Activities.....	25
Fire Safety Drills.....	25
Food and Drink	26
Fundraiser Guidelines	26
Hall Pass.....	26
Lost and Found	26
Library.....	26
Lockers.....	27
Inspection and Search Policy	27
Parties and Dances	27
Physical Education Uniforms	28
Requests for School Records	28
Separations/Divorces	28
Student Assistance Programs	28
Student Expression.....	29
Telephone Use & Student Messages/Deliveries	29
Use of Medications	30
Video Surveillance.....	32

Visitors.....	32
CODE OF CONDUCT	33
Student Discipline.....	33
Philosophy.....	35
Guidelines for Students Behavior	35
Alcohol and Drugs	38
Arson and Other Forms of Reckless Endangerment.....	38
Assault: Verbal and Physical	38
Bullying/Cyberbullying	38
Bus Conduct and Regulations.....	39
Cafeteria Behavior	40
Care of School Property & Vandalism	40
Cell Phone and Electronic Devices.....	41
Computer Network/Chromebooks	41
Detention.....	42
Dress and Grooming	42
Fire Alarms	43
Harassment & Sexual Harassment.....	43
Obscenity	45
Plagiarism or Cheating.....	45
Student Rights & Responsibilities	46
Suspension and Expulsion	46
Suspension and Expulsion of Students with Disabilities	47
Theft.....	49
Tobacco.....	49
Weapons.....	50
APPENDICES	52
Annual Notification of Rights under FERPA for Elementary and Secondary Schools.....	53
Annual Notification of Release of Directory Information Under The Family Educational Rights and Privacy Act (FERPA).....	55
Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).....	56
Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students.....	57
Notice of Homeless Education Programs	63
Asbestos Hazard Emergency Management	63
Right to Request Teacher Qualifications	64
SCSD Integrated Pest Management (IPM) Notice	65

Forward

The main purpose of this handbook is to provide, in a concise and convenient form, information that will assist students in becoming productive members of our school. This handbook is designed to familiarize students and parents/guardians with the policies and procedures of Spring Cove Middle School. It explains rules and regulations of the school, describes its curricular and extracurricular program, and informs students of our expectations of them. In short, we hope this handbook will introduce the new student to our school and assist the returning student in becoming a better member of the student body.

The full Board Policy Manual is published and maintained on the District's website at <http://scsd.schoolwires.net>. Access to the Policy Manual is also available in the District Administration Office during regular office hours.

Enrollment of Students

Policy #200

The Board shall enroll school age resident students, eligible nonresident students, and homeless students in accordance with applicable laws and regulations and Board Policy.

Notice of Non-Discrimination

Spring Cove School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or age in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding non-discrimination policies, civil rights, or grievance procedures, contact the District's Compliance Officer:

SCSD Business Manager
1100 E. Main Street
Roaring Spring, PA 16673
(814) 224-5124

**Spring Cove School District
Mission Statement**

The mission of the Spring Cove School District is to inspire and equip all students to become responsible, respectful, and productive contributors to our local and global communities.

Motto

Building a foundation of excellence...one student at a time.

Organization of Spring Cove School District

Board of School Directors

Mr. Harold Blattenberger
Mr. Floyd Deterline
Mr. Brian Gahagan, President
Mrs. Christine Gojmerac
Mrs. Amy Acker-Knisely, Vice-President
Mr. Jason Rhykerd
Mr. James Smith
Ms. Mary Smith
Mr. Troy Wright

Superintendent of Schools

Dr. Betsy Baker

Contact Information:

SPRING COVE MIDDLE SCHOOL

185 Spring Cove Drive
Roaring Spring, PA 16673

Telephone: 814-224-2106

Fax: 814-224-2842

Website: <https://scsd.schoolwires.net>

Administration and Faculty

Breanne Venios	Principal
Rebekah Luckenbach	Principal's Secretary
Courtney Tenerowicz	School Counselor
Brenda Wilt	Counseling Office Secretary
Erin Barley	Math
Corin Barnes	Family Consumer Sciences
Rebecca Bianconi	Emotional Support
Lauren Boland	Learning Support/Social Development
Ashley Brennan	Learning Support
Harold Delozier	Band/Music
Scott Douglas	Dean of Students/Library & Media Specialist
Brock Foor	Math
Paul Frederick	Social Studies
Nancy Gobert	STEM
Kayla Hemminger	Computer Technology
Brad Heuston	Social Studies
A-J Hoenstine	Science
Jane Hoenstine	Math
Marlene Horton	School Nurse
Brittney Jacobson	Learning Support
Amanda Jones	English Language Arts
Pamela Kennedy	English Language Arts
Jessica Kissel	English Language Arts
Garret Miller	Health/Physical Education
Ann Noce	English Language Arts
Janelle Parker	Chorus
Mark Reed	Art
Nichole Schaffer	Life Skills
Mark Snyder	Science
Heidi Stern	Math
Laurie Stiles	Gifted Support
Jennifer Terza	Science
TommiAnn Tromm	English Language Arts
Julie Waite	Social Studies

Custodians

Daniel Detwiler (Head Custodian)
Georgia Lower
Kip Rishel
Kory Shiley

Food Service

Barbara Burket
Beverly Giffin
Lucinda Helsel (Head Cook)
Kristy Saylor
Heather Wagner
Bea Wertz
Jennifer Zapotoczny

Paraprofessionals

Nancy Bush
Arlene Clark
Jessica Ebersole
Sheila Heuston
Connie Kensinger
Kathy Smith
Tammy Smith

Bell Schedule

First bus arrival 7:20
First car arrival 7:35

7:35	Staff in rooms
7:45	Five minute warning bell
7:50 – 8:00	Homeroom
8:03 – 8:44	Period 1
8:47 – 9:28	Period 2
9:31 – 10:12	Period 3
10:15 – 10:56	Period 4
10:59 – 11:29	Lunch A
11:24 – 11:54	Lunch B Period 5
11:49 – 12:19	Lunch C
12:22 – 1:03	Period 6
1:06 – 1:47	Period 7
1:50– 2:31	Period 8
2:31 – 3:05	*Activity Period

*Students involved in school sponsored activities must report to school before 8:30 am in order to be eligible for participation in any activity sponsored by a school organization, including athletics, that day.

*Activity Period is considered an extension of the school day and is utilized for academic assistance, make-up of assignments and assessments, school club and organization meeting time, and detention assignments. Teachers and administration have the right to request students to report for extra help or discipline during this period. An activity bus is provided at 3:05 PM. Additional information on activity bus routes can be obtained by calling the Administration Office at 224-3010.

Important Dates

End of Marking Periods: October 26, 2017
 January 17, 2018
 March 23, 2018
 June 1, 2018

Interim Reports: Interim reports are mailed home during the fifth week of each 9-week period.

Parent Teacher Conferences: November 9, 2017 **and** November 21, 2017

Parents are encouraged to set up conferences with teachers at any time to discuss their child's progress. In addition, a teacher or a student may feel that a parental conference would help to correct a misunderstanding or improve the student's progress; therefore, parents, teachers, and students all have the right to request conferences.

***PSSA Testing Windows:** April 9-13, 2018 English Language Arts
 April 16-20, 2018 Mathematics
 April 23-27, 2018 Science

***Keystone Testing Windows:** May 14-25, 2018 Algebra I

**Requests for educational trips during PSSA or Keystone Exam testing dates will not be approved.*

ACADEMIC POLICIES AND PROCEDURES

State Academic Standards

The Pennsylvania State Board of Education has adopted academic standards in 12 subject areas. The academic standards are benchmark measures that define what students should know and be able to do at specified grade levels beginning in grade 3. The standards are mandated as state regulations. As such, they must be used as the basis for curriculum, instruction, and assessment in Pennsylvania's public schools. For more information, please visit:

<http://www.stateboard.education.pa.gov/Regulations/AcademicStandards/Pages/default.aspx>

Curriculum

The SCMS curriculum is aligned with the State Academic Standards. Per **Policy #105.1**, parents/guardians may request the opportunity to inspect any instructional materials. All SCMS students are required to take the following core courses: English Language Arts, Mathematics, Science, and Social Studies. In addition to those courses, we also offer related arts courses available depending on students' grade levels. Those include: Art, Computer Technology, Family Consumer Sciences, Health/Physical Education, Library, Social Development, Music, and STEM. Per **Policy #121**, field trips may be provided as a means to enhance the curriculum.

Grading Scale

Students' academic performance in all subjects will be evaluated using percentage scores. Letter scales and their equivalents are as follows:

93 – 100	A
85 – 92	B
78 – 84	C
70 – 77	D
*69 and below	F

**course credit is not awarded for final course grades 69% and below*

Promotion/Course Failure

It is expected that all students will pass each subject in every grade. If a student fails two or more courses, his/her promotion is subject to review by the appropriate team, which may include the parents, teachers, counselor, and principal. Students are advised to attend summer school when two or more solid subject courses are failed. Summer school information and applications are available in the counseling office in May. Failure to attend summer school may result in grade retention.

Homework

Homework is an integral part of the learning process and reinforcing concepts and skills learned within the classroom. All homework assignments are individualized based upon student need and ability. Completing assignments will assist students to further understand classroom lessons and help them master the standards. Homework assignments are not graded; however, the skills from the assignments will be assessed.

Make-Up Work

Upon returning to school after an absence or a suspension, a student has the right and the responsibility to make up any work he/she has missed. On the day the student returns to class, it is his/her responsibility to make arrangements with teachers for this work.

Student Recognition Programs

Spring Cove Middle School provides opportunities for all students to explore, identify, and develop their potential as caring, productive citizens who value learning; therefore, a program which provides opportunities for students to be recognized for various accomplishments is essential. Awards are currently given for the following:

Distinguished Dragon: This award recognizes students who have gone above and beyond during the school day either academically, behaviorally, or socially. Each grade level team of teachers nominates a student daily. The students nominated will place their name on the Distinguished Dragons board by randomly selecting a number. Once a vertical row is complete, those students within the row are recognized with a special privilege for that marking period. The board resets each marking period. Students may be nominated multiple times during the year.

Student of the Month: On a monthly basis, each grade level team of teachers selects students of the month. The criteria for selecting students are based upon school or community factors. Examples may include a student who has been especially cooperative with teachers or who has earned academic, music, and/or sports accomplishments. Students may earn this award once during the school year.

***High Honors:** This award recognizes students who attain a minimum grade of 93% in all subjects for the marking period.

***Honors:** This award recognizes students who attain a minimum grade of 85% in all subjects for the marking period.

*Spring Cove Middle School releases names to local papers of students whose academic performance places them on the Honor Roll list. If Parents **DO NOT** want their child's name recognized in this manner, they should contact the Main Office.

School Counseling

It is the mission of the Middle School Counseling Program to assist all students in the areas of academic, personal, social, and career development so they may achieve success and reach their fullest potential as productive life citizens. The school counselor offers a wide variety of services and programs for all students via individual advising and counseling, group advising and counseling, and classroom lessons. The school counselor is committed to the goal of having each student reach the following objectives:

- To understand and develop **coping skills** to deal with the physical, emotional, and social changes of adolescence.
- To develop and demonstrate effective **decision-making skills** and **problem-solving techniques** as they relate to life choices.
- To develop an **academic plan** for their schooling career with courses that are challenging, that match their interests and abilities, and that will help to prepare them for career success.
- To identify individual **interests, aptitudes, skills, and values and relate them to careers they are researching.**
- To understand and value the concept of **life-long learning.**

Within the counseling relationship, confidentiality will be strictly maintained with students and their parents; however, there are three circumstances in which confidentiality must be broken.

- Threat to do harm to oneself
- Threat to harm another person
- Report of abuse

The school counseling office is full of materials related to careers, post-secondary training options, financial aid, scholarships, drug and alcohol information, mental health resources, and other counseling-related materials. Students may visit the counseling office before and after school hours or any time with a signed hall pass. Additionally, parents are always welcome to call the school counseling office to schedule an appointment with their child's school counselor to discuss questions or concerns.

Spring Cove Cyber School

Spring Cove Cyber School is provided for Spring Cove School District families who wish to enroll their child in a cyber school environment. Odysseyware is utilized as the online, web-based platform for courses. A few of the advantages of enrolling in the Spring Cove Cyber (as opposed to a cyber charter school) include flexible scheduling with personalized course selection and participation in athletic and extra-curricular activities. All students enrolled in the Spring Cove Cyber School are subject to the same graduation and attendance requirements as other Spring Cove School District students. For additional information, please contact the Curriculum Office at 224-5124, ext. 3068.

ATHLETIC GUIDELINES

Policy # 123, 123.1, & 123.2

Pre-season:

1. Sign-up sheets for each sport will be placed in the CHS Athletic Office and SCMS Office 4-6 weeks prior to the start of the season. Any student interested in playing a sport, is encouraged to sign-up. Additional information about school sponsored teams can be found at <http://scsd.schoolwires.net/domain/101>.
2. ALL athletes (Junior High, Junior Varsity, and Varsity) are required to pay the \$25.00 participation fee. Fees are due before the first date of practice and can be paid in the CHS Athletic Office. The \$25.00 fee covers participation for one school year. Checks can be made payable to "Spring Cove School District".
3. No student-athlete is permitted to practice until the PIAA CIPPE (sports physical) is submitted and verified by the Athletic Office. More details are offered in the section below.
4. Students transferring from outside districts and foreign exchange students must complete pre-season forms as required by PIAA District 6. Forms will be submitted to District 6 for review and determination of eligibility.
5. SCSD resident students, who are homeschooled, attend the SCSD Cyber School, or who attend Cyber-Charter schools are invited to participate on SCSD sponsored athletic teams (See **Policy 137. 1** and **Policy 140. 1**). The same guidelines and rules apply to all students.
6. Often, coaches will plan open gym/field time or pre-season conditioning. This is optional and non-mandatory. The only exception is Varsity Football which is required to complete "Heat Acclimation Training" prior to the season's official start as directed by PIAA. PIAA determines the official start date of each sports' season.
7. Athletic schedules can be found by visiting www.schedulestar.com. We encourage you to sign-up for text and email alerts on www.schedulestar.com to stay up-to-date on last minute scheduling changes.

Physicals & Insurance:

1. The district encourages parents to have their child's family physician complete the comprehensive exam during the student's annual physical. The physical must be scheduled on or after June 1st and will cover all interscholastic sports for the upcoming school season. The PIAA CIPPE FORM MUST BE USED. The school physician (Dr. Heaton) will complete two school sponsored physical dates in the summer. Additional information and required PIAA CIPPE forms can be found on the CHS Athletic Webpage and by contacting the Athletic Trainer.
2. All athletes must be covered by insurance – school insurance, or private insurance as verified on the PIAA CIPPE form.
3. All injuries shall be reported to the coach and athletic trainer, who will file the appropriate form.
4. Concussion screenings will be conducted by the SCSD Athletic Trainer.

Use of Facilities & Practice:

1. Student-athletes may not engage in practice of any kind on the field or gymnasium unless supervised by a coach.
2. Student-athletes may not enter the weight room facility unless under the supervision of coach or teacher.
3. Athletic practices may not start before the end of the activities period (3:05). Participants may start getting dressed at 2:55, but they are to stay out of the halls when in uniform. Running in the halls is prohibited until 3:15. Established guidelines, supervised by the coach, must be followed for running in the hallway.
4. All practice sessions must be completed by 8:30 p.m. This does not include showers and dressing time.
5. No Sunday practice or games, unless permission is granted by the athletic director, principal, or designee.

School Attendance:

1. A student absent from school shall NOT participate in an athletic event on that day. An athlete must be in school by **8:30 a.m.** in order to be permitted to participate in a contest or practice. Exceptions could be made with prior approval by the administration. Medical excuses should be limited to early morning appointments when possible.
2. If an athlete is absent from school for three or more days immediately before the day of a game, permission to play shall be acquired from a physician and the athlete's parents.

3. Missing school the morning after a contest is frowned upon by both coaches and administrators. In recurring cases, the administration will take steps to eliminate this type of behavior.

Academic Eligibility:

1. A student must be passing at least 5 out of 8 classes on a weekly basis. This will be checked weekly by the Athletic Director. Student-athletes are “STUDENTS” first and academic achievement is always the first priority as promoted by administration and coaches. Student-athletes will be required to seek academic assistance during activity period (2:30-3:05 p.m.) for failing grades.

Awards & Varsity Jackets:

1. Varsity jackets sales will be promoted twice during the school year (Fall and Spring). To be eligible for a varsity jacket, a student-athlete must have lettered in his or her sport as verified by the Athletic Director and coach. The student-athlete is responsible for the cost of the jacket. For more information, please contact the CHS Athletic Office.
2. All obligations to the school or team must be fulfilled before an athlete is eligible for an award. Criteria for the awarding of a Varsity Letter or Certificate of Participation will be determined by the Head Varsity Coach.
3. End of the season banquets and award ceremonies are arranged by Head Coach and/or supporting booster club.

Uniform and Equipment Responsibilities:

1. Student-athletes are responsible for all equipment and uniform issued to them at the beginning of the season. Any equipment not returned at the end of the season must be paid for by the student. Students must take the precaution to guard against their equipment being stolen or lost. Utilize locked gym lockers when possible. Students may not participate in another school-sponsored sport until all equipment is returned or payment is made.

Expectations for Student-Athlete Conduct:

1. While representing SCSD, student-athletes will follow the student code of conduct as outlined in the student handbook and are expected to conduct themselves in a responsible, positive, and appropriate manner at all times.
2. Good sportsmanship is encouraged both in victory and defeat.
3. Use of profane or offensive language is strictly prohibited.
4. A student suspended from school shall not participate in practice sessions or games until the student is reinstated by the Principal.
5. Hazing is strictly prohibited as defined by SCSD **Policy #247**. School administration encourages students who have been subjected to hazing to promptly report such incidences. If an investigation results in substantiated findings of hazing, disciplinary action will be taken and the student may be removed from the activity.
6. In accordance with **Policy #227**, use of any form of tobacco, alcoholic beverages, or drugs (unless prescribed by a doctor) while in school, on school property, while involved in extracurricular activities, or off school property may result in school suspension, suspension from extracurricular activities and a referral will be made to the SAP team and their recommendation must be followed. Failure to abide by recommendations of the SAP Team will result in immediate dismissal from the team.
7. Anabolic steroids are not permitted to be used except for a medically stated purpose. Body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human growth hormone (HGH) is not considered to be an anabolic steroid. The penalty for use is as follows:
 - 1st Offense: Suspension from athletics for remainder of season.
 - 2nd Offense: Suspension from athletics for remainder of season and following season.

- 3rd Offense: Permanent suspension from school athletics.
- No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. A referral will be made to the Student Assistance Program and recommendations made must be followed in order to maintain athletic eligibility.
8. All other rules and expectations set forth by the coaching staff will be enforced.

Sportsmanship: Exemplary sportsmanship should be the driving force behind all actions of students, fans, players, coaches and schools.

Fundamentals of Sportsmanship:

- Gain an understanding and appreciation for the rules of the contest.
- Exercise representative behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the officials.
- Display openly a respect for the opponent at all times
- Display pride in your actions at every opportunity.

Guidelines for Student Cheering Sections: To help ensure that sporting behavior by the fans contributes to, rather than distracts, from the event, the following guidelines for student cheering sections and general fan behavior are to be followed.

Acceptable Behavior

- Clothes appropriate within district dress code.
- Face paint in school colors, school insignias on cheek.
- Applauding and cheering for your team during introductions, the contest and post-game handshakes.
- Signs that support your school team (where possible, signs should be fastened to the wall).
- Accepting all decisions of the officials with respect.
- Staying in assigned student cheering section.

Unacceptable Behavior

- Shirt-less and undergarments exposed or worn as outer garments. Wearing clothes that would not be appropriate or acceptable for school.
- Face paint in colors other than school colors, full face paint or masks/hats that hide student identity.
- Derogatory cheers, chants, songs, actions or gestures directed toward opposing teams, their fans or the officials, including during pregame and introductions.
- Signs that taunt or run down opponents. Any sticks or “props” that could be used as a weapon.
- Booing or heckling an official’s decision.
- Sitting in, taunting or approaching opponents’ designated student section, team or fans with an intent to cause a disturbance. Fans may NOT go onto the field or court after the game.
- Noise-makers (for indoor events).
- Any behavior that draws attention away from the players and the contest, including (but not limited to) inappropriate gestures, signs and cheers.
- Standing up for the whole contest. (Unless prior arrangements have been made with the game manager).

Parent/Guardian Communication Guidelines: Parents and guardians play a valued role in the experiences their children have in extracurricular activities. Some of these experiences will be some of the most rewarding moments in their young lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Here are some general guidelines to follow:

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally and physically.

- Ways to help your child improve.
- Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Procedure to Follow should you have a Concern to Discuss with a Coach

- Call to set up an appointment with the coach.
- If the coach cannot be reached, call the AD. He/she will coordinate the meeting for you.
- Meet with the coach.
- Do not confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.
- What if the meeting did not provide a satisfactory resolution? Call the AD to set up an informal meeting to discuss the situation.

ATTENDANCE POLICIES AND PROCEDURES

Policy #204

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals --

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

- c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. The following individuals shall be invited to the School Attendance Improvement Conference.

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.

4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Procedural Guidelines for Attendance

The following procedures shall govern students who have been absent from school or classes in the Spring Cove Middle School:

1. **Excuses** - A student who is absent must present an excuse to the office upon returning to school. The excuse should have the student name and parent's signature on it, a phone number where the parent can be reached, and the reason for the absence clearly stated and the student's first and last name. Any student absence that required medical attention should have an attached medical note or doctor's excuse from the medical professional who saw the student in their office.
2. **Any student who fails to return an excuse within three (3) days of any absence will be recorded as unexcused/illegal for the absent day(s).**
3. **Three (3) or more days of continuous absences due to illness shall require a doctor's statement of illness.**
4. **Educational Tours and Trips** - Upon receipt of a written request from the parents of the pupils involved and with prior approval from the Principal, students may be excused from school attendance to participate in an educational tour or trip and the absence will be considered excused. The request must be acquired prior to the trip or all days will be considered illegal. The tour or trip must be adult supervised, either by parents or adults approved by the school district. The Principal will then make a decision guided by limits established by the Superintendent. Trip permission will be based on academic and attendance records of the student. Trips are to be limited to no more than ten (10) school days and will not be approved during scheduled PSSA or Keystone Exam testing dates. No more than one trip approval will be granted to any student per school year, unless approved by the Superintendent. It is the student's responsibility to make up any schoolwork missed during that time.
5. **Unexcused Tardies** - Tardy minutes will accumulate and unexcused minutes will be converted to an unexcused day once the lost minutes total the length of an instructional day.
6. **All students in extracurricular activities must report to school before 8:30 am in order to be eligible to practice, play, or participate in any after school event.**
7. SAIP (School Attendance Improvement Plan) will be developed for students who are habitually truant from school to include parental conference. SAIPs may include referral to SAP (Student Assistance Program), referral to a community agency for support, and/or referral to Children & Youth Services. Students who are habitually truant may be required to stay activity period to remediate for time lost from unexcused/illegal absences and subsequent loss of class instructional time.

GENERAL POLICIES AND PROCEDURES

Assembly Programs

When reporting to assembly programs students should be aware of the following procedures:

- Report promptly to assign seating areas.
- While waiting for the program to begin avoid loud talking or yelling.
- Get quiet immediately when a person approaches the microphone.
- During the program, cooperate fully with teachers who are responsible for supervision.
- Remember, in all assembly programs, we are the hosts and the program presenters are our guests. This provides an opportunity for the student body to be gracious hosts.

Backpacks

Backpacks must be placed in lockers upon arrival and remain in the locker until dismissal.

Child Abuse

Board Policy 806 complies with the Child Protective Services Law so that suspected child abuse must be reported to proper authorities.

Corridor Traffic

- 1) Traffic shall move by keeping to the right in all corridors.
- 2) Cross the hall directly in front of the door and proceed to the right if your classroom is on the left side of the hall.
- 3) Travel in a double line and keep well to the right at all times.
- 4) Going to lockers between classes should be kept to a minimum.
- 5) Teachers be in the hallway at the end of each class period to supervise and direct traffic.
- 6) Students must have a signed hall pass in order to be out of a classroom during class time.

District Technology Acceptable Use Policy

Policy #815

The Spring Cove School District has established a district-wide electronic communication system to facilitate the educational process and administrative services.

The Internet is a global network that contains databases, reference materials, and resources. The global resource can extend students' educational experiences. Along with the use of this resource come certain responsibilities. Though all training in the use of the District's telecommunications network will emphasize the ethical use of this resource, it is possible that students may come across some material parents/guardians find objectionable. While the district will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for the district to guarantee that it can completely prevent such access. The District is in compliance with the Children's Internet Protection Act (CIPA).

The guidelines and conditions outlined in Policy 815 in no way limit the District's prerogative to manage its technology systems as it sees fit, or restrict its authority to take action it deems necessary to adequately supervise, protect, and if necessary, discipline its students. The district reserves the right to revise the policy, and all revisions will take effect immediately upon approval by the Spring Cove School District Board of School Directors.

Although District teachers and staff will continue to emphasize proper behavior, the assistance of students and parents/guardians in stressing the importance of the guidelines will go a long way toward ensuring compliance.

Policy 815 can be found:

1. On the District web site
2. In the main office of all school buildings.
3. In each classroom that uses technology resources.

Emergency School Closings/School Messenger

Inclement weather or other emergency situations may cause school closings, delays, or early dismissals. Emergency information will be announced over local radio, television stations, and SchoolMessenger. When an unscheduled emergency closing, delay, or early dismissal is necessary, announcements will be made on the stations listed below:

WFBG	WWCP	WBXQ	WKMC
WFGY	WRTA	WALY	WJAC-TV
WVAM	WATM	WTAJ-TV	

The District will on occasion use SchoolMessenger to contact you with other important information, as well. If your contact information changes at any time during the year, please be sure to inform the school office.

Extra-Curricular Activities

Policy #122

- 1) A student suspended from school shall not participate in any after school activities on the day(s) of the suspension.
- 2) A student absent from school shall **NOT** participate in any after school event or activity that day.
- 3) All students involved in school sponsored activities must report to school before **8:30AM** in order to be eligible for participation in any activity sponsored by a school organization that day.
- 4) All extra- or co-curricular school sponsored activities must follow the guidelines and requirements stated governing the Athletic Programs.
- 5) A student must be passing at least 5 out of 8 classes on a weekly basis to be eligible, to be monitored by the administration.

In addition to Interscholastic Athletics, the following clubs/organizations have been active and functioning and expect to continue this year: Art Club, Band, Chorus, Diversity Club, Fellowship of Christian Athletes (FCA), Fishing Club, National Junior Honor Society (NJHS), Ski/Snowboard Club, Student Council, Student Empowerment Team (SET), and Technology Student Association (TSA).

Fire Safety Drills

Fire drills will be held at intervals throughout the year. Students closest to the window will close them immediately when the alarm sounds. The teacher will lead and direct the students from the room and into the proper line until they have left the building. The line will move in single file in complete silence while passing and remain orderly and intact when coming back into the building as well as leaving it. Walk rapidly, but **DO NOT RUN**.

A sign is posted in each room that indicates the exit to be used in case of a drill or an emergency. The last person to leave the room will close the door and the first student to reach the outside doors will hold them open for the entire line.

Students are to remain in room groups at least twenty-five yards away from the building. Each teacher is responsible for his/her group of students when leaving or returning and during the time they are outside the building.

Food and Drink

Spring Cove Middle School recognizes our responsibility in providing a safe environment for all students, including those with food allergies (**Policy #209.1**). Therefore, no outside food shall be brought into the school without prior approval. Students are permitted to have water in either the original, clear bottle it comes in or students may bring water in a water container as long as it is a clear container.

The District provides free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program (**Policy #808**). Families can apply for free or reduced price meals online through <http://www.compass.state.pa.us/> or through a paper application available from the school office or the District website. Account balance notifications will be sent when a student reaches a low balance (approximately \$5) and also when a student reaches a negative balance. If a negative balance of \$20 is reached, additional charges will not be permitted for meals. A modified meal will not be provided. There must be money in the child's account in order to purchase ala carte items. A secure prepayment service is also available through www.MySchoolBucks.com.

In compliance with the **School Wellness Policy #246**, food may not be used as a reward unless it promotes a positive nutrition message. Approved curricular uses of food must be coordinated with the school nurse. For more information on the School Wellness Policy and its implementation, contact Food Services at 224-5124.

Fundraiser Guidelines

Only approved fundraisers are permitted in the school. Advisors will assure that proper procedures are followed when planning and conducting fundraisers.

Hall Pass

Students are required to use the hall pass inside the student handbook to request permission to leave class. Students are not permitted to leave class without a hall pass unless it is an emergency. Students have the choice to receive classroom behavioral checks for lack of preparedness and having required materials if they desire to leave the class without a hall pass.

Lost and Found

Articles found in and around the school should be turned in to the Main Office where owners may claim their property by identifying it.

Library

The library contains fiction and non-fiction, reference books, and current magazines and newspapers. The library may be used by all students for reference, research, and the lending of reading materials. Students using the library are subject to the same expectations for conduct as the classroom environment and are subject to the same disciplinary consequences that govern classroom behavior. Persistent violations of the code of conduct will not be tolerated and may be grounds for removal from the library.

A maximum of five (5) books and (1) magazine per student may be checked out at one time. Students may not sign out books or magazines in another student's name. A limited number of short-term and long-term Chromebooks are available for students in need of this technology tool. See the library staff for additional details. Students may be denied the privilege of library Chromebooks usage due to damage to their original Chromebooks.

All books and magazines checked out are expected to be returned to the library before or by the assigned due date. Overdue material fines will be followed to include: books and magazines \$0.05 per day to a maximum of \$2.50. Chromebooks \$0.25 per day to a maximum of \$5.00.

Lockers

Lockers are assigned on the first day of school and are a joint ownership between the student and the school. No fee will be charged for use of lockers, but students will be held responsible financially and otherwise if any damage occurs. Lockers should be kept locked at all times. Students are cautioned against giving their combination to other students. They cannot expect their property to be safe if others know their locker combinations. Each student is responsible for keeping his or her assigned locker clean both inside and out. Any locker malfunction should be reported to the office immediately.

Lockers, including both hall lockers and gym lockers, are the property of the School District. Students should not assume or expect privacy when lockers are utilized. The administration reserves the right to open and search any and all lockers at any time. Lockers are subject to random safety or cleanliness inspections or searches. Such searches will not be conducted based on individual suspicion and therefore may be sweeping in nature. These searches have in the past, and may at any time in the future, include the use of trained search dogs, such as drug-sniffing dogs.

The Spring Cove School District complies with State Board of Education Regulations and state and federal laws. The United States Supreme Court and the Supreme Court of Pennsylvania have held that properly conducted searches in schools do not violate the United States or Pennsylvania Constitutions. The Courts have held that students have a limited privacy interest while at school, that schools have a compelling interest in maintaining a safe and secure environment, and that reasonably conducted searches do not violate the limited privacy interests of students.

School authorities may also search an individual student's locker where they have reasonable suspicion that a locker contains materials which pose a threat to the health, welfare, or safety of students in the school. Upon completing any search, regardless of the type of search, school officials may seize any illegal and/or dangerous materials, and may use those materials as evidence in disciplinary proceedings.

Inspection and Search Policy

Policy #226

Policy #226 allows school authorities to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions with reasonable suspicion and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. (See additional information on searches under "Lockers".) Under certain circumstances, random or general searches may be conducted.

Parties and Dances

All parties and dances must be approved through the principal's office by a formal request in writing. Security and janitorial service will be contracted by the office, when deemed necessary, and paid for by the organization.

Physical Education Uniforms

Uniforms for physical education classes at Central High School are required. The uniform requirement is a short sleeve red or gray shirt with the PE emblem which may be purchased at the Roaring Spring True Value Store. The bottoms may be plain red shorts or plain red or gray sweatpants that are not leggings.

Requests for School Records

Policy #216

The Spring Cove School District is in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations and follows its requirements.

Requests for student records (i.e. cumulative records, test results, etc.) or report cards may be made by a child's parents(s) or guardian(s). All requests for such materials must be submitted in writing to the principal's office. Classroom teachers are able to provide current information on grades and classroom concerns at any time. Parents/guardians may request to schedule a personal conference at any time during the school term.

Separations/Divorces

It is the practice of the Spring Cove School District to remain neutral in working with families split by divorce or separation. The District does not take sides with one parent against the other where there may be a possible conflict over children attending school in this District. **If one party has a divorce decree, which establishes that person as legal guardian, it is advisable to allow the school to copy such document for attachment to the child's permanent record.** The school will use this as a legal basis for working with the custodial parent at the exclusion of the other parent. In absence of such a document, the school district cannot deny either parent access to his or her child. We cannot withhold information or refuse to see or work with the other parent. We cannot keep the other parent from picking up his or her child from school. The Spring Cove School District's goal is to protect all children from emotionally upsetting situations. Our school counselors are available to assist students with any adjustment issues related to divorce or separation.

Student Assistance Programs

Student Assistance Programs (SAP) were designed to aid school personnel in identifying and assisting middle and high school level students who may be experiencing problems which may affect academics or behavior at school. Such problems may be related to mental health concerns, depression, suicidal thoughts, or alcohol and other substance abuse. The SAP team utilizes a systematic process, along with specially trained school personnel, to intervene and refer these students to appropriate in-school and/or community services.

How does SAP work at SCMS?

SAP consists of a core group of professionally trained staff of teachers, principals, school nurses, school counselors, and counselors from UPMC Behavioral Services department. SAP team members meet weekly to review referrals and make appropriate recommendations for services. Students can be referred to SAP for different reasons: violating the district's drug and alcohol policy; exhibiting signs of mental health problems, including the risk of suicide; behavioral concerns; or a drop in school performance. It is important to know that students can be referred to SAP by teachers, school personnel, parents, friends, or by themselves. Student participation in the program is voluntary and is meant to be a support service for students and families. All information regarding a student's involvement in SAP is confidential and maintained in the best interest of the student.

Services Offered by the SAP Team

1. Referral Screening
2. Mental Health Assessment
3. Drug and Alcohol Assessment
4. Individual Counseling
5. Referrals to outside agencies/services when needed
6. Support Groups

**Listed below are the names and phone numbers of the Blair County Drug and Alcohol Counseling Services licensed by the Department of Health, which may be contacted regarding information about drug and alcohol counseling, rehabilitative, and re-entry program, which are available.

UPMC Behavioral Health..... (814) 942-5000

UPMC Drug & Alcohol Services (814) 946-2279

For more information on the Student Assistance Program, please contact the SCMS Counseling Office at 224-2106.

Student Expression

Policy #220

The right of public school students to freedom of speech is guaranteed by the Constitution. Exercise of that right, however, is limited. The District has the responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. SCSD Policy #220 contains guidelines for student expression and for the posting and distribution of materials. A copy of this policy is available upon request or may be obtained via the district web site.

Telephone Use & Student Messages/Deliveries

A telephone, located in the main office, is provided for students’ use. A student must first have permission from the teacher and a signed hall pass to come to the office to use the phone. The students will then gain permission from the office secretary. Students using the office phone will be required to fill out a phone log located by the telephone. Student phone calls should be limited to forgotten school work, lunch, or item needed for class. Students will not be given permission to call regarding after-school arrangements or other non-school related questions. All student phone calls must be made by 8:15 AM unless it is an emergency.

Additionally, please do not have parents or friends send text messages or call your cell phone during school hours. The cell phone policy is in effect from 7:50 AM to 3:05 PM and will be enforced. All phone calls and messages need to go through the office. The school nurse will contact home with any health concerns, and disciplinary matters will be communicated by the administration or designee.

Any message called in to a student by parents or guardians will be held until the end of the day unless it is necessary for the student to receive the message earlier. The school reserves the right to contact the parent or guardian to verify any message before it is given to the student.

In order to minimize disruption of the educational process, parents may drop off items for students until 9:30 AM. Any materials brought to the student after 9:30 AM, unless it is an emergency or the child’s lunch, will be held until the end of the school day or will be the student’s responsibility to retrieve the item.

Deliveries of any kind other than school-related materials for students are NOT to be sent to the school. This causes a disruption of the educational process and is a potential safety hazard.

Use of Medications

Policy #210

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. Licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

The District will comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the District shall require the written request of the parent/guardian, giving permission for such administration.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and **Board Policy #210.1**. Students may possess diabetes management medication and monitoring equipment when permitted in accordance with state law and **Board Policy #209.2**.

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and documentation of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Authorization for Medication During School Hours Form or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Video Surveillance

The School Board has authorized the use of video surveillance cameras on district property, in school buildings, and on transportation vehicles. Video surveillance will be used to monitor student behavior in order to promote and maintain a safe and secure environment for all students, staff, and visitors. Students, parents/guardians, staff, and the public are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis, or will be retained, if necessary, for use in a student disciplinary proceeding or other matter, as determined necessary by the district administration.

Visitors

Policy #907

The Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. To ensure order in the schools and not disrupt the educational process, the Principal or designee has the authority to prohibit the entry of any person into a school of this district.

All visitors must report directly to the school office upon arrival to register and to receive an identification badge. All visitors must adhere to building guidelines. In order to make your visit more profitable, please schedule your visit in advance.

CODE OF CONDUCT

Student Discipline

Policy #218

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Definitions

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and/or substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and/or substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

Philosophy

All students deserve the right to a positive learning environment. Our entire school community benefits when we have a focused approach defined by positive expectations for school participation, respect, integrity, diversity, and excellence.

The faculty and administration of Spring Cove Middle School believe that the purpose of any disciplinary action should be to change student behavior in a positive manner while promoting accountability and responsibility. With that in mind, student conferences involving disciplinary issues will emphasize positive decision making, social skill building, conflict resolution, and identification of supports to the greatest extent possible.

The following disciplinary guidelines have been established to promote change in student behavior that is not conducive or acceptable to the school environment. Consequences for disciplinary infractions will be handled fairly, consistently, safely, and with respect to the confidentiality of students. Consequences are an opportunity for students to learn accountability and responsibility for their actions while learning how to effectively advocate for themselves.

The faculty and administration also believe that the discipline process should be progressive in nature and should be a shared responsibility between the parents/guardians, student, faculty and school administration.

Guidelines for Students Behavior

The Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the safe and orderly operation of the school as outlined in the preceding policy.

The following rules are assumed to be “reasonable” and are to act as a guide to govern student behavior until they are rescinded or waived. Students, therefore, shall obey the school rules while working through the provided channels to help change those which they feel need to be repealed.

Every student will be disciplined fairly and equally based on our knowledge of the current problem and past experiences with the individual(s) involved. Every situation is different, and after hearing all facts involved in the situation, a decision will be made. However, students should keep in mind that it is impossible to list every area of policy infractions, cases, or situations for which the administration may make a decision. The following tiered levels of disciplinary infractions serve to inform students of action steps and consequences.

Level I Violations

Abuse of hall pass privileges	Inappropriate or vulgar language
Cell phone violation	Insubordination
Computer/AUP violation	Misuse of or tampering with school property or equipment
Disruption of the bus	Out of assigned area
Disruption of the cafeteria	Public display of affection
Disruption of the classroom	Safety violation
Disrespectful behavior towards peer	Skipping class
Dress code violation	Tardy to class without a pass
Excessive unexcused tardies	
Failing to return requested materials	

Level I Disciplinary Action

Disciplinary consequences Level I Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in verbal warning, detention hall assignment, and/or parent contact. The progressive discipline code will be followed for subsequent violations.

Level II Violations

Chronic Level I violations	Inappropriate peer interactions
Academic dishonesty/cheating	Leaving building without permission
Defacing school property	Minor physical altercation
Disrespectful behavior towards teacher	Obscenity directed towards another individual
Lying/False statement	Plagiarism
Forgery/Altering note	Skipping school
Lying to or misleading school personnel	Throwing Objects
Horseplay	

Level II Disciplinary Action

Disciplinary consequences Level II Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in detention hall assignment, in-school suspension, and/or parent contact. The progressive discipline code will be followed for subsequent violations.

Level III Violations

Chronic Level II violations	Lying to Administrator
Bullying/Cyberbullying	Racial/Ethnic intimidation
Destruction to school property	Sexual harassment
Disrespectful behavior towards teacher	Stealing/Possession of stolen property
Disorderly Conduct	Theft
Fighting/attempt to injure another person	Threats
Harassment	Tobacco/Lighter (possession, use, sale)
Leaving school grounds without permission	Unauthorized use of school facilities/grounds
	Verbal assault

Level III Disciplinary Action

Disciplinary consequences Level III Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in parental contact, in-school suspension, out-of-school suspension, SAP referral, and/or referral to the police as dictated by school policy. The progressive discipline code will be followed for subsequent violations.

Level IV Violations

Chronic Level III violations	Reckless endangerment
Arson	Terroristic threats
Drug/Alcohol violation (possession, use, sale)	Vandalism
Physical Assault of staff/student	Weapons violation

Level IV Disciplinary Action

Level IV violations are very serious in nature. Level IV violations will result in Principal/Student/Parent Conference. Dependent on the disciplinary violation and related policy, the following action will be taken:

- Immediate out-of-school suspension
- Informal hearing
- Referral to SAP
- Restitution for damages
- Referral to the police
- Suspension from extracurricular activities
- Probationary contract upon/if return to school
- Possibility for expulsion
- Other disciplinary action deemed appropriate by the Administration and/or policy

Alcohol and Drugs

Policy #227

Possession, use, and/or sale of drugs or alcohol will result in a parental conference, suspension, possible expulsion, and referral to law enforcement as outlined in SCSD Policy No. 227. This policy also allows for extra-curricular penalties for use and possession and drug testing for reasonable suspicion. All drug and alcohol violations will also be referred to the Student Assistance Program for assessment and counseling. Look-alike drugs will be treated as if they are what they appear to represent. Inappropriate use of over the counter medicines and stimulants may also result in disciplinary action.

Arson and Other Forms of Reckless Endangerment

This may include tampering with fire alarms, fire extinguishers, starting fires, phoning 911, or lighting matches or lighters. These kinds of behaviors could lead to the student being suspended, paying for damages and could lead to expulsion.

Assault: Verbal and Physical

Verbal assault toward a teacher or any school staff member will result in at least one day of in-school suspension for a first offense. Subsequent incidents will result in additional suspensions.

Verbal assault toward another student may result in either detention or suspension. A student who believes that he or she is being harassed by another student should inform the school authorities and file a grievance report. The school officials will conduct an investigation and make recommendations for appropriate corrective action.

Physical assault, fighting, or Acts of Violence, will not be tolerated. All students involved in fighting or Acts of Violence will be removed from the school on the day of the incident. The students involved in the fight will also receive Disciplinary Action (school suspension). Also, as mandated by School Code Act 26 of 1995, an incident report will be filed with the Civil Authorities.

Bullying/Cyberbullying

Policy #249

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

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. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of 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 students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences for Violations involving Bullying/Cyberbullying:

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Bus Conduct and Regulations

Policy #810

The Board has adopted a Transportation Policy in order to provide guidelines for proper bus behavior and procedures. The school bus is an extension of the school. Students are required to maintain self-discipline while riding the bus and to conduct themselves according to the same rules and regulations that govern classroom behavior. The following guidelines address school bus discipline:

- Most cases of misbehavior are handled directly by the bus driver.
- Persistent or serious misbehavior is reported by the bus driver to the appropriate building principal on a Bus Conduct Report form.
- Some examples of serious misbehavior are:
 - Excessive disruption
 - Safety violations
 - Offensive language
 - Smoking
 - Fighting
 - Defacing/destruction of property
 - Bullying
- Violations will result in a student conference, parental contact, assigned detention, or suspension of bus privileges.
- Riding the bus is a privilege which may be denied to any student who does not show the proper courtesy and/or endangers other students by inappropriate behavior. Authority to suspend a student's bus riding privileges is held by the building principal. If bus privileges are suspended, the student is still obligated to attend classes. Transportation to/from school is the parent/guardian's responsibility.
- For the safety of our students, buses are equipped with video cameras to record activity during the bus runs. The District uses both video and audio recordings on the buses. These recordings may be used to identify behavior problems and unsafe conditions. **(Policy 810.2)**

Due to limited seating and safety concerns, large items are not permitted on buses. It is understood that instruments, athletic equipment, and projects may need to be brought to school at times. If these items are not able to be placed on the student's lap while riding the bus, other transportation arrangements must be made. In accordance with 67 PA Code 171.58, the interior of every school bus shall be free of unnecessary projections likely to cause injury. Objects must be secured and the emergency exits must remain open and free of blockage. Nothing can be placed in the driver's compartment, doorway, or aisle. General guidelines follow:

- Large musical instruments or school project items are not permitted on the bus unless they can be held on the student's lap.
- Items may not be placed under the seats as they could become projectiles upon impact.
- Nothing can be carried on the bus that will endanger others, for example: glass objects, skis, sledding equipment, skateboards, large metal objects, etc.
- Animals are not permitted on the bus.

No unauthorized person may board a school bus. The only authorized personnel are school officials, students, and bus drivers/contractors.

Cafeteria Behavior

A student who misbehaves during lunch time (leaving tray, throwing food, breaking line, excessive noise, etc.) will be disciplined. The student may be assigned clean up, lunch detention, or other appropriate penalties.

All students must report to the cafeteria for their assigned lunch period. If students choose to pack their lunch, they are required to eat in the cafeteria during their scheduled lunch period. When lunch is completed, all students are to bus their trays, utensils, paper, uneaten food, etc. to the front of the cafeteria and deposit them in the proper places as designated there.

Students may not have meals delivered to the school from local businesses.

Students are not permitted to take food or drink out of the cafeteria for class. All leftover food items must be placed in students' lockers.

A computerized pre-payment system is used to process all sales in the cafeteria. Envelopes to pre-pay are available in the cafeteria or school office. Payments may be dropped off in the cafeteria.

Care of School Property & Vandalism

Policy #224

Each student should be proud of and help care for the school property he or she has the privilege of using. Scratching or marring furniture, writing on wall or desks, and leaving scrap paper on floors or book racks all detract from the beauty of our surroundings and should be carefully avoided. If school property (books, furniture, lockers, equipment, etc.) is lost or damaged, parents/guardians are responsible for the replacement cost of the damaged item. The school office will provide parents with a written notification. In the case of vandalism, the offending student or the student's parent or guardian will be required to pay for the correction of the damaged property. The student may be suspended from school and the civil authorities will be notified. Restitution must be made to the satisfaction of the administration.

Cell Phone and Electronic Devices

Policy #237

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits use of electronic devices by students during the instructional day.

Use of electronic devices is prohibited in locker rooms, bathrooms, health suites and other changing areas at any time.

For the safety of students, the Board prohibits the use of electronic devices during the boarding and unloading of buses at school and at bus stops along the roadways.

Any electronic device with the ability to take photographs, record audio or take video footage shall not be used for such purposes while on district property or while the student is engaged in school-sponsored activities unless expressly authorized in advance by the building principal or designee.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Although students are permitted to carry their cell phone /electronic device at school, the administration discourages the practice. If students choose to carry a cell phone/electronic device at school, they must follow the guidelines outlined in Policy #237 and are subject to the disciplinary actions outlined below for infractions. Additionally, for the purposes of student and staff safety, ear buds and headphones are not permitted.

Consequences for Cell Phone/Electronic Devices Misuse:

- 1st offense: Cell phone/electronic device will be confiscated, a warning will be given, and student may pick up cell phone/electronic device at the end of the school day.
- Additional offenses: Cell phone/electronic device will be confiscated, discipline will be given, and a parent/guardian must claim the phone/electronic device.

Computer Network/Chromebooks

In the interest of maintaining the integrity of our computer network, students who add programs, attempt to access unauthorized areas, or any other violations to the Acceptable Use Policy #815 are subject to

disciplinary action. Students should not allow other students access to their account and should report lost and stolen passwords immediately. No instant messaging or journaling is permitted. Threats and/or disruptions to the safe and orderly conduct of school through outside sources may be dealt with in school. Due to current district policies student may NOT bring their own devices for use.

Detention

Assigned detention is the same as an assigned class; therefore, students are expected to bring assignments to work on during detention. Before serving detention, the students have the right to at least a day's notice so that they may inform their parents and make any necessary arrangements. **School is in session at Spring Cove Middle School until 3:05 PM each day. It is a privilege granted to those students in good standing to leave at 2:31 or 2:45 PM.** Unless otherwise announced, regular detention will be held each day of the week from 2:31 PM until 3:05 PM. Failure to attend an assigned detention will result in additional action. Students automatically receive two detentions if they skip their initial detention assignment. If they skip one of the second assigned detentions, they will receive a day of in-school suspension.

Dress and Grooming

Policy #221

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

In addition, students wearing clothing found to be in violation of this policy may be temporarily excluded from their regular school routines or activities.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Procedural Guidelines for Dress & Grooming

1. All clothing must be of appropriate size and length. Clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, exposed cleavage, and form-fitting tops or bottoms, is not permitted. The length of shorts and skirts must be mid-thigh in length.
2. Tank tops/dresses and muscle shirts are not permitted. Stomach and back areas must be covered.
3. Undergarments must be covered at all times.
4. Sleepwear and slippers are not permitted.
5. Printed obscenities, profanity, weapons, depiction of violent acts, or messages with a double meaning related to obscenity, profanity, or sex are unacceptable and considered disruptive.

6. There shall be no patches, badges, or pictures displayed on clothing depicting alcohol, sex, tobacco, or drugs. Other offensive language, emblems or symbols are also not allowed. Clothes that depict gang colors or symbols are prohibited. This includes the display of colors, symbols, or other paraphernalia that have the intent to show allegiance to a gang.
7. Certain clothing appropriate to particular classes such as shop and physical education activities may be required and necessary for health and/or safety measures.
8. Outerwear/outdoor clothing such as jackets and coats should be stored in a locker after arriving to school. Wearing these garments during the school day is prohibited.
9. Headwear, including but not limited to, hats, caps, bandanas, sweatbands, skull caps, and sunglasses are prohibited unless approved by the building principal.
10. Jewelry or accessories with spikes and chains are not permitted. Except for tasteful earrings and small nose piercings, other body and facial piercings are prohibited. Bullrings, tongue, lip, eyebrow and any other facial piercings are prohibited. For the safety and health of all students, all piercings must be removed for physical education classes.

Fire Alarms

In addition to disciplinary action by the school, the administration will report incidents of false fire alarms and the use of fireworks to the police for prosecution.

Harassment & Sexual Harassment

Policy #248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. A substantiated charge of harassment or sexual harassment is a Level III Infraction resulting in suspension and possible charges with the police if the law has been violated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

Obscenity

This may include using foul language, the use of obscene gestures, writing which includes the use of foul language, or wearing clothing which contains profane language or obscene gestures. Students with infractions of this nature will be assigned detention. Repeated referrals may result in suspension.

Plagiarism or Cheating

The faculty and administration at SCMS place a very high value on the academic integrity of students' ideas, assignments, tests, projects, etc. When a student is found to be cheating or plagiarizing materials, a zero will be given for the grade on that item, parents will be notified by the teacher, and detention hall assigned.

Student Rights & Responsibilities

Policy #235

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with Board Policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board Policies and school rules and regulations; respect for the rights of teachers, students, administrators, and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules, and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed 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.
3. Dress and groom to meet standards of safety and health and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using district facilities, school supplies, and equipment.
7. Attend school daily, and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

Suspension and Expulsion

Policy #233

The number of days served for suspension will be based on the severity of the incident and any previous suspension issued.

1) In-school Suspension

In-school suspension shall be assigned by the school administration. Students assigned to in-school suspension will have the opportunity to respond before the suspension becomes effective. The parents or guardians shall be notified of the suspension action before the suspension becomes effective. During the suspension, provisions will be made for the student to continue his or her class studies.

2) Out-of-school Suspension

Out-of-school suspension shall be assigned by the school administration. Students and parents or guardians of the student assigned out-of-school suspension shall be informed of the reasons for the suspension and will have the opportunity to respond before the suspension becomes effective. A parent

conference will be required before the student may be re-admitted back to school. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing within the first five days of the suspension consistent with the requirements set forth in regulations in policy #223. During the suspension, provisions will be made for the student to continue his or her class studies. Suspensions may not be made to run consecutively beyond the ten school day period. A student will not be assigned more than 15 days of cumulative suspension in the school calendar year.

3) Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, a qualified hearing examiner appointed by the Board, and, upon action taken by the Board, after the hearing.

Suspension and Expulsion of Students with Disabilities

Discipline of Students with Disabilities shall be implemented in accordance with **Policy #113.1**.

Suspension of a Student with an Intellectual Disability

A disciplinary change of placement occurs when a student with an Intellectual Disability is removed from his/her educational setting for even one school day (due to a violation of the school code of conduct). The following procedures must be followed:

1. When suspension is recommended the school must conduct a review to decide if the behavior of concern is a manifestation of the student's disability. The Manifestation Determination must take place within 10 school days of the decision to change the placement of the student. The team must include the Local Education Agency (LEA), parent, special education teacher, regular education teachers, and other relevant members of the Individualized Education Program (IEP) team (as determined by the LEA and parent). The team must review all relevant information in the student's file (including the IEP, teacher observations, and any relevant information provided by the parent). The team is to determine if the behavior of concern was caused by or had a direct and substantial relationship to the student's disability. The team will also determine if the behavior of concern was the direct result of the School District's failure to implement the student's IEP.

- a) If the behavior of concern is determined to be a manifestation of the student's disability:
 - i) Conduct a Functional Behavioral Assessment (FBA) and implement a Positive Behavior Support Plan (PBSP), or
 - ii) If a PBSP already exists, review and modify as necessary to address the behavior of concern.
 - iii) Return the student to the original placement from which he/she was removed unless the parent and the LEA agree to the change in placement as part of the modification of the PBSP
- b) If it is determined that the School District failed to implement the student's IEP, the School District must take immediate steps to remedy the identified deficits.
- c) If the behavior of concern is not determined to be a manifestation of the student's disability:
 - i) Provide the parent with the Procedural Safeguards Notice on the day on which the decision to take disciplinary action involving a change of placement was made.
 - ii) Issue a Notice of Recommended Educational Placement (NOREP)
 - iii) Obtain written parental approval of the NOREP
 - iv) Implement the suspension
- d) Special circumstances: If the following conditions occur, the school district may unilaterally remove a student with a disability to an interim alternative educational setting for no more than 45

days regardless to whether the behavior of concern is determined to be a manifestation of the student's disability:

- i) Carries/possesses a weapon at school, on school grounds, or at a school function
- ii) Possession or use of illegal drugs or sells or solicits the sale of a controlled substance while at school, on school grounds, or at a school function
- iii) Has inflicted serious bodily injury upon another person while at school, on school grounds, or at a school function

2. When parent approval cannot be obtained, i.e. parent is not available, and an emergency exists; the school may request approval from the Pennsylvania Secretary of Education or his/her designee.

- a) The request may be by telephone.
- b) The request must include the reason for suspension.

3. The Pennsylvania Secretary of Education or his/her designee reviews the request and may approve the suspension if the criteria are met namely, that the school can demonstrate that alternative methods have been tried without success in alleviating the problem. The school may suspend the student, if approved by the Pennsylvania Secretary of Education or his/her designee, but still must issue a Notice of Recommended Educational Placement (NOREP) and conduct a hearing if requested.

Suspension of Other Exceptional Students

Requirements of "Student Rights and Responsibilities" and the SCSD Code of Conduct apply; no other requirements are applicable.

Exclusion of a Student with a Disability

Prior to the school considering exclusion for more than 10 consecutive days, or 15 cumulative days, or when 11 – 15 school days constitute a pattern of exclusion in a school year of identified exceptional students, the following procedures should be followed:

1) When suspension is recommended the school must conduct a review to decide if the behavior of concern is a manifestation of the student's disability. The Manifestation Determination must take place within 10 school days of the decision to change the placement of the student. The team must include the LEA, parent, special education teacher, regular education teachers, and other relevant members of the IEP team (as determined by the LEA and parent). The team must review all relevant information in the student's file (including the IEP, teacher observations, and any relevant information provided by the parent). The team is to determine if the behavior of concern was caused by or had a direct and substantial relationship to the student's disability. The team will also determine if the behavior of concern was the direct result of the School District's failure to implement the student's IEP.

- a) If the behavior of concern is determined to be a manifestation of the student's disability:
 - i) Conduct a Functional Behavioral Assessment (FBA) and implement a Positive Behavior Support Plan (PBSP), or
 - ii) If a PBSP already exists, review and modify as necessary to address the behavior of concern.
 - iii) Return the student to the original placement from which he/she was removed unless the parent and the LEA agree to the change in placement as part of the modification of the PBSP
- b) If it is determined that the School District failed to implement the student's IEP, the School District must take immediate steps to remedy the identified deficits.
- c) If the behavior of concern is not determined to be a manifestation of the student's disability:
 - i) Provide the parent with the Procedural Safeguards Notice on the day on which the decision to take disciplinary action involving a change of placement was made.

- ii) Issue a Notice of Recommended Educational Placement (NOREP)
 - iii) Obtain written parental approval of the NOREP
 - iv) Implement the suspension
- d) Special circumstances: If the following conditions occur, the school district may unilaterally remove a student with a disability to an interim alternative educational setting for no more than 45 days regardless to whether the behavior of concern is determined to be a manifestation of the student's disability:
- i) Carries/possesses a weapon at school, on school grounds, or at a school function
 - ii) Possession or use of illegal drugs or sells or solicits the sale of a controlled substance while at school, on school grounds, or at a school function
 - iii) Has inflicted serious bodily injury upon another person while at school, on school grounds, or at a school function
- 2) When parental approval cannot be obtained, and an emergency exists, the school may request approval from a federal court.
- a) The request must be in writing.
 - b) The request must include documentation that Notice of Recommended Educational Placement (NOREP) was issued to the parent.
 - c) The request must include documentation of an offer of alternative education assignment and that the student is clearly an immediate threat to himself and/or others.
 - d) The federal court reviews the request and may approve the exclusion if criteria are met. The school may exclude the student, if approved by the federal court; however, if the parent disagrees, a special education hearing must be conducted immediately. For disciplinary exclusion of socially and emotionally disturbed and learning disabled students, there must be procedural due process which includes notice and right to a special education due process hearing before exclusion beyond 10 days.
- 3) Any student(s) who are present on school premises when suspended or expelled and who do not have written authorization from the principal or his/her designee to be present on school premises during such times will be prosecuted for trespassing.

Theft

Anyone found guilty of theft will be suspended and not admitted to school until a parent conference is held. Major offenses may be referred to the Civil Authorities. Restitution must be made to the satisfaction of the administration. Discipline may be administered by the building principal.

Tobacco

Policy #222

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, and smokeless tobacco in any form. The Board prohibits possession, use, or sale of tobacco by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the School District. The Board prohibits possession, use, or sale of tobacco by students at school-sponsored activities that are held off school property.

All tobacco products and tobacco substitutes, including electronic cigarettes and vaping products, are prohibited as described in the preceding paragraph. Any students who violate this policy will be suspended, and charges will be filed against them with the Civil Authorities.

Weapons

Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon shall be defined to include, but not be limited to, any knife; cutting instrument; cutting tool; nunchaku; firearm; shotgun; rifle; replica of a weapon; and any other tool, instrument, or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board Policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board Policies.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the District's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board Policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately or as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Violations of the Weapons Policy are Level IV violations and are very serious in nature. Level IV violations will result in Principal/Student/Parent Conference. As per the outlined policy, the following action will be taken:

- Immediate Out-of-School Suspension
- Informal hearing
- Possible Referral to SAP
- Referral to Police
- Suspension from extra-curricular activities
- Probationary contract upon/if return to school
- Possibility for Expulsion
- Other disciplinary action deemed appropriate by the Administration and/or policy

APPENDICES

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the "School" receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Annual Notification of Release of Directory Information Under The Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Spring Cove School District, with certain exceptions, obtain written consent from a parent/guardian prior to the disclosure of personally identifiable information from a child's education records. However, the Spring Cove School District may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Spring Cove School District to include this type of information in certain school publications and/or electronic media. Examples include:

- A playbill, showing a student's role in a drama production,
- The annual yearbook,
- Honor roll or other recognition lists,
- Graduation program,
- District newsletter,
- Sports activity sheets, such as for wrestling, showing weight and height of team members,
- Class projects, class video projects; and/or pictures of school activities,
- District web pages.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, newspapers, and local television stations for the purpose of recognizing extracurricular activities or special achievements. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If a parent/guardian does not want the Spring Cove School District to disclose directory information without prior written consent, the parent/guardian must notify your School Principal in writing by September 15. Spring Cove School District has designated the following information as directory information:

- Student's name
- Parents' name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph (including placement on district web pages and in any print or electronic media)
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique systems that cannot be used to access education records without a PIN, password, etc.

(1) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (i.e., “protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening as a required condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration and use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Spring Cove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Spring Cove School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Spring Cove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the ED.
- Any non-emergency, invasive physical exam or screening described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment
- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty

with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included)**: unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age**: Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

Screening

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped

student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:
Pennsylvania Department of Education
Bureau of Special Education
Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

SPECIAL EDUCATION CONTACT

*Spring Cove School District
Administration Building
1100 East Main Street
Roaring Spring, PA 16673*

*Harry Gregg
Director of Special Education
(814) 224-5124 phone
(814) 224-3068 fax
hgregg@springcovesd.org*

Notice of Homeless Education Programs

Each year, more than 800,000 school-age children in the United States experience homelessness. Homeless children must have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Spring Cove School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision. Specifically, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student’s school of origin or other school selected on the basis of the child’s best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about Homeless Education Programs, please contact Mr. Harry Gregg, SCSD Homeless Liaison at 224-5124.

Asbestos Hazard Emergency Management

The Spring Cove School District regularly inspects its buildings for asbestos-containing building materials and maintains an up-to-date asbestos management plan, which includes inspections and response actions. The Asbestos Management Plan can be accessed at the District Administration Office during regular school hours.

Right to Request Teacher Qualifications

The Spring Cove School District receives federal funds for Title I programs that are part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA).

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB/ESSA. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, we will provide you with the following as soon as possible:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived,
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration, and
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - Subject matter tested,
 - Purpose of the test,
 - Source of the requirement (if applicable),
 - Amount of time it takes students to complete the test, and
 - Time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the building principal at your child's school. Spring Cove district is fully committed to the success of each child and appreciates its partnership with parents/guardians in this effort.

SCSD Integrated Pest Management (IPM) Notice

The Spring Cove School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance staff. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Mark Fluke, IPM Coordinator, at the Spring Cove Administration Office (Telephone 224-5124, Email mfluke@springcovesd.org).