



POTTSTOWN
SCHOOL DISTRICT

PREPARE EACH STUDENT, BY NAME, FOR SUCCESS AT EVERY LEVEL.

Pottstown Middle School
600 N Franklin Street
Pottstown, PA 19464
610-970-6665

Main Office Staff

Brian Hostetler, Principal
Ryan Regensburg, Assistant Principal 5/6
Michael Dziura, Assistant Principal 7/8
Beth Burkheimer, Dean of Students
Kelly Ortlip, School Secretary
Aprille Doherty, Attendance Secretary

Counseling Office

Kelly Leibold, School Counselor – 6th and 8th grades
Tom Marsden, School Counselor – 5th and 7th grades
Ellen Clark – Guidance Secretary

Nurse

Anne Frederick, Nurse

**PMS Parent and Student Handbook
2017-2018**

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ACCESS TO GRADES, ATTENDANCE, & DISCIPLINE

Students and parents can gain access to the most current grades, attendance, and discipline reports by logging into the Home Access Center. A link can be found on the school district’s website, www.pottstownschoools.org.

Parents/Guardians login information is different than the student’s login information. Notifications of absences and failing grades can be sent to parents through the automated system. These notifications must be set up by the parents/guardians. To set up notifications or to sign up, please visit the Pottstown School District web page and follow the link for Parents.

It is important that students and parents/guardians regularly check attendance and grades via HAC. The parent and school partnership is critical to the academic success of children. Please contact the Assistant Principal’s secretary if you have forgotten your login or password.

ALTERNATIVE EDUCATION

The Pottstown In-House Alternative Education Program is designed to work with any student who is not succeeding in the regular classroom setting. The goal is for students to transition back into the regular classroom setting after a 45 to 90 day period in the alternative program.

Every student placed in the program has been referred through either an administrative hearing or referred to the program by the administration at Pottstown Middle School.

Please note that students enrolled in the Alternative Education program are not allowed on any district property outside the regular school day schedule without written permission from an administrator. A probationary period within the alternative education placement will be required. Eligibility per the alternative education placement must be maintained. Failure to abide by this rule will be considered defiant trespass and referred to the Pottstown Police Department.

ATHLETICS AND CLUBS

There are many enjoyable, interesting, and worthwhile activities available to students who wish to become involved. We strongly urge everyone to select some extracurricular pursuit.

Grade	Activity
5,6,7, 8	Band - Concert Band, Jazz Band, Marching Band
7, 8	Band Front - Flag Corps
7, 8	Builder's Club
5,6,7, 8	Choir
5,6,7, 8	Environmental Science Club
7, 8	National Junior Honor Society
5,6,7, 8	Reading Olympics
5,6,7, 8	TV Productions
6,7, 8	Student Council

ATHLETICS (GRADE 7-8)

FALL SPORTS: AUGUST	WINTER SPORTS: NOVEMBER	SPRING SPORTS: MARCH
Football Field Hockey Boys Soccer Girls Soccer Cross Country Cheerleading	Boys' Basketball Girls' Basketball Cheerleading Wrestling	Baseball Lacrosse Boys' and Girls' Track and Field

EXTRA-CURRICULAR CODE OF CONDUCT

Extra-Curricular activities are a privilege, not a right. In addition to individual team/club rules, all participants are required to adhere to the Extracurricular Code of Conduct as it is outlined below. Infractions to the Code of Conduct may be subject to consequences ranging from suspension from the activity for a determined time period to termination from all school activities for the entire school year. The coaches, advisors and/or administration will determine these consequences.

- **Conduct** - A firm and fair policy for enforcement is necessary to uphold the regulations and standards of the high school. The community, school administrators, advisors and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of co-curricular activities, including athletics. The welfare of the student is our major consideration. All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic programs afford. Any conduct that results in dishonor to the student, the team, the club or the school will not be tolerated. Acts of unacceptable conduct in school, on social media, or in the community, such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law that tarnish the reputation of everyone associated with the program will not be tolerated. Penalties for such violations could range from loss of status on the team or in the club, suspension, or dismissal.
- **Equipment** - School equipment checked out by a student is the responsibility of the student. Loss of any equipment is the student's financial obligation.

- Missing Practice or Meetings – A student should always consult their coach or advisor before missing practice/meeting. Missing a meeting, practice or a competition without good reason will be dealt with firmly and could range from loss of status on the team or in the club to suspension or dismissal.
 - Travel - All students must travel to and from out of town athletic contests or club activities in transportation provided by the school unless previous arrangements are made and approved by an administrator. Exceptional situations may be weddings, funerals, or the prom. Notifications must be given in writing prior to the event and student must be picked up or dropped off by a parent/guardian.
 - Students will remain with their team/club and under the supervision of the coach/advisor when attending away contests.
 - Students who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances. (See above)
 - Students are not to drive any vehicles to or from events.
 - All regular bus rules will be followed.
 - Dress appropriately and in good taste when traveling with the team/club.
 - College Recruitment - College recruitment information is available in the Career and Counseling Suite.
 - Attendance - Students must be in attendance in school in order to participate in practice or events. Exceptions to this rule would involve absenteeism for an excused reason such as college visitation, doctor's appointment, driver's test, or other situations as determined by the administration. Students must be in the high school and middle school by **8:45 a.m.** to participate in games or practices that day. **Parent notes do not qualify as acceptable excuses for lateness.**
 - Dismissal From Class - It is the responsibility of the students to communicate with their teachers prior to early dismissal from class for an event.
 - Grooming and Dress - Appearance, expression, and actions always influence people's opinions of athletes and club members, the team or club, and the school. Once a student has committed to being a member of a squad or club, they have made a choice to uphold certain standards expected of athletes and club members. You are representing Pottstown High School and it is expected that you will in no way embarrass yourself or your school by behaving or dressing inappropriately.
 - Reporting of Injuries - All injuries that occur while participating in athletics should be reported to the trainer/coach immediately. If the injury requires medical attention by a doctor or a treatment center, it will be necessary to have an injury report form completed. Once a physician treats an athlete, the athlete must obtain the doctor's permission to return to the activity.
- Locker Room Regulations - Roughhousing and throwing of objects is not allowed in the locker room.
- All showers must be turned off. The last person to leave the shower room is expected to check all showers.
 - No one except coaches and assigned players are allowed in the locker room.
 - No glass containers are permitted in the locker room.
 - All spiked or cleated shoes must be put on and taken off outside the gym lobby. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
 - All students are provided with a lock for their lockers. It is the student's responsibility to lock their lockers at all times.
- Hazing
 - The Pottstown School District does not condone any form of initiation or harassment known as hazing as a part of any school sponsored activity. This regulation is established that no student, coach, volunteer, or employee shall plan, direct, encourage, assist, or engage in any hazing activity. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership into a Pottstown School District organization. Endangering the physical health shall include but is not limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual. Endangering the mental health shall include any activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or

dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates. If any hazing activities occur, this will result in the coach's immediate termination of responsibilities and/or the release of any and all students involved.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Pottstown High/Middle School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and its interscholastic athletic program is governed by the rules and regulations of that association. The athletic program is controlled by the principal of the school and the Athletic Director. Pottstown is a member of the Pioneer Athletic Conference. As a full member of the PAC, we adhere to all conference rules and regulations.

The extra-curricular activities programs shall be open to all students who meet the following Pottstown School District requirements. Extra-curricular activities include all athletics, clubs, non-curricular music/drama programs, assemblies, the Prom, dances, field trips, Homecoming, or any other non-academic school functions.

- Students must pursue a curriculum approved by the principal or his designee.
- Every week, students must be passing at least three (3) credits. If a student's current semester schedule has less than three (3) credits, he or she must be passing all classes to be considered eligible. Eligibility is tabulated at 10:00 a.m. every Friday morning and runs Sunday to Saturday of the coming week. **Once a student is ineligible, he/she may not participate in competition until eligibility is checked again the next week and the student is found to be eligible.**
 - Students who are ineligible are expected to participate in all practices and study halls as per the directive of the coach or advisor.
 - For purposes of eligibility, all classes are judged by the current number scale, with less than 70% being a failing grade.
 - A student must be in attendance and must arrive to school prior to 8:45 a.m. to participate in a practice, game, or event.
 - PIAA states that any student missing 20 or more days in a semester is ineligible to participate in any interscholastic sports for 45 days attended after the 20th day.
 - **30 Day Attendance Rule: Once a student accumulates more than 30 absences, the student may forfeits his/her privilege to participate in athletics, field trips, dances (including prom), pep rallies, class trips, and all other extra-curricular activities for the remainder of the school year.**
 - Students who are suspended out of school (OSS) or expelled may not participate in any after school competitions or activities during the period of suspension/expulsion.
 - Students who are assigned in-school suspension (ISS) may not participate in after school competitions on the day(s) of the suspension but are expected to participate in all practices or study halls as per the directive of the coach or advisor.
 - Students who have 5 or more incidents of suspension (ISS or OSS), forfeit the privilege to participate in athletics, field trips, dances (including the prom), pep rallies, class trips, and all other extra-curricular activities for the remainder of the school year.
 - Students who do not meet published deadlines in Grades 9, 10, 11, and 12 regarding their graduation project will be ineligible for all extra-curricular participation. This includes but is not limited to: field trips, class trips, prom, and all high school club/athletic functions.
 - No student may participate in a sport that has an outstanding obligation to the athletic department until the obligation has been satisfied.
 - Students who do not meet the deadlines for Contract Physical Education will be ineligible for extracurricular activities, including the prom, until completed and approved by their advisor.
 - Eligibility for academic field trips is determined by the 30-Day Attendance Rule and 5 or more incidents of suspension. Eligibility for non-academic field trips will be determined by the 30-Day Attendance Rule, 5 or more incidents of suspension, and *include the minimum passing grade requirement of 3 credits.*
- In all activities, the coach/advisor shall select the students who shall represent the school. The coach/advisor is given the privilege of cutting students to attain a workable or required number. Cuts, when necessary, will be based on students' ability, attitude, and general proficiency.

ATHLETIC INSURANCE

The Pottstown School District makes it possible for all students to purchase insurance covering accidents. The cost is nominal. This policy normally covers any accidents from the time the student leaves home until he returns home, provided there is not an extended period of time after school hours. Teachers will make the necessary information available to their homeroom students at the beginning of each term.

No student may participate in any sport unless covered by either school insurance or adequate insurance from some other source. Parents who do not take advantage of the school insurance program must complete a form indicating the type of insurance that they carry and releasing the school district from responsibility for injuries that may be received by participating in the sport.

For those students who carry school insurance, a claim form is available at the school to which the parents should attach all bills. When these are returned to the school, they will be forwarded to the insurance company and the insurance company will fulfill its obligations in regard to the injured student. In order to be honored, the forms must be filled out completely.

ATTENDANCE

It is expected that each student will be present every day that school is in session. Every absence and tardy is entered on each student's permanent record. Parents are encouraged to call the Attendance Office at 610-970-6665 to notify the school when their child will be absent. Students may not be permitted to make up work from unexcused or unlawful absences. Upon returning to school from any absence:

- Students must submit a written parental statement that includes the student's first and last name, date(s) of the absence(s), and reason for the absence, **phone number** and parent/guardian signature.
- Notes are to be given to the Attendance Office clerk. Notes may also be faxed.
- **Phone calls are not valid legal excuses. All excuses must be in writing.**
- If the student does not submit this written note within three (**3**) days of his/her return to school, the absence is considered unlawful. Students over the age of 17 will be considered unexcused (see board policy for more information).
- **No more than ten (10) parental notes will excuse a child per school year. This includes tardy notes.**
- Unlawful and unexcused absences resulting from the failure to turn in an approved note within the 3 day time period will not be changed.
- Students absent three (3) or more consecutive school days *within the same school year* must present a physician's excuse.
- After the sixth (6) cumulative absences per semester, a physician's excuse is required for each absence. Physician's notes must document that the student has been seen in the office or it is considered unlawful or unexcused. No parent excuses will be accepted.
- Students needing to leave school early for any reason must have a handwritten note turned into the Attendance Office the morning of the dismissal. The note must include a parent/guardian signature and phone number where they can be reached to verify the note.
- The State of Pennsylvania defines "truancy" as a student who has missed 3 days of unexcused absence from school and "habitual truancy" as a student who has 6 or more days of unexcused absence from school in a school year.
- When a student has a medical or dental appointment that requires early dismissal from school, a note from that office must be turned in immediately upon returning from the appointment. If the note is not handed in, the absence will be recorded as illegal.
- Students who arrive late because of an emergency situation must bring a note signed by the parent that explains the emergency. Should tardiness become chronic, the administrator may record each tardy as unexcused (**Policy 6610.2h**). **Please note that students who arrive after 8:45 AM and are not excused will be ineligible to participate in sports and other extra-curricular activities that day. If you are not in your homeroom by 7:55 a.m., you are late. If arriving after 11:15 a.m., you are A.M. truant unless excused.**
- Pottstown School Board Policy 204 states:

- The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The Board recognizes the importance of regular attendance to ensure student success in the district's instructional program.

AUTHORITY

Attendance shall be required of every student enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness or Quarantine.
2. Death in the immediate family.
3. Family educational trips with prior written approval.
4. Educational tours and trips with prior written approval.
5. Religious obligations.
6. A driver's examination with prior written approval.
7. College visitations or a job interview with prior written approval.

When a student returns from an absence, s/he must present a written excuse within three (3) school days of his/her return to school, or the absence shall be considered unexcused or unlawful. A written excuse from a doctor will also be required of any student who has been absent for three (3) consecutive school days.

In the case of irregular attendance or excessive absences, the student may be required to present a doctor's excuse to cover each subsequent absence. Under these circumstances, any absences that are not covered by a doctor's excuse will automatically be marked unexcused or unlawful. This will be communicated to students and parents through the student handbook at each school. In cases where parents or students would like to appeal the requirement contained herein for irregular or excessive absences, the principal will be responsible to consider the facts presented and make the decision. All decisions made by the principals can be appealed to the superintendent or his/her designee. The decision rendered by the superintendent or his/her designee shall be considered final.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school facilities. A student will 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; the student is receiving approved homebound instruction.

Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. No part of the cost and expense of religious instruction shall be paid for out of district funds. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide or combined group upon written request prior to the event.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

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, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students 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. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Montgomery County Intermediate Unit or the Department of Education.

EARLY EXCUSAL

A request for early excusal to leave school for a medical or dental appointment, court appearance, family emergency or other urgent reason will be considered if a note from the parent/guardian is presented to the principal or designee prior to the appointment.

EDUCATIONAL TOURS/TRIPS

The district strongly discourages student absence from school except when illness or other urgent reasons prevent the student from attending. District officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with the district's guiding philosophy, but also recognizing the importance of the family unit, the Board will approve educational tours or trips not sponsored by the district up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the Superintendent if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

1. A parental request for excused absence must be submitted on the designated form to the building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. Questionable requests will be submitted to the Superintendent for final determination.
2. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (grades 7-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (grades K-6) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence as per their student handbook requirements. If the class work and/or the written report is not completed and submitted to the building principal or designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws, which may result in a fine.
3. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unexcused or unlawful and subject to the provisions of the compulsory attendance laws.
4. A student may be excused from school to accompany his/her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason shall require prior approval from the building principal or designee and satisfactory completion of all work missed during the period of absence.

5. No educational trip will be excused during end of semester or end of year final exams.

ALTERNATIVE EDUCATION

Students assigned to any form of alternative education must adhere to the requirements adopted by the Board. Any days absent from this program which are not covered by established guidelines will be marked as unexcused or unlawful.

RELEASE OF STUDENTS FROM SCHOOL

- Students shall be released from school only to a parent/guardian or person authorized by the parent/guardian.
- Students of separated or divorced parents/guardians will be released to either parent/guardian unless a court order excluding one (1) parent/guardian from this right is provided to the principal.
- In case of illness, it shall be determined that the parent/guardian or another person authorized by the parent/guardian is available to receive the student.
- Students who contact parent/guardian during school hours on personal device without administrative approval will receive disciplinary action by Middle School Administration.
- Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc., except with the approval of the principal.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms to requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, tardiness, absences and excusals via student handbooks or other written or electronic publications.
4. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written/verbal notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

The School Code of the Commonwealth of Pennsylvania defines absence as the nonattendance of a pupil all those days and half days when school is in session. There are three kinds of absences:

1. Excused absences include: illness, quarantine, death in the immediate family, approved educational trips, religious obligations, driver's examination, approved college visitation, approved interviews, jury duty, court appearances, or family emergency.
2. Unexcused absences are recorded for all other reasons other than those listed above.
3. Unlawful absence is the unexcused absence for all students under the age of 17. Unlawful absences are always unexcused absences.

TRUANCY MEETINGS

Once a student has reached 4-6 total absences for the school year the following will take place:

1. Parents/Guardians will be contacted to set up a meeting.
2. Meeting will occur to determine the reason for the absences and to develop a plan to eliminate the issues causing the student's truancy.

3. Parents/Guardians will be informed that if the student reaches 8 unexcused absences for the school year they will be issued a truancy citation. Truancy citations result in court appearances before the District Magistrate and could result in community service or a fine. If the truancy continues, the Office of Children and Youth will be notified by the court or school.

BULLYING

Pottstown School District Policy 249 states:

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.

CONSEQUENCE FOR VIOLATION

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

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

CAFETERIA

- Lunch is provided in the cafeteria. **Students are not permitted to leave school for lunch or have delivered food from outside vendors.**
- Food is not to leave the cafeteria without permission from an administrator.
- Loud and boisterous behavior is inappropriate and is not tolerated in the cafeteria.
- Book bags, jackets, cell phones, and other personal belongings or school materials are not permitted in the cafeteria.
- Students are to:
 - Enter the cafeteria and form lines in order to be served.
 - Place all paper and debris in proper containers.
 - Deposit trays and dishes at the service window.

Students will be dismissed from the cafeteria by the proctor in charge.

Students must have a pass to leave the cafeteria.

One (1) student per seat.

DISCIPLINE CODE FOR MIDDLE SCHOOL STUDENTS

The Pottstown Middle School recognizes the value of a positive behavior support program and utilizes this method as the first avenue to communicate and manage expected behaviors within the building. The middle school outlines expected behaviors into three categories known as the Trojan Triad; Respect, Responsibility, and Outstanding Achievement.

As with any developmental adolescent, sometimes behavior choices do not align with school expectations and warrant a disciplinary consequence. The administration expects each student to demonstrate behavior that shows respect for all persons and property. It is each student's responsibility to demonstrate desirable behavior that is conducive to a good learning atmosphere. The guidelines outlined in this section represent the consequences for violations of the Discipline Code for PMS students. Consequences may be modified if alternative or additional actions will serve the best interest of the student and/or school environment. Please note that this list of unacceptable behaviors is not inclusive. Any event

not mentioned below will be addressed by the administration. Recognizing discipline is a learning opportunity and students in grades 5-8 are at different developmental levels, administration reserves the right to differentiate discipline as appropriate for students' developmental needs.

Aggression of any form directed towards staff will not be tolerated. Aggression toward staff is defined as words or actions delivered in a manner that is hostile, or violent behaviors or attitudes towards another. Students found to have behaved aggressively towards any staff member will be suspended out of school for no more than 10 days until such time that an administrative hearing is held to address the situation and to determine next steps, which may include alternative education placement. Hands put behind your back are not a defense for physical aggression.

Administration may use higher levels of disciplinary measures as necessary. The code is divided into three levels, which apply to the severity and/or frequency of the behavior. Police will be notified whenever federal, state, county, or municipal laws are violated.

LEVEL 1 INFRACTIONS

Definition: Student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. The following chart is meant as a guideline for Level 1 infractions that are administered by the staff or administration. Consequences may vary on a case by case basis. **Any student who has reached the level of 5 violations for a Level 1 infraction can have further occurrences of the same infraction considered as an act of insubordination and can be referred to ADMINISTRATION as a Level 2 infraction.**

LEVEL 1 INFRACTION	CONSEQUENCE				
Violation of any area defined by TROJAN TRIAD OF SUCCESS(a)	CONSEQUENCE DIRECTLY ASSOCIATED WITH CLASSROOM TEACHER, TEAM, OR GRADE LEVEL BEHAVIOR MANAGEMENT/EXPECTATION SYSTEMS(b)				
ARRIVAL / DEPARTURE	Student conference to explain Trojan Triad of Success and your expectations. Possible parent contact.	Parent contact required. Student conference and/or teacher/team consequence.	Parent contact required. Student conference with team teachers to discuss behaviors. Teacher/team consequence.	Parent contact required. Student conference with team teachers to discuss behaviors. Teacher/team consequence given. Forward concerns to admin.	Parent contact required. Student conference with team teachers and admin to discuss behaviors and next steps. Teacher/team consequence given.
ASSEMBLY					
BATHROOM					
CAFETERIA					
CLASSROOM					
HALLWAY					
INAPPROPRIATE CONDUCT AT ANY SCHOOL SPONSORED ACTIVITY ON SCHOOL GROUNDS					
LIBRARY / LAB					

(a)A universal behavior expectation matrix that all students should regularly adhere to.

(b)POSSIBLE CONSEQUENCE RELATED TO VIOLATION OF **TROJAN TRIAD OF SUCCESS** BUT NOT LIMITED TO:

- RESTORATIVE PRACTICE
- PARENT CONTACT
- LUNCH DETENTION
- VERBAL REPRIMAND
- BEHAVIOR CONTRACT
- AFTER SCHOOL DETENTION
- SPECIAL ASSIGNMENT
- WITHDRAWAL OF PRIVILEGE

LEVEL 1 INFRACTIONS CONTINUED

Definition: Student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. The following chart is meant as a guideline for Level 1 infractions that are administered by the staff or administration. Consequences may vary on a case by case basis. **Any student who has reached the level of 3-5 days of detention for a Level 1 infraction can have further occurrences of the same infraction considered as an act of insubordination.**

LEVEL 1 INFRACTION	DETENTION		
	0-2 DAYS	2-4 DAYS	3-5 DAYS
Insubordination / Continuation of TROJAN TRIAD OF SUCCESS EXPECTATIONS (a)	1	2	3
Abusive / Unacceptable language among or between students	1	2	3
Bus infractions	SEE BOARD POLICY		
Dress Code Violation(c)	1	2	3
Failure to report to staff assigned detention		1	2
Late / Leaving / Cutting class or other school curricular without permission	1	2	3
Minor verbal or physical horseplay	1	2	3
Misuse / Abuse of pass (includes >15 minutes out of class)	1	2	3
Use of cell phone during unassigned time	1	2	3
Vandalism (EX: writing on desk, books etc.)	1	2	3
Other	DETERMINED BY ADMINISTRATION		

(a) Including, but not limited to, disrespect, disruption, or academic dishonesty

Pottstown Middle School detention may be served in the morning or the afternoon on or before the date it is assigned.

If it is not served by the assigned date, consequences will result. The times that detention may be served in the morning from 7:10 am - 7:50 am or afternoon from 2:15 pm- 3:15 pm

Pottstown Middle School recognizes Lunch Detention as logical consequence. Two lunch detentions equal one after school detention.

If a student loses credit in detention for failing to follow the rules of detention, the student will be sent home and will re-serve the detention on the next scheduled school day. Additional consequences may incur.

LEVEL 2 INFRACTIONS

Definition: Student behavior in which the frequency or seriousness tends to disrupt the learning climate of the school.

Level 3 infractions are incidents that do not represent a direct threat to the health and safety of others but are serious enough to require corrective action on the part of administrative personnel. Level infractions may be referred to law enforcement depending on the number of occurrences and/or seriousness. The following chart is meant as a guideline for Level 3 infractions. Consequences may vary on a case by case basis.

LEVEL 2 INFRACTION	IN SCHOOL SUSPENSION (ISS)		
	.5-2 DAYS	2-3 DAYS	3-5 DAYS
Insubordination / Continuation of TROJAN TRIAD OF SUCCESS EXPECTATIONS (a)	1	2	3
Abusive language and gestures (includes profanity, racial, gender, and cultural slurs	1	2	3
Abusive/Unacceptable language (verbal/written/electronic) directed toward faculty/staff		1	2

Bus infractions continued	1	SEE BOARD POLICY	
Direct defiance and contempt for authority		1	2
Dress Code violation	1	2	3
Endangerment/Horseplay	1	2	3
Failure to follow ISS/Detention rules (b)	1	2	3
Failure to report to administrative assigned detention	1		
Late/Leaving/Cutting class or other school curricular without permission	1	2	3
Use of cell phone during unassigned time	1	2	3
Vandalism exceeding \$10		1	2
Verbal altercation	1	2	3
Verbal or written threat and/or bullying	1	2	3
Willful indirect participation of theft	1	2	3
Other	DETERMINED BY ADMINISTRATION		

(a) Including, but not limited to, infringing on the learning environment of others through disrespectful and and disruptive actions.

(b) If a student loses credit in ISS for failing to follow the rules of ISS, the student will be suspended out of school for the remainder of the day and will re-serve the ISS on the next scheduled school day.

LEVEL 3 INFRACTIONS

Definition: Student misbehavior that results in violence being directed to another person or to property. These misbehaviors can pose a direct threat to the safety of others in the school. Level 3 infractions can also include continuations from Level 2 infractions. Level 3 infractions are subject to law enforcement referral. In addition, any Level 3 infractions may result in an administrative hearing, expulsion, and charges pressed by the police.

LEVEL 3 INFRACTION	OUT OF SCHOOL SUSPENSION (OSS)		
	1-3 DAYS	3-5 DAYS	5-10 DAYS
Insubordination / Continuation of Level 3 TROJAN TRIAD OF SUCCESS EXPECTATIONS	1	2	3
Actions that violate the law	1	2	3
Bus Infraction	1	SEE BOARD POLICY	
Late/Leaving/Cutting class, school building, or other school curricular without permission (including ISS) (a)		2	3
Open defiance and contempt for authority	1	2	3
Physical aggression toward faculty or staff			1
Physical aggression toward student(s)	1	2	3
Possession of digital access of pornography, including sexting		1	2
Sexual, ethnic, or religious harassment, physical harassment, electronic harassment	1	2	3

Theft		1	2
Vandalism			1
Verbal threats toward faculty, staff, or school.	1	2	3
Verbal threats towards student(s)	1	2	3
Violation of Drug Abuse Policy			1
Violation of Weapons Policy			1
Other	DETERMINED BY ADMINISTRATION		

(a) When a student leaves school without permission, the Pottstown Police Department will be notified and the student will be cited with a daytime curfew violation.

Any student may be interviewed by teacher, school administrator, or school resource officer at any time for any reason. Notification of parents/guardians before or after is not required by law.

DISCIPLINARY CONSEQUENCE

- **Administrative Disciplinary Hearing:** An informal hearing with administration at central office. This meeting usually occurs at the Administration Building.
- **Administrative Detention:** Students may choose to serve detention during either before school or after school sessions and will be given 24-hours notice. Students are responsible for attending their detentions on the scheduled days. Before school detention sessions are from 7:10 a.m. to 7:50 a.m. After school detention sessions are from 2:15 p.m. to 3:15 p.m. Detention will be held on early dismissal days unless otherwise announced.
- **Alternative Education Placement:** Placement in either an internal or external program outside the regular school day.
- **Board Hearing:** Formal hearing that may result in expulsion.
- **In-School Suspension (ISS):** One (1) to five (5) days (per offense) in the ISS room. Parents may request a conference. It is the responsibility of the student to request work from the classroom teacher. ISS runs from 8:02 a.m.-2:25 p.m. Students who are assigned ISS must report to the ISS room by the beginning of Period 1. It is the student's responsibility to report to ISS. All students in ISS must complete the required ISS assignments in order to receive credit.
 - If you are absent the day your detention or ISS has been assigned, you are responsible for attending the detention or ISS on the day you return to school.
 - If you are absent the day you are assigned ISS and have a field trip the day you return, you must serve ISS and are not permitted to attend the field trip.
 - Students who serve ISS may practice, but may not participate in games or travel with their team. Otherwise, they are not permitted to participate in any school activities during the period of suspension.
- **Out-of-School Suspension (OSS)/Expulsion:** Students who are suspended out of school (OSS) or expelled may not participate in any school activities during the period of suspension/expulsion and may not be on school property. In addition, students are not permitted to attend sporting events, concerts, and school trips on school grounds. One (1) to ten (10) days out of school under the supervision of the parent/guardian. A parental conference with an administrator is required prior to reinstatement.
- **Parent Conferences:** Teachers will contact parents regarding disciplinary concerns and may request more formal conferences if needed.
- **Informal Principal's Hearing:** A meeting with student, parent/guardian, and building administrator or his designee.
- **Teacher Detention:** Students may be assigned to detention with a teacher before or after school. Students will be given 24 hours' notice and teachers will notify parents of detentions. Failure to attend will result in additional consequences.

- **After School Detention:** Assigned by administration to be served from 2:15 - 3:15 or 1 hour from the time they enter detention location.
- **Lunch Detention:** 2 = 1 after school detention. These are assigned by teacher or administration to be served in location other than the cafeteria.

DRESS CODE

Purpose

- The school board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.
- The school board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.
- The school board believes that a uniform policy will address issues related to the health, safety, and welfare of students and the maintenance of a positive learning experience.

Chart of Do's and Don'ts

- Please note that in the event of a question regarding the appropriateness of a particular garment the building administrators will make the final determination

Tops	Style	Color	Fabric	Fit
do	Permitted: <ul style="list-style-type: none"> • short or long sleeve collared shirts or blouses that are front button • 3 button polo style shirts • turtle neck shirts • sweater vests • cardigan sweaters or zip up the front sweat shirts over uniform shirts • pull over the head sweaters or sweat shirts without hoods over uniform shirts 	All items must be solid in the following colors: <ul style="list-style-type: none"> • white • light blue or • navy 	All items must be woven fabric: <ul style="list-style-type: none"> • cotton or cotton blends or • light weight knit 	All items must be appropriately sized: <ul style="list-style-type: none"> • shirts may not be overly large or • overly tight, • shirts and blouses must be able to fasten and cover all midriff areas
Bottoms	Style	Color	Fabric	Fit
do	Permitted: <ul style="list-style-type: none"> • pants • shorts • skorts, or • skirts • jumpers All items must be at least finger tip length.	All items must be solid in the following colors: <ul style="list-style-type: none"> • navy blue or • khaki color 	All items must be woven material. Note: specific fabrics that are not allowed are noted below.	All items must be appropriately sized: <ul style="list-style-type: none"> • pants may not be overly large or • overly tight
Styles that are not allowed				
do not	Not Permitted: <ul style="list-style-type: none"> • cargo pants • unhemmed or cut off shorts, pants or skirts • items of clothing with logos larger than a thumb print • items that have decorative stitching, rivets, ornamentation or other designs • any item or accessory that is deemed to be distracting to the educational process 	Not Permitted: <ul style="list-style-type: none"> • any item that shows beneath or through the uniform that is other than the colors permitted • no striped shirts 	Not Permitted: <ul style="list-style-type: none"> • denim • spandex • flannel • leather or • other fabric not specifically listed as allowed 	Not Permitted: <ul style="list-style-type: none"> • overly large or • overly tight clothing is not allowed. Note: Buttons must be able to fasten.

Guidelines

You have the option of purchasing uniform items from any vendor who meets your needs. In the event of questions regarding the appropriateness of a particular garment, the building administrators will make the final determination.

Tops

- All shirts must have a collar and can be in the following colors: navy blue, white, light blue. Polo shirt or blouse, long or short sleeved, in navy blue, white, or light blue.
- Oxford style button-down shirt. All button-down shirts must be buttoned except for the top two buttons in the following colors: navy blue, white, or light blue.
- Turtlenecks: white, navy blue, or light blue.
- Sweater/vest worn over uniform shirt in the following colors: white, navy blue, or light blue.
- Navy blue crewneck sweatshirt with or without school district logo on gym day for elementary level students is acceptable but not required to replace other top.

- Hooded sweatshirts in white, navy blue, or light blue are permitted in the high school only.
- Co-curricular activity patches only one to be displayed on the top upper left chest are permitted in the high school only.

Bottoms

- No cargo pants or cargo shorts permitted.
- Dress long pants. Colors: khaki (tan) or navy blue. No denim in any color.
- Shorts, skirts, skorts – fingertip length or longer (khaki or navy blue).
- Capri pants are allowed (khaki or navy blue).
- Jumpers are allowed (khaki or navy blue).
- Tights may be worn under skirts or skorts (navy blue, light blue, white, skin tone).
- Sweatpants or gym shorts on gym day for elementary level students are acceptable but not required to replace bottoms.
- Belts must be worn with pants with belt loops.
- Belt colors: black, brown, white.

Shoes and Footwear

Shoes and footwear must be appropriate for school wear, and consistent with good safety practices. Examples of inappropriate shoes or footwear, which are not permitted under this policy, would include such items as:

- Thongs, flip-flops, or "jellies"
- Any open toe shoes at the elementary levels
- Socks must be worn in colors: black, blue, or white • Slippers and socks without shoes, unless necessitated by a medical condition
- All footwear that presents a safety hazard including, but not limited to the following:
 - Loose fitting
 - Laces untied or missing
 - Excessively high platform shoes
 - Excessively high heels
 - Shoes without a back

Students in lab areas, in physical education class, or participating in sports, must wear sneakers that completely cover the tops of the feet, and are appropriate to the activity being conducted.

Gym Attire Grades 6-12

- Crewneck short sleeve tee-shirts: navy blue
- Sweatpants, cotton blend, navy blue
- Mesh shorts or cotton blend: navy blue
- Sweatshirts: navy blue or white
- Sneakers

More

Students must be dressed in appropriate attire **BEFORE** arriving to school. Students are to remain appropriately dressed throughout the school day. A student out of compliance with the dress code will be expected to change into appropriate attire and will receive consequence(s) as indicated in the Discipline Code. Refer to District Policy 6182.

Appropriate attire includes the following:

- Clothing must completely cover the midriff. Pulling down a shirt is not acceptable as a corrective action. A change of shirt will be required.
- No cut off sleeves
- Skirts and dresses must be at least fingertip length.
- Cleavage baring tops are prohibited.
- All shirts must cover the shoulder area to a minimum of the width of 3 fingers.
- All shirts must completely cover the wearer's back.
- All pants must be worn at the waist (no sagging pants).
- Undergarments of any kind may not be visible, including through sheer cloth.
- Any headgear that covers the head, including hats, hoods, scarves, and bonnets, are prohibited, with the exception of religious clothing worn on a consistent basis.
- Clothing may not advertise sex, drugs, weapons, or any other offensive material.

- Pajamas may not be worn at any time. This includes bedroom slippers.
- Sunglasses must be removed once you have entered the building.
- Clothing deemed by administration to be excessively baggy or excessively tight is not permitted.
- Tights and yoga pants are permitted ONLY if a shirt or dress that reaches fingertip length is worn with the tights or pants.

EDUCATIONAL TOURS AND TRIPS

School Board Policy 204 states:

The district strongly discourages student absence from school except when illness or other urgent reasons prevent the student from attending. District officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with the district's guiding philosophy, but also recognizing the importance of the family unit, the Board will approve educational tours or trips not sponsored by the district up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the Superintendent if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

1. A parental request for excused absence must be submitted on the designated form to the building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. Questionable requests will be submitted to the Superintendent for final determination.
2. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (grades 7-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (grades K-6) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence as per their student handbook requirements. If the class work and/or the written report is not completed and submitted to the building principal or designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws, which may result in a fine.
3. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unexcused or unlawful and subject to the provisions of the compulsory attendance laws.
4. A student may be excused from school to accompany his/her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason shall require prior approval from the building principal or designee and satisfactory completion of all work missed during the period of absence.
5. No educational trip will be excused during end of semester or end of year final exams.

ELECTRONIC DEVICE

- Personal electronic devices and associated equipment such as cell phones and ear buds cause a serious distraction to learning and as such should not be visible during class time. **No EXCEPTIONS.** Electronic devices are defined as anything with an "on/off" button.
 - Examples: cell phones, Kindles, iPads, iPods, gaming devices, Nooks, headphones, **earbuds**, Bluetooth speakers or any other listening device, etc.
- **Electronic device use will be deemed unacceptable during class time in ALL classes.**
- Class time is defined as that time during which class is in session according to the bell schedule.
- Students are NOT permitted to wear or use headphones, earbuds, Bluetooth devices or anything else to listen to music **during class time.**
- Once a student enters the classroom all devices must be put away, out of sight.
- Students who take pictures or videos that are deemed inappropriate by administration will be in violation of the Pottstown School District Technology policy and will incur consequences commensurate with violation of said policy. Please refer to the Technology policy for more details.
- **Students are prohibited from making phone calls during the school day without administrative permission.**
 - Any student needing to make a phone call should see an administrator in the office for permission.

- This includes using headphones, Bluetooth devices, or any other devices during or between classes in any part of the school building including the cafeteria and lavatories.
- Violations to the electronic device rules are as follows:
 - 1st offense:
 - Device taken by teacher and returned to the student at the end of class.
 - Parent contacted by the teacher
 - 0-2 Detention = Teacher may issue
 - 2nd offense:
 - Device taken by teacher and returned to the student at the end of class.
 - Parent contacted by the teacher
 - 2-4 detentions = Teacher may issue
 - 3rd offense & up:
 - Device taken by teacher, turned into office
 - Discipline referral submitted to administration
 - Parent contacted by administration
- Refusal to hand over the electronic device at the request of the faculty or staff will be deemed as insubordination and the device will be held by administration until the end of the school day. Refusal to hand over the electronic device to administration is deemed as insubordination and the student may be suspended.

EMERGENCY CLOSING OR DELAYED OPENINGS

In the event school is to be canceled or the opening delayed as a result of inclement weather, information will be available on the school district website, www.pottstownschoools.com.

- Breakfast will not be served during school days having a delayed opening.

EVACUATION DRILLS

Evacuation drills will be conducted periodically. Signs are posted in each room to indicate the proper direction to the nearest exit. For the safety of all:

- When appropriate, follow the *run-hide-fight* protocol as trained
- When students hear the alarm or announcement over the PA system it is imperative that they listen to the message and respond accordingly.
- Students should not talk; they should move quickly.
- If the designated exit is blocked, turn around and use the closest open exit.
- When reaching the outside of the building, stay with your class and move to your assigned spot until directed to return to the building by a PHS staff member.
- Students will return to the building after the all-clear signal is given and when directed to do so by a PHS staff member.
- Students who exit the building from an exit different than their class must report to the person in charge of attendance in that area.

FIELD TRIP AND STUDENT BEHAVIOR POLICY

- Students may not participate in a trip without a permission/medical form completed and signed by a parent/guardian.
- Students must prove they have medical insurance in order to participate in any trip.
- In the event a student becomes involved in unacceptable behavior while participating in a field trip or class trip, the student will be returned to PHS and the expenses for the return trip will be borne by the student's parent/guardian. The individual will not be permitted to participate in extracurricular activities for the balance of the school year.

GRADING SYSTEM (Policy S200), MID-PROGRESS REPORTS, AND HONOR ROLL CLARIFICATIONS & REVISIONS

Mid-Progress Reports

- Elementary mid-progress reports will remain optional for Grades 4 and 5.
- Whenever a secondary student (6-12) experiences an atypical grade change (A-C), (B-D), etc. or failing, it is the responsibility of the teacher to contact the student's parent/guardian to inform them of the specific problem that caused the negative change and what must be done to eliminate the problem. Report cards should be signed by the parent/guardian and returned to the school.

GRADING SYSTEM

Elementary, Middle, and High School

Scale for subject sub-category skills

- **Advanced (Adv.) (100-93)** = Advanced: Student's work consistently exceeds grade level Standards and Benchmarks with no teacher assistance. The student shows an in-depth understanding and advanced display of skills.
- **Proficient (Pro) (92-77)** = Proficient: Student's work meets grade level Standards and Benchmarks with limited teacher assistance. The student is meeting grade level expectations and shows a solid understanding and appropriate display of skills.
- **Below Proficient (BeP) (76 and below)** = Below Proficient: Student shows limited evidence of progress toward grade level Standards and Benchmarks. Extra teacher support is often needed. Student requires more time and practice establishing concepts and skills.
- **NA (Not Applicable)** = Skill has not been covered during this grading period. Therefore, no grade can be given.

All report cards using letter grades or numbers (Grades 2-12) will conform to the following classifications:

- A - 93-100 Excellent
- B - 85-92 Above Average
- C - 77-84 Average
- D - 70-76 Below Average
- F - 0-69 Failure
- W = Working to Potential But Below Grade Level*
- M = With Modifications to the Curriculum and/or Assessment*
- I - Incomplete**
- WF - Withdrawn Failing**
- WP - Withdrawn Passing**
- M - Medical Excuse**

*Used at the elementary level.

**Used at the secondary level.

HONOR ROLL

Refer to Board Policy Honor Roll (Policy 5220.1C)

The 5/6 Grades will have 2 tiers of Honor Roll:

Tier I - Distinguished Honors - Above a 93% in all subjects (core and Related Arts)

Tier II - Honors - Above an 85% in all subjects (Core and Related Arts)

ID CARDS

All students are issued and expected to carry a Pottstown School District picture ID with them any time they are in a district facility. The ID must be available for presentation upon request by any teacher, administrator, or other district personnel. The ID is used to gain entrance into the building, borrow library books, and to purchase lunch in the school cafeteria. Students are expected to keep the picture and bar code free of any markings or stickers. Students who lose or deface the picture or barcode will be required to purchase a new ID. Lost lanyards may also be purchased. If a student forgets their ID, they need to obtain a temporary ID from the attendance.

LEAVING SCHOOL

Dismissal of classes will be at 2:25 unless otherwise noted. Students not engaged in any supervised school activity must leave the school premises by 2:40. On days with early dismissals all students must leave the building within 10 minutes of the dismissal time. Failure to comply with this rule may result in disciplinary action for insubordination and/or legal action for trespassing.

LIBRARY

To ensure the success of all students in the Learning Center and to develop consistent a work ethic in an environment that allows for the success of all students who use the Learning Center, student must adhere to the following:

- Students entering must sign in at the librarian's desk.

- No food or drink is permitted in the library.
- Students must have needed classroom books and materials upon entry. Students will not be permitted to go to their lockers once they have signed into the Learning Center.
- All school rules apply. Improper language and conduct towards other students or staff will not be tolerated.
- Students are expected to take advantage of all resources available to them but are not allowed to misuse or damage any resources.
- Students are expected to use the Internet as a resource and must follow the guidelines set forth by the Utilization of Technology Policy. Improper use includes games, chat rooms, and inappropriate websites.
- Failure to return past due books may result in fine or other consequence deemed necessary by administration

LOCKERS

- Lockers are assigned the first day of school by your homeroom teacher. Lockers will be inspected by the student and homeroom teacher for any damage at the beginning and end of the school year.
- Students may access lockers four times per day:
 - MORNING
 - BEFORE LUNCH
 - AFTER LUNCH
 - DISMISSAL
 - PERMISSION BY POTTSTOWN MIDDLE SCHOOL employee
- Students are responsible for the contents and the interior of their locker and will be charged at the rate of \$40.00 per hour plus the cost of materials for the removal of graffiti or to fix damage.
- Students are not permitted to change lockers without permission.
- Students should not exchange locker combinations with anyone.
- THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STOLEN FROM LOCKERS.
 - We recommend that students not bring valuables to school. Lockers may not be used as a depository for any object which is prohibited by law or which poses a threat to the health, safety or welfare of the occupants of the school building.
 - Students are given a temporary privilege to use a locker, but have no expectation of privacy therein.
- All lockers are and shall remain the property of the school district. Please refer to Student Searches for more information regarding lockers.
- Students in Wellness and athletics will be provided with lockers. Students should not keep any valuables in these lockers.

LOST AND FOUND

- Students who lose or misplace any of their belongings should first look for them in the room where they used them the last time. If unable to locate the lost item, report to the main office before or after school.
- Articles that are found should be turned into the main office.

MAKE UP WORK POLICY

- When a student has a legally excused absence, he/she will have the number of days he/she was absent plus one day to make up work. (Example: If a student is legally absent from school on a Monday and Tuesday, he/she will have Wednesday, Thursday and until the end of the school day on Friday to make up and hand in any missed work).
- If a student is unlawfully absent, he/she is ineligible to make up work and will receive a 0 for any missed work in accordance with state law.
- More time may be provided at the discretion of the teacher. It is the student's responsibility to make arrangements to make up any missed work.

MEDIA RELEASE

From time to time photographs, slides, or videotapes are taken on school property by school personnel or by media photographers. These may be individual pictures, small group, or whole class shots. If you want to restrict any use of such visuals, put your request in writing to the building principal.

MEDICATION (Prescription and Nonprescription Drugs)

- Students are not permitted to have in their lockers, or carry in their possession any medications. This includes medications to be self-administered.
- Students needing prescription or non-prescription (over-the-counter) medications, including inhalers and bee sting kits, during school must bring these medicines to the health room, along with a completed Medication Permission Form from their parent/guardian and their family doctor. Forms can be obtained from the school nurse or downloaded from the district homepage
- Pottstown School District does not supply any medication to students.
- Medication must be in a container labeled properly including date, name of student, name of medication, dosage, the reason it is to be given, and the time for it to be administered.
- Only bring the amount of medicine necessary to take, not the whole supply.
- Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions. If you have any questions regarding this policy or need to keep certain emergency medicines on hand, please see the school nurse.

NURSE

- The nurse is available Monday-Friday, 7:10 a.m. to 2:40 p.m., with the exception of a 30 minute lunch break. This is subject to change when an emergency arises.
- Sick students must have a signed pass to report to the nurse's office. All students reporting to the nurse's office must have a pass and will not be accepted without one.
- Sick students who are sent home will receive a pass from the nurse to sign out with the attendance office. Students may not leave the building because they are ill without following the proper procedures.
- Standing orders are followed and FIRST AID ONLY is given. If further treatment is needed, parents and guardians will be contacted at home or work.
- Students are **not** permitted to use their phone in the nurse's office.

State law requires that all school students be completely immunized in the following areas:

Diphtheria (three doses), tetanus (three doses), oral polio (three doses), live attenuated measles vaccine (one dose) given after twelve months of age or serological evidence of immunity, live attenuated rubella vaccine (one dose) given after twelve months of age or serological evidence of immunity, and live attenuated mumps vaccine (one dose), given after twelve months of age or a physician's verified history of mumps disease.

PLAGIARISM

Plagiarism is the willful copying of someone else's work without giving proper credit to its source. It can be copied from the published words of an encyclopedia or other book or from the Internet. It can also come from the unpublished work of a friend, classmate, or family member.

Plagiarism of any source is considered inappropriate and wrong. No schoolwork may be turned in that has been inappropriately copied from another source. Any plagiarized material that is turned in as a student's own work will be given a failing grade. The student may be asked to do the work over.

POSSESSION OF DRUG PARAPHERNALIA AND/OR USE OF ALCOHOL OF OTHER DRUGS, LOOK-ALIKE DRUGS, NARCOTICS, MOOD ALTERING SUBSTANCES, OR OTHER HEALTH ENDANGERING COMPOUND

Pottstown School Board Policy 227, in part, states:

- For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.
- For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.
- For purposes of this policy, **drug paraphernalia** shall include any equipment, utensil, or item which in the school administrator's judgment can be associated with the use of drugs, look-alike drugs, alcohol, mood altering substance, or health endangering compound.
- The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

- The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this 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 substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and 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.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. The Superintendent or designee may assign a less severe consequence including but not less than a forty-five (45) day minimum alternative education placement for any student grade 7 through 12.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances 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 Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement, increasing muscle bulk or strength, or the enhancements of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

SCHEDULE:

AM Procedures:

- Breakfast is available to all students in grades 5,6,7,8
- Breakfast starts at 7:20 and ends at 7:50am
- Breakfast is not served on delayed opening days

Pottstown Middle School doors open for all students at 7:20.

- All students not eating breakfast must report to gymnasium until 7:50.

Students must be in HOMEROOM at 7:55.

- Students are considered TARDY when in the building but, not in HOMEROOM BY 7:55 AM

Bell Schedule: Grade 5-6: These grades work in diads with teams of teachers and schedules are determined by the diad.

Bell Schedule: Grade 7-8

Odd Day Bell Schedule				Even Day Bell Schedule			
Grade 7		Grade 8		Grade 7		Grade 8	
Students Enter	7:20-7:50	Students Enter	7:20-7:50	Students Enter	7:20-7:50	Students Enter	7:20-7:50
Homeroom	7:55	Homeroom	7:55	Homeroom	7:55	Homeroom	7:55
Period 1	8:02-8:51	Period 1	8:02-8:51	Period 1	8:02-8:58	Period 1	8:02-8:58
Period 2	8:52-9:40	Period 2	8:52-9:40	Period 2	8:59-9:56	Period 2	8:59-9:56
Period 3	9:41-10:30	Period 3	9:41-10:30	Period 3	9:57-10:54	Period 3	9:57-10:54
Period 4	10:31-11:20	Period 4	10:31-11:20	Period 4	10:55-11:52	Period 4	10:55-11:52
Period 5A	11:21-11:53	Period 5	11:21-12:10	LUNCH	11:55-12:25	Period 5A	11:54-12:28
LUNCH	11:55-12:25	Period 6A	12:11-12:28	Period 5	12:27-1:24	LUNCH	12:30-1:00
Period 5B	12:27-12:44	LUNCH	12:30-1:00	Period 6	1:25-2:25	Period 5B	1:02-1:24
Period 6	12:45-1:34	Period 6B	1:02-1:34			Period 6	1:25-2:25
Period 7	1:35-2:25	Period 7	1:35-2:25				

SCHOOL BUS CONSEQUENCES

Students' behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.

The following acts of misbehavior are subject to the specified discipline. The counting of offenses are specific to each section not added across sections.

- 6240.9a: Pushing, hitting, shouting, tripping, littering, profane language, disrespectful to driver, eating or drinking, opening windows against driver's orders, arms or heads out of windows, refusing to identify him/herself to the bus driver, using an unassigned bus stop, changing seats or moving around while the bus is in motion (including safety assigned to the bus), or similar offenses deemed by the principal to merit the following penalties:
 - First Offense: A warning and parents will be notified by phone and mail.
 - Second Offense: Suspension of riding privileges for three (3) school days and parents will be notified by phone and mail. For secondary students, detention for three (3) days in addition to the above.
 - Third Offense: Suspension of riding privileges for ten (10) school days and parents will be notified by phone and mail. For secondary students, detention for five (5) days in addition to the above.
- 6240.9b: Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties:
 - First Offense: Suspension of riding privileges for three (3) school days and parents will be notified by phone and mail. For secondary students, detention for three (3) days in addition to the above.
 - Second Offense: Suspension of riding privileges for ten (10) school days and parents will be notified by phone and mail. For secondary students, detention for five (5) days in addition to the above.
 - Third Offense: Suspension of riding privileges for twenty (20) school days and parents will be notified by phone and mail. For secondary students, detention for ten (10) days in addition to the above.
- 6240.9c: Hitting or pushing the bus driver, throwing objects at the bus driver when he or she is on or off the bus or when the bus is in motion, or similar offenses deemed by the principal to merit the following penalty.
 - First Offense: Immediate suspension of riding privileges indefinitely and parents will be notified by phone and mail. A hearing will be held to determine the length of the suspension of privileges.

SEXUAL HARASSMENT

While all forms of harassment are prohibited, it is the district's policy to emphasize that sexual harassment is specifically prohibited. Therefore, it is the policy of the Pottstown School District that it will not tolerate verbal or physical conduct by any student who harasses, disrupts, or interferes with another student's work performance or which creates an intimidating, offensive, or hostile educational environment. Any observed student sexual harassment by an adult or another student should be reported to the building assistant principal, principal and/or directly to the assistant to the Director of Education and Human Resources.

STUDENT ASSISTANCE PROGRAM (SAP)

- The SAP Team is a group of staff members whose purpose is to identify students who are having problems in school because of alcohol or drug abuse, depression, suicidal behavior, and any other "at risk" behaviors which may be self-destructive.
- The SAP Team is an intervention, not a treatment program. The team will act upon referrals from staff, students, parents, and concerned others by first gathering factual information to determine the extent of the problem. The team will then develop recommendations for appropriate action, consistent with school district policy, which will assist students in handling observed problems.
- If you are concerned about a student who may be depressed, suicidal, or involved with substance abuse, you can make your concern known to the SAP Team.
- All information is CONFIDENTIAL. Drop your concern in the locked box in the Career and Counseling Center. Forms can be obtained from any SAP Team member, the nurse, or in the Career and Counseling Center.

STUDENT COMPLAINT PROCESS

Pottstown School District Board Policy 219 states in part:

The Board recognizes that students may have legitimate concerns and complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program. This policy shall not apply to PIAA regulated sports program policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to:

1. The Building Principal.
2. The Superintendent.
3. The Board of Directors.

Each of these three levels will be given fifteen (15) school days (maximum allowed at each level) for hearing of the complaint and preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school authority.

STUDENT INFORMATION SHEETS

- In the event of an emergency, these sheets give the doctor or hospital permission to treat the student. Student Information Sheets are given to the students at the beginning of each school term. They are to be completed in full, signed by the parent or guardian and returned to school promptly. These sheets are filed in the health room and used in case of emergency. Parents will be notified if it is necessary for them to take the child home, to a doctor, or to the hospital. Parents are contacted by means of the student's information sheet. Phone numbers, addresses, and parents' employers' telephone numbers must be kept up to date throughout the year.

See the school nurse to make the necessary changes. Failure to return sheet will result in disciplinary consequences for the student.

STUDENT RESPONSIBILITIES

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- **No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.**
- Students should express their opinions in a respectful manner.
- It is the responsibility of all students to:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with those rules.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom in a manner that is both safe and healthy and does not cause disruption to the educational process.
 - Assume that all rules are in full effect.
 - Assist staff in operating a safe school for all students enrolled therein.
 - Be aware of and comply with federal, state, and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily, except when excused, and be on time to all classes.
 - Make arrangements for making up work when absent from school.
 - Satisfactorily complete the courses of study prescribed by state and local school authorities.
 - Avoid inaccuracies in student newspapers or publications.
 - Avoid using indecent or obscene language, either written or oral.
 - Share report cards with parents/guardians in a timely manner.
 - Not possess/be under the influence of illegal/controlled substances.

STUDENT SEARCHES

- **Entry searches:** School officials may conduct entry searches. These searches would be conducted by school administrators or their designee.
 - Students may be asked to open/empty their book bags, backpacks, pockets, remove shoes and/or coats, sweatshirts, sweaters or jackets.
 - Metal detectors (wands) may be used to scan the person.
- **Locker searches:** Lockers are school property loaned to the student for the student's convenience. Students should not share their assigned locker or combination with anyone. **Neither the school nor the district is responsible for lost or stolen items.**
 - Building administrators may search a student's locker without prior warning in the interest of the health, welfare, and safety of all school students.
 - Students should have no expectation of privacy.
 - The high school administration may conduct unannounced safety inspections for drugs and weapons throughout the school year.
- **Personal search:** In the interest of safety and providing a weapon and drug-free school environment, a student and/or belongings may be searched.
- **Vehicles:** Student vehicles that are parked on school property are also subject to a search by school administration.

STUDENT-TO-STUDENT HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, or

marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

- Sexual harassment includes, but is not limited to, verbal, physical or written harassment or abuse. It may also be pressure for sexual activity. It can be repeated remarks to a person with sexual or demeaning implications and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Harassment based upon factors other than sex includes, but is not limited to, verbal, physical or written harassment or abuse, repeated remarks of a demeaning nature, implied or explicit threats concerning one's grades, etc., and demeaning jokes, stories or activities.
- Bullying, harassment, and abuse are violations of Pottstown School District policies, rules, regulations, and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students at Pottstown who feel they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or the principal to help.
- If the harassment does not stop, the student needs to inform the principals, who will then follow-up with students, staff, parents and police.

SUICIDE AWARENESS, PREVENTION AND RESPONSE: POLICY 819

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

Referral Procedures

- Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, may refer the student for further assessment and intervention through the Student Assistance Program (SAP).

Documentation

The district employee primarily responsible for mental health issues (such as school psychologists and school counselors) shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk. This documentation shall be kept confidential and should occur on the Safety Concerns Checklist, which is attached to this policy.

Method of Intervention

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

Procedures for At-Risk Students

A district-approved suicide assessment instrument (Safety Concern Checklist) may be used by trained mental health staff such as counselors, psychologists, and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

STUDENTS WITH DISABILITIES

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may 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.

Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers

Methods of Response to Suicide or Suicide Attempt

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the appropriate staff members.
2. Working with families and supporting their wishes whenever possible.
3. Notifying students, employees and parents/guardians.
4. Responding appropriately to the media.
5. Collaborating with community providers.

Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A district-employed mental health professional, guidance counselor, or building principal shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

Report Procedures

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

SUMMER SCHOOL

- Summer school is a remedial opportunity for students to gain graduation credits for courses that were failed during the school year. It is an opportunity to recover credit on a pass/fail basis.
 - A student must have earned at least a 60% in a course in order to be eligible for summer credit recovery.

TARDINESS TO SCHOOL

- Tardiness, as defined by school law, is lateness regardless of the student's reason. This would include late arrivals that are a result of illness, doctor's' appointments, car trouble, inclement weather, etc.

- **Students are tardy if they are not in homeroom when the 7:55 a.m. bell rings.**
- All cases of tardiness must be recorded.
- Students who arrive late because of an emergency situation must bring a note signed by the parent that explains the emergency. Tardiness will be considered excused for the following reasons:
 - Late buses
 - Personal illness
 - Medical reasons (with a note from a doctor)
 - Hazardous conditions due to inclement weather
 - Religious obligations
 - Family emergencies
 - Utility failure
 - Driver’s examination (with prior approval)
 - Job interview (with prior approval)
- Other extenuating circumstances may be considered by a school administrator or the Attendance Office.
- **No more than ten (10) parental notes will excuse a child per school year. This includes absentee notes.**

Should tardiness become chronic, the administrator may record each tardy as an unexcused tardy. In addition, chronically tardy students may be required to have parental escort for admission. Students should follow these procedures when tardy:

- If in the building and late to homeroom (HR)
- Go to HR and the HR teacher will mark you as late to school
- If you arrive after 7:55 a.m. or did not make it to HR
- Report to the Attendance Clerk and receive a late pass
- Give late pass to teacher in charge of your class
- After 9:30 a.m., without a parent note/escort or a physician’s excuse, you will be considered AM truant
- You have 3 days to bring in a note from your parent/guardian. Remember that the maximum amount of notes is ten (10) per year.
- Students who are tardy after 8:45 a.m. (unexcused) will not be eligible to participate in extracurricular activities, including practice, for that day.

Number of Incidents of Being Late to School per Semester	Consequences
1-6	<ul style="list-style-type: none"> • Parents/guardians notified by phone and/or writing that a citation will be sent when 10 incidents occurs
10 or more	<ul style="list-style-type: none"> • Citation to District Magistrate

TERMINATING OR TRANSFERRING SCHOOL(S)

- Obtain a release form from the Counseling Center.
- Clean out locker and return all property books, student ID, etc. Return property to respective teachers, librarian, counselors, attendance office, and have them sign the release form.
- Pay for all lost books, equipment, or fines.
- Return signed release form to Counseling Center.

UTILIZATION OF TECHNOLOGY

Pottstown School District Policy 815 states in part that:

In accordance with district policy, accepted rules of network etiquette, and federal and state law, the following uses of technologies are prohibited:

1. Use of technology for defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive and/or illegal materials.
2. Use of technology for commercial gain or profit.

3. Transferring copyrighted materials to or from any district technology equipment without the express consent of the owner of the copyright.
 4. Bullying/Cyberbullying.
 5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
 6. Access to obscene or pornographic material or child pornography.
 7. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
 8. Impersonation of another user, anonymity, and pseudonyms.
 9. Loading or using of unauthorized games, programs, files, or other electronic media.
 10. Disruption of the work of other users.
- Staff or students illegally accessing, altering, damaging, or destroying any technology equipment, computer network, computer software, or system information within a school system or an external system will be referred to the Pottstown Police Department for investigation and possible prosecution.
 - Such violations in the case of students may result in suspension and/or expulsion, and such violations on the part of employees will constitute just cause for dismissal.
 - Sharing individually assigned accounts and passwords is prohibited. Passwords are designed to protect and any attempt to circumvent system security to gain unauthorized access to technology resources is expressly prohibited and subject to the appropriate punishment.
 - Student and staff photographs and names that are made available in district-sponsored media are permitted to be displayed on the district web site.
 - Student and staff photographs and names may be displayed on other commercial sites with specific written approval of the Superintendent and parent/guardians.
 - Students shall not download any information from the Wide Area Network/Internet unrelated to their specific course of study without prior approval of their instructor.
 - Any commercial endorsement placed on or linked to the district web site shall require the written approval of the Superintendent.
 - Users will not use the district system for political lobbying.

Actions Resulting From Misuse

Inappropriate or irresponsible use of technology will result in the following actions:

1. In cases where a law or copyright has been violated, a referral shall be made to appropriate law enforcement officials. Such violations in the case of students may result in suspension and/or expulsion, and such violations of the part of employees will constitute just cause for dismissal.
 2. Student infractions which are not deemed illegal will result in appropriate school discipline being imposed and/or reviewed by the building principal.
 3. Employee infractions which are not deemed illegal but violate Board policy will result in appropriate administrative action/discipline, which may include termination of employment.
- The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
 - Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Internet Access

Internet access shall be governed by the same rules and regulations set forth in this policy relating to the utilization of technology.

- *Middle School And High School Students* – Starting in 5th grade, students may have the opportunity to access Internet services at the direction of a staff member. Internet access is a privilege, not a right, and may be removed if any portion of this policy is violated or if the privilege is abused in any other way. Students in the

middle school will not access the Internet without direct supervision by an adult, such as a teacher or other staff member (e.g., classroom aide).

SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

TITLE 1

As a parent of a student attending a Title 1 school that is receiving Federal Title 1 dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title 1 school district to comply and to provide you with the requested information in a timely manner. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualification 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, and
- What undergraduate or graduate degrees the teacher holds, including graduate degrees and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child received help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's 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 option 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 need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

VISITORS

- All visitors must report to the front desk of the main office upon entering the building and obtain a visitor's pass. Guests may only visit the location for which they have signed in. Guests found in any other area will be escorted out of the building. Children are not permitted on the second floor without administrative approval.
- Any guests requesting to visit a teacher must first gain approval from that teacher. The teacher must inform the front office receptionist of the impending visit before the guest arrives. No one will be permitted to visit teachers during the regular school day without prior permission from that teacher in order to keep disruptions to the learning process at a minimum.

WORK PERMITS

- The law requires students to have either:
 - Non-Transferable Work Permits (job-specific, age 14-15)
 - Transferable Work Permits (age 16 and older)Procedures:
 - Complete application in main office. Must bring a copy of one of the following documents:
 - Birth certificate
 - Hospital certificate

- Passport
- Parent/guardian must accompany student for the application
- Return form to Middle School office to receive working paper

ASSURANCE OF NON-DISCRIMINATION

It is the policy of the Pottstown School District not to discriminate on the basis of sex, age, handicap, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and the A.D.A.

For information about your rights and grievance procedures, contact the Title IX, 504, Title VI, and A.D.A.