



## **STUDENT HANDBOOK**

### **POTTSTOWN MIDDLE SCHOOL**

600 North Franklin Street  
Pottstown, Pa 19505  
(610) 970-6665  
[pottstownschoools.com](http://pottstownschoools.com)



## POTTSTOWN MIDDLE SCHOOL - HANDBOOK SIGNATURE PAGE

(\*) Parents are requested to review the Pottstown School District Discipline and Uniform Policy with their child and return the form to the child's school.

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### PARENT REVIEW

I have read the Discipline Code and the Student Handbook of the Pottstown School District and understand my responsibility to comply with the information as presented in this handbook.

Student Name

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Parent/Guardian Signature

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Date \_\_\_\_\_

### STUDENT REVIEW

I have reviewed the Pottstown School District Discipline Code and Student Handbook, and understand my responsibility to comply with the discipline and dress code as presented in this handbook.

Student's Signature

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Date \_\_\_\_\_

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## PRINCIPAL'S MESSAGE

It is with great pride that I welcome you to another year at Pottstown Middle School. Our building is home to a large number of outstanding students and staff. At all hours of the day, the building is alive with the sound of students and staff working, playing, laughing and enjoying numerous educational experiences together.

Pottstown Middle School is a school where hearts and minds are inspired daily! As we work diligently to improve achievement, we also strive toward building positive relationships and a culture of trust. We want all of our students to reach their maximum potential while preparing for high school and higher education. We believe in POTTSTOWN PRIDE and teach not only the fundamentals of curriculum, but also the components of character that ultimately develop good citizens and better our community.

The maturity demonstrated by our student body and the theme of acceptance permeating our building have impressed everyone who has entered. We recognize that our school community is a microcosm of "the real world" and believe our mission is to enrich lives and build solid futures for all of our students. Students are encouraged to find their passion and connect with others who are involved. With a wonderfully committed staff, numerous sports teams and club offerings, I am confident that every student can find their internal motivation.

Perhaps what is most important is the idea that everyone needs to feel connected to someone or something. I have seen our school culture embrace the idea that individuals who are engaged and have positive relationships with others will become our future leaders and PROUD TO BE FROM POTTSTOWN success stories.

I look forward to a wonderful year with our students and thank you in advance for your support.

**DAVID P. TODD**  
**PRINCIPAL**

Our mission in Pottstown School District is to prepare each student, by name for success at every level. We live by these words at Pottstown Middle School; Education at Pottstown Middle School is designed to meet the needs of each individual student. Our staff is dedicated to get the maximum effort out of each student and to foster success academically, while establishing positive moral character that each child will carry with them into adulthood. In order to increase the opportunity for educational success, it is necessary that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for our children. Words of encouragement, a parental hug at the end of a rough day, interest shown in your child's work, and parental involvement at school are vital to enhance your child's success.

Come to school, meet us, talk to us, join the Parent Organization and volunteer your time and energy. Involvement will show your children that you value their education, as much as we do.

It is my privilege to be part of such a dynamic school! Please do not hesitate to contact me with any questions, comments, or concerns.

**Matthew A. Boyer**  
**5<sup>th</sup> and 6<sup>th</sup> Grade Principal**

### ASSURANCE OF NON-DISCRIMINATION NOTICE

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.

IMPORTANT NUMBERS		
PRINCIPAL	MR. DAVID TODD	(610) 970-6665
5-6 PRINCIPAL	MR. MATTHEW BOYER	(610) 970-6665
ASSISTANT PRINCIPAL	MRS. ASHIA COOPER	(610) 970-6668
7-8 GUIDANCE COUNSELOR	MRS. KELLY LEIBOLD	(610) 970-6670
5-6 GUIDANCE COUNSELOR	MR. WILLIAM GUMBY	(610) 970-6650
SCHOOL SECRETARY	MRS. KELLY ORTLIP	(610) 970-6664
ATTENDANCE SECRETARY	MRS. THERESA DECH	(610) 970-6666
NURSE	MRS. MARYANNE GRUENLING	(610) 970-6669

IMPORTANT FACTS	
OFFICE HOURS	7:15 a.m. to 3:30 p.m.
5-6 SCHOOL DAY START	
5-6 SCHOOL DAY END	3:15
7-8 SCHOOL DAY START	
7-8 SCHOOL DAY END	2:30
SCHOOL COLORS	BLUE and WHITE
SCHOOL MASCOT	TROJAN
SCHOOL SYMBOL	COMPASS

STUDENT INFORMATION - PARENT/GUARDIAN RESPONSIBILITY	
EMERGENCY INFORMATION	<p>All students must have emergency cards on file in the nurse's office. Any students participating in <b>any</b> extracurricular activity must turn in the emergency procedure card to that coach or advisor.</p> <p><b><i>If there are any changes of information, it is the responsibility of the parent to update the information with the appropriate school official.</i></b></p>
CHANGE OF ADDRESS AND PHONE	<p>We must have your correct home address and a telephone number where parents can be reached during the school day for emergencies. A Proof of Residency Form must be filled out and submitted with two forms of proof (such as Tax bill, Lease, Mortgage documents, utility bill, Driver's License, bank statement, etc.)</p> <p><b><i>If there are any changes of information, it is the responsibility of the parent to update the information with the appropriate school official.</i></b></p>
MEDICAL INSURANCE COVERAGE	<p>Students participating in extra-curricular activities and field trips are required to have proof of medical insurance coverage.</p> <p><b><i>If there are any changes of information, it is the responsibility of the parent to update the information with the appropriate school official.</i></b></p>

VISITING POTTSTOWN MIDDLE SCHOOL	
SCHOOL VISITORS	<p>ALL visitors must register at the front desk upon entering the school building and be issued a visitor's pass that must be worn at all times.</p> <p>All classroom visitations must be authorized by the building administration.</p>



# POTTSTOWN MIDDLE SCHOOL - CHAIN OF COMMAND/COMMUNICATIONS

## PARENT AND COMMUNITY CHAIN OF COMMAND COMMUNICATIONS FLOW CHART

AREA OF CONCERN	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 5	LEVEL 5	LEVEL 6
<b>ATHLETICS</b>	COACH	ATHLETIC DIRECTOR	BUILDING PRINCIPAL	SUPERINTENDENT	SCHOOL BOARD	
<b>ATHLETIC FACILITIES</b>	ATHLETIC DIRECTOR	PRINCIPAL	SUPERINTENDENT	BOARD		
<b>ATHLETIC INJURIES</b>	COACH	ATHLETIC TRAINER	SCHOOL NURSE	ATHLETIC DIRECTOR	SUPERINTENDENT	BOARD
<b>BUSINESS OFFICE</b>	BUSINESS ADMINISTRATOR	SUPERINTENDENT	BOARD			
<b>CURRICULUM</b>	TEACHER	BUILDING PRINCIPAL	CURRICULUM DIRECTOR	SUPERINTENDENT	BOARD	
<b>INSTRUCTION</b>	TEACHER	BUILDING PRINCIPAL	CURRICULUM DIRECTOR	SUPERINTENDENT	BOARD	
<b>DISCIPLINE</b>	TEACHER	ASSISTANT PRINCIPAL	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD	
<b>FACILITIES</b>	BUILDING MAINTENANCE	MAINTENANCE SUPERVISOR	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD	
<b>GUIDANCE</b>	COUNSELOR	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD		
<b>SPECIAL EDUCATION</b>	TEACHER	SPECIAL ED SUPERVISOR	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD	
<b>STUDENT CONCERN</b>	TEACHER	ASSISTANT PRINCIPAL	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD	
<b>COMPUTER ISSUE</b>	TEACHER	DIRECTOR OF TECHNOLOGY	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD	
<b>TRANSPORTATION</b>	BUILDING PRINCIPAL	SUPERINTENDENT	BOARD			
<b>TAXES</b>	BUSINESS MANAGER	SUPREINTENDENT	BOARD			

Please use the above chart to identify the proper office/person for voicing concerns and needs. Be sure to start at Level I of the process to insure your request is handled appropriately. If ALL members are not notified in the proper order, your request will be referred back to Level I before any decision is made or action is taken

# POTTSTOWN MIDDLE SCHOOL - BELL SCHEDULE 2015-2016

Intermediate 5 <sup>th</sup> /6 <sup>th</sup> Grades				Middle 7 <sup>th</sup> /8 <sup>th</sup> Grades	
8:15 – 8:45			Breakfast Pro- gram	7:25 – 7:55	
5 <sup>th</sup> Grade	6 <sup>th</sup> Grade			7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
8:45	8:45		Students Arri- val	7:50	7:50
	6B & 6G	6W	Homeroom	8:00 - 8:09	8:00 - 8:09
8:55	8:55 - 9:10		Period 1	8:10 - 9:05	8:10 - 9:05
	9:11 - 9:56	9:11 - 10:14	Period 2	9:06 – 10:01	9:06 – 10:01
	9:57 - 11:00	10:15 - 11:00	Period 3	10:02 – 11:00	10:02 – 11:00
	11:47 - 12:50	11:01 - 12:04	Period 4	Lunch 11:01 – 11:31	4A 11:01 – 11:34
				Lunch 11:35 – 12:05	
Lunch 12:10 – 12:40				11:32 – 12:32	4B 12:06 – 12:32
3:15	11:47 - 12:50	12:05 - 12:50	Period 5	12:33 – 1:29	12:33 – 1:29
	Lunch 12:51 - 1:21				
	1:22 - 2:07	1:22 - 2:07	Period 6	1:30 – 2:30	1:30 – 2:30
	2:08 - 3:15	2:08 - 3:15	Period 7	Dismissed	

5/6 Teachers are available from 8:00 – 8:45 and 3:15 – 3:30 7/8 Teachers are available from 7:15 – 7:55 and 2:30 – 2:45  
By appointment only for parent conferences, phone calls or extra help for students, since they also attend faculty, department and grade level meeting during these times

## ATTENDANCE

The school laws of Pennsylvania (**Policy 6110.2a**) permit the absence of pupils for the following reasons:

- Illness of the pupil
- Death in the immediate family
- Quarantine
- Impassable roads
- Weather so inclement as to endanger the health of the child or other exceptional cases
- Educational trips

## LATENESS 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, etc. 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. 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 8:00 a.m., you are late. If arriving after 11:15 a.m., you are A.M. truant unless excused.**

## EXPECTATIONS AND PROCEDURES FOR ABSENTEEISM

1. Pupils who are absent from school for any of the reasons listed above may be readmitted to school by providing a written excuse signed by the parent or guardian or a physician. The note is to be given directly to the secretary in the main office.
2. Parents are expected to call the school office on the day of their child's absence – 610-970-6665 or 610-970-6666.
3. If a written excuse or statement is not submitted by the pupil when he/she returns to school or within **three (3) days** thereafter, the pupil's absence shall be considered **unlawful**. **After any 3 days of unlawful absence, parents will be served an official notice explaining that further unlawful absences will result in a fine by the local district justice.**
4. Pupils who are absent from school as the result of a contagious disease or an infectious condition may be readmitted to school only by providing a physician's statement indicating that the child was under his/her care and is free of contagious disease or infection.
5. Any pupil excluded from school by a member of the school medical staff or a principal because of suspicion of a communicable disease or an infectious condition may be readmitted only by a physician's statement that the child is free of contagious disease or infection.
6. Pupils who are absent from school more than **five (5) consecutive school days** as the result of illness **may be readmitted to school only by providing a written excuse signed by a physician.**
7. Excuses of a doubtful nature will be investigated by school personnel. A claim of repeated illness justifies the principal requiring a statement from a physician. The Board of School Directors acts in cases of continued absence.

## HOMEWORK FOR ABSENTEES

Your parent or guardian may call the Middle School office at 610-970-6665 before 10:00 a.m. to request homework if you have been absent for **two or more days**.

## ATTENDANCE OFFENSES

Students are hereby advised to refrain from these behaviors:

1. Class Cutting  
(refers to failure to attend officially scheduled classes)
  - A. First Offense:
    1. One day in-school suspension
    2. Parental contact by letter/telephone
    3. Full explanation of the consequences of cutting to both student and parent/guardian
  - B. Second Offense:
    1. Two days in-school suspension
    2. Parental contact by letter/telephone
    3. Full explanation of the consequences of cutting to both student and parent/guardian
  - C. Third and Subsequent Offenses:
    1. Three days out-of-school suspension
    2. Extracurricular ineligibility
    3. Parental contact by letter/telephone
    4. Required conferences with parent/guardian for reinstatement

2. Late to Class  
(refers to any assigned class including the cafeteria)
  - A. First Offense - Teacher record lateness and warns students
  - B. Second Offense - Teacher records lateness and warns students of impending detention
  - C. Third Offense:
    1. Teacher records lateness
    2. One detention is assigned
  - D. Fourth and All Subsequent Offenses - Teacher assigns one detention

NOTE: Students late to cafeteria may receive one detention for all offenses.

3. Late to School (Refers to unexcused lateness)
  - A. First offense - One Detention
  - B. Second offense - Two Detentions
  - C. Third and Subsequent Offenses - One in-school suspension

NOTE: These procedures are based on a marking period.

## EDUCATION TOURS AND TRIPS (POLICY 6110)

The Pottstown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School 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 our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips 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 building principal if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

- A. A "Request for Excused Absence" form has been designed for pre-planned educational tours or trips. This form will be sent to parents when the school receives notification of the intended trip.
- B. A parental request for excused absence must be submitted to the child's 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. The principal will respond to the Request for Excused Absence. Questionable requests will be submitted to the superintendent for final determination.
- C. 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 6-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (K-5) 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 within one week after the student returns to school. **If the class work and/or the written report is not completed and submitted to the building principal or his/her designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws which may result in a fine.**
- D. 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 unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1333 of the School Code).
- E. A student may be excused from school to accompany his or 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 requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.

## **EARLY DISMISSALS**

Students requesting an early dismissal must bring a note to the main office when they arrive in the morning. Permission for an early dismissal will only be granted for urgent reasons. Parents are encouraged to arrange doctor and dental appointments after school hours.

**Students must sign out in the office before leaving for their early dismissal and sign in upon their return to school.**

We request that parents pick up their children in the main office at the time of early dismissal.

## **EMERGENCY AND INCLEMENT WEATHER PROCEDURES**

Each year there are occasions when it becomes necessary to delay the opening of the schools, conduct early dismissals, or close the schools due to emergencies or weather.

In the event that school is to be cancelled or delayed in opening due to poor weather conditions, the following sources will announce school closings or delays:

- Global Connect Phone Call to Your Home
- E-mail notification
- [www.pottstownschoools.com](http://www.pottstownschoools.com)
- Channel 69 Television (Cable Channel 15)
- WTXF Television - Fox Channel 29 (Cable Channel 9)
- Television ABC Channel 6
- Television NBC Channel 10

## **MOVING**

Parents of students who are moving from the school district must notify the teacher and the school office of the last date the child will be in attendance. A transfer card will then be issued to the student. A student cannot enter a school in Pennsylvania without proof of immunization. This will be provided upon notifying the school office that you are moving

## VISITING THE SCHOOL

Parents are welcome to and encouraged to visit their children's schools. **To arrange a visit in your child's classroom or to schedule a conference to discuss your child's academic progress or behavior, please call the school or write a note to your child's teacher.**

We encourage visitors to enjoy the many special events and programs that occur throughout the school year, but please know you are also welcome to observe and help out in the day-to-day life of the school as well.

NOTE: **You must register with the office and obtain a visitor's pass each time you enter a school building in the Pottstown School District**, even if your visit is to be only a brief one. Checking in at the office is necessary to help maintain security in our buildings. Parents are encouraged to visit their child's classroom. Please call the school office and make an appointment 24 hours prior to your visit. Your cooperation is very much appreciated.

## CLOSED CAMPUS

The Pottstown schools have a closed campus system. Students may not leave school during the school day without the written permission of a parent and the approval of the principal. **Students must be signed out and picked up from the school office by a designated adult.**

## ELECTRONIC DEVICES

Personal electronic devices are not needed in school or on school grounds. Any electronic devices that are brought to school should be kept turned off and away at all times.

## MOTOR VEHICLES

**PARENTS:** Under no circumstances may unauthorized motor vehicles enter school play areas. When a child is transported to or from school in a car, the vehicle should be legally parked on the street. Children should be discharged on the sidewalk and directed to the nearest intersection for safe crossing. Please avoid congestion at intersections at all times.

## WALK ROUTES

The Pottstown School District attendance areas are usually within walking distance to an elementary school. **Specific routes have been designed by the local police and AAA to assure the safest path for children to use to walk to school.** If you are not certain about these routes, contact the police or the school office. **(Bikes are permitted only with the express permission of the building principal.)**

## CHILDREN LEFT AT SCHOOL BEYOND NORMAL TIMES

The safety of your children is paramount to us. Therefore, we believe that parents have the responsibility to collect their children in a timely manner. Elementary children will not be released to minors under the age of 18.

**If a parent does not pick up his/her child until after 3:30 p.m.\* and it requires the district to have staff stay and watch the child, the following will result:**

- Attempts will be made to call home and to the people listed on the emergency card to find someone to pick up the child.
- If this fails and there is no provision for reaching the child's home, then the **Pottstown Police Department will also be called. The child will then be taken to the Pottstown Police Department.**
- The police will document the number of incidents and call Children and Youth Services about neglect.
- Parents/Guardians may be subject to a citation and fine for each offense.

\*The above applies to early dismissals and emergency dismissals.

## ENTERING THE BUILDING

Doors open at 7:55 a.m. on normal school days. Students should plan to arrive no earlier than 7:45 a.m.  
**Students must be in their homeroom class by 8:00 a.m.**

Students who enter the building before 7:55 a.m. must use the main entrance and report to the front desk in the lobby. Students reporting to a teacher before school must have a note from that teacher. Students with rehearsals or meetings will be instructed to wait for the arrival of their supervising teachers.

Students must enter the building using one of following entrances:

**All Bus Students and Grade 7 White Walkers** - North Side Entrance - Door 1 - Stairwell "A"

### Grade 7 and 8 Bus and Walking Students

8 Blue Team - E7  
8 White E9

7 Blue Team - E10  
7 White Team - E1

### Grade 5 and 6 Buss and Walking Students

5th: Rooms 124, 125, 125 - E1  
5th: Rooms 104, 115 - E7  
5th: Rooms 113, 114, 118, 122 - E(

6 Blue Team - Door E8  
6 White Team - Door E10  
6 Green Team - Door E9

On days of very **inclement weather**, 7th and 8th grade students will be allowed to enter the building at 7:45 a.m. and report to the following areas by grade level:

Grade 8 - Auditorium

Grades 5&6 - Auditorium

## LEAVING THE BUILDING - DISMISSAL

Students are not allowed to leave the building without permission during the day.

Legitimate reasons for leaving early include being sent **home by the nurse** or having **approval to leave for a medical appointment**.

Students are dismissed at 2:30 p.m. on normal school days. They must leave the building through the appropriate assigned doors.

Students should be out of the building by the 2:40 p.m. all clear bell unless they are attending a rehearsal, meeting or practice or unless they are serving detention.

Students who remain in the building after 2:40 p.m. should be under the supervision of a teacher and should not be walking the hallways without permission. No students should be in the halls after the 2:40 p.m. bell without a pass from a teacher.

7th and 8th grade students are required to be off campus by 2:45 if they are not participating in any after school programs. This is done to insure safe dismissal for 5th and 6th grade students.

Once students have left the building, they should go directly home and not loiter on or around school property. It should be noted that the school district has a portal to portal practice and that students are under the supervision of the school district from the time they leave their house in the morning until they return to their house in the afternoon.

## ACCIDENT AND INJURY PROCEDURES

All accidents or injuries that occur in the school building, on school property, or during school related activities must be reported to school personnel as soon as possible (Do not wait until the next day.).

### 1. Accidents

#### a. 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 school year.

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 which 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.

The forms must be filled out completely in order to be honored.

All students should be instructed to report accidents promptly regardless of how small the accident may seem to be. If and when prolonged medical attention is necessary, the school nurse should be notified in order that the insurance company can be contacted and the information regarding the accident made available to it.

### 2. Emergency Cards

In the event of an emergency, these cards give the doctor or hospital permission to treat the student. Emergency cards are given to the students at the beginning of each school year. They are to be completed in full, signed by the parent or guardian and returned to school promptly. These cards 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 Emergency Procedure Cards. It is vital that each student turn in all Emergency Procedure Cards at the beginning of each school year. Phone numbers, addresses and parents' employer's telephone numbers must be kept up to date throughout the year. See the school nurse to make the necessary changes. Failure to return card will result in disciplinary consequences.

### 3. Physical Education Limitations

If a student has limitations in participating in physical education, the student shall bring a doctor's excuse to the school nurse. A copy will be made and be given by the student to the student's respective physical education teacher.

## SCHOOL INSURANCE

**School Accident Insurance is available to all students. All students who wish to participate in extracurricular activities and field trips are required to have school insurance or have a school form signed by a parent confirming other coverage. The cost and coverage is explained in the brochure that is given to each student at the beginning of the school year.**

**Dental Insurance** is also available to all students. The cost of coverage is explained in the brochure that is given to each student at the beginning of the school year.

## HEALTH ROOM PROCEDURES

1. The nurse will be in the Health Room, Monday-Friday, 7:20 a.m.-3:30 p.m. This is subject to change when an emergency arises. When the nurse is not in the building, coverage for the health room will be provided.
2. Please see the nurse at 7:55-8:15 a.m. if:

You need to leave your medication with her. Under no circumstances **are students allowed to carry non-prescription, patent medicine, or prescription medication or drugs of any kind with them within the school.**

You need some information or if you have something to show and/or discuss with her.

According to the State Health Code, including the State Board of Nurse Examiners, the School Nurse **may not administer** any prescription medication without a **written order** from parent's and the child's physician indicating the name of the medication, the dosage, the reason it is being given, and the time to administer it in school.

Also, the school nurse is not permitted to administer over the counter or patent medication without the parents and physician's **written permission**. The name of the medication, the dosage, the reason, and the time to be administered must be included in the permission statement.

In order to allow the school nurse to administer medication, the Pottstown School District requests that the parent and physician complete a form. This permit to "Administer Medication" can be obtained through the school nurse. In the event your child needs medication, fill in the name of the medication on the form and have your doctor sign it. Have your child return the form to the School Nurse. Please label the medication properly, including the date, the name of the student, the name of the medication, the dosage, the reason it is being given, and the time to administer it. The School Nurse will be glad to administer medication in keeping with the State of Pennsylvania regulations upon completion of the **"Permit to Administer Medication"** form.

Pupils will receive a pass from their teacher to report to the health room. Therefore, all students reporting to the health room must have a pass and will not be accepted without one. Pupils who are sent home will receive a pass from the nurse to check out with the main office.

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.

## IMMUNIZATION

The regulations of the Pennsylvania Department of Health, 28 Pennsylvania Code, Chapter 23, state that students entering school must have received at least one of the immunizations listed below prior to admission to school. The remaining immunizations in the series **must be completed within 240 days** from the starting date of school.

Diphtheria/tetanus - four (4) or more doses, the last one administered on or after the 4th birthday

Polio - three (3) doses of trivalent or monovalent oral polio vaccine

Measles - two (2) injections of live attenuated vaccine, the first one to be given on  
or after twelve months of age  
or serological evidence of natural measles infection

Rubella (German measles) - two (2) injections of live attenuated vaccine after  
twelve months of age or serological evidence of natural rubella infection

Mumps - two (2) injections of attenuated vaccine after twelve months of age or a  
physician's state-  
ment verifying the disease

Hepatitis B - Three (3) doses

Varicella (Chicken Pox) - two (2) doses or history of the disease

## DENTAL EXAMINATIONS

Student dental examinations are required by school law upon initial entry into school (kindergarten or first grade) and in third grade. Parents are encouraged to have their family dentist complete the examination. Have the dentist record the results of the examination on the forms provided by the school. This form will take the place of the school dental examination. A school dentist will examine all students who do not have the family dentist complete the form. After the examinations he will recommend dental service if it is deemed necessary.

## PHYSICAL EXAMINATIONS

Physical examinations are required upon initial entry into school. Parents are encouraged to have their family doctors complete the examination. Have the doctor record the results of the examination on the forms provided by the school. The school doctor will examine all students who do not have a family physician complete the examination form. After the examinations, he will recommend medical service if it is deemed necessary.

## MEDICATIONS

According to the State Health Code, including the State Board of Nurse Examiners, the school nurse may not administer any prescription or non-prescription medication without a written order from your child's physician indicating the name of the medication, the dosage, the reason it is being given, and the time to administer it in school. Your signature is also required.

The school nurse will be glad to administer medications in keeping with the State of Pennsylvania regulations and upon your and your physician's completion of the "Permit to Administer Medication" form.

## COMMUNICABLE DISEASES

Public law requires schools to immediately exclude any student showing the following: an unusual skin eruption, swelling about the neck (suggesting mumps), soreness of the throat, symptoms of whooping cough, diseases of the eye, or head lice.

Students shall not be readmitted until the prescribed interval for each disease mentioned below has elapsed and/or a physician indicates that the student has recovered or is non-infectious.

### ***EXCLUSIONS FROM SCHOOL***

Chicken Pox - Six (6) days from last crop of vesicles.

Mumps - Nine (9) days from onset or until subsidence of swelling.

German Measles - Four (4) days from onset of rash.

Measles - Four (4) days from onset of rash.

Whooping Cough - Four (4) weeks from onset of illness or seven (7) days from institution or anti-microbial therapy.

Streptococcal Throat Infections and Scarlet Fever - Not less than seven (7) days from onset of illness is in attendance or 24 hours from institution of appropriate anti-microbial therapy.

Head Lice - **MUST BE NIT FREE** (according to Board policy)

## TRANSMISSIBLE DISEASES

### ***EXCLUSIONS FROM SCHOOL***

A student having the following infectious conditions may be admitted to school when the student is judged non-infective and is accompanied by a physician's certificate.

#### Pink Eye

Signs of Infection:

1. Inflammation of eye.
2. Crusting of eye lid.

#### Ringworm

Signs of Infection:

1. Red, scaly spot which becomes circular as it increases in size.
2. Itching.

#### Scabies

Signs of Infection:

1. Rash on inside of fingers, wrist, and abdomen.
2. Itching, most severe at night.

#### Impetigo

Signs of Infection:

1. Small, red-pinpoint spots which become blisters containing pus.
2. Itching, which in turn spreads the infection.

#### Pediculosis (head lice)

Signs of Infection:

1. Itching.
2. Appearance of bugs or white nits on hair shaft.

A student having pediculosis may be readmitted to school within three (3) days of exclusion, when proof of treatment is presented (pediculicide bottle, tube or box), or a physician's certificate; and is examined by the nurse and found to be **NIT FREE**.

## IDENTIFICATION CARDS

All students and staff are required to wear school district issued identification cards daily. **Only school district lanyards may be worn. Lanyards must be worn around the neck with the ID card hanging at mid-chest and visible at all times.** Lanyards must be free of any knots and may not be tied together in such a way as to bypass the "snap-apart" or "pull-apart" safety feature. Only ID's are placed on the lanyards. Students are expected to show their ID card upon request. Defaced ID cards must be replaced. Failure to wear or defacing the ID card will result in disciplinary action. **ID cards will be replaced at a cost of \$3.00 and lanyards at a cost of \$2.00.** We appreciate your cooperation in helping us provide a safe environment for your child.

## SECTION III: STUDENT ATTIRE AND SCHOOL UNIFORM POLICY VIOLATIONS

1. As per the Student Attire & School Uniform Policy all students in grades K-8 shall wear a school uniform. Further in order to maintain an educational environment that is safe and conducive to the educational process, students in all grades, K-12, shall abstain from wearing or possessing specified items during the school day.

Failure to comply will result in the prescribed consequences:

- A. First Offense:
  1. Homeroom teacher records uniform infraction on eschoolbook.
  2. Warning to student.
  3. Form letter sent home by mail and with student.
- B. Second Offense:
  1. Homeroom teacher records uniform infraction on eschoolbook.
  2. Sent to time-out until appropriate attire is available
  3. 2<sup>nd</sup> form letter sent home by mail and with student.
- C. Third and Fourth Offenses:
  1. Homeroom teacher records uniform infraction on eschoolbook.
  2. Sent to time-out until appropriate attire is available.
  3. Sign and return letter, parent conference prior to returning to class.
- D. Fifth and All Subsequent Offenses: At the principal's discretion, consequences may include, but are not limited to; attendance at special programs and activities may be forfeited or withheld until the child comes to school in uniform. In addition, the student may be assigned detention, or receive ISS and/or OSS for repeated infractions.

## SCHOOL ATTIRE & SCHOOL UNIFORM POLICY

6182

### 6182.1 Statement of Policy

It is the policy of the Pottstown Board of Education to reasonably regulate the attire of students during the school day. To that end, all students in grades K-8 shall wear a school uniform. Further, in order to maintain an educational environment that is safe and conducive to the educational process, students in all grades, K-12, shall abstain from wearing or possessing specified items during the school day.

### 6182.2 Statement of Purpose

The Pottstown Board of Education has determined that reasonable regulation of school attire can further important educational interests, including:

- 6182.2a. Reducing distraction and loss of self-esteem caused by teasing or competition over clothing;
- 6182.2b. Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school;
- 6182.2c. Providing an environment where students can focus more on learning;

- 6182.2d. Enhancing school safety by making it harder to conceal weapons or contraband;
- 6182.2e. Enhancing school safety by helping teachers and administrators to identify individuals that are not enrolled in the school when they encounter them on school grounds;
- 6182.2f. Enhancing school safety by prohibiting gang colors and paraphernalia;
- 6182.2g. Reducing the cost of school clothing;
- 6182.2h. Providing an educational environment where financial disparities between students, as reflected in clothing, are minimized;
- 6182.2i. Creating a greater sense of community and school pride amongst the students;
- 6182.2j. Instilling discipline in students;
- 6182.2k. Helping students and parents to avoid peer pressure;
- 6182.2l. Helping to prepare students for future roles in the professional workplace; and
- 6182.2m. Creating an atmosphere reflecting seriousness of purpose about education.

#### 6182.3 **Parental Responsibility**

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regards to school attire. Parents/guardians should support the Board's efforts to create a level playing field for all students in Pottstown and reduce many existing distractions, disruptions, and safety concerns relating to student attire. Parents/guardians should further support the Board's efforts to create a more serious educational environment that is conducive to learning and which helps to prepare Pottstown's students for future success in the professional workplace.

#### 6182.4 **Staff Responsibilities**

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Attire Policy.

#### 6182.5 **Clothing and Items Prohibited for Grades, K-12**

In order to maintain an environment that is safe and conducive to the educational process, the Board of Education prohibits the wear of following for all grades in the Pottstown Public School System during regular school hours:

- 6182.5a. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages, or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute "fighting words"; or attire or accessories that promote or signify gang affiliation.
- 6182.5b. See-through clothing, clothing revealing bare midriffs, tank tops, halter tops, tube tops, undershirts or underpants worn as outer garments, clothing with plunging necklines (front or back), sleeveless shirts, exposed clothing made of spandex material, or clothing worn in such a manner as to expose undergarments.

- 6182.5c. Bare feet, bedroom slippers, shower style flip-flops, roller blades, roller-skates, or footwear that mars floors, causes excessive noise, or creates a safety hazard.
- 6182.5d. Head coverings of any kind, including but not limited to scarves, bandanas, curlers, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, earmuffs, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. However, approved coverings worn as part of a student's religious beliefs shall not be prohibited under this policy.
- 6182.5e. Spiked or studded bracelets, oversized or multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached, "Name" or other oversized metal belt buckles, or any other items of clothing or jewelry that may present a safety hazard to the student, other students or staff.
- 6182.5f. Coats, jackets, windbreakers, nylon pullovers, down vests, or other attire normally worn as outerwear. Such outerwear shall not be worn, carried or kept in the classroom during regular school hours. Outerwear must be secured in the student's locker or closet area before school starts.
- 6182.5g. Sunglasses, headphones, or other electronic devices not prescribed for educational purposes, or goggles, whether worn or carried.
- 6182.5h. Skirts, shorts, skorts, dresses, or jumpers that are shorter than four (4) inches above the knee.

6182.6 **Mandatory School Uniform for Elementary and Middle School Students, Grades K-8**

The following Uniform Policy is mandatory for all students in grades K-8 beginning with the 2008-2009 school year.

6182.6a **Responsibilities of the student and parents**

6182.6a (1) It shall be the responsibility of every student of the District to keep themselves neat, clean, and well groomed while attending school and school related activities.

6182.6a (2) Clothing and apparel worn in school should be appropriate to the school environment, and to the business of learning.

Description of uniform and options. Examples of this requirement include the following:

(1) Shirts are not required to be tucked into the pants if the shirt is no longer than fingertip length.

(2) Makeshift belts or suspenders are not permitted. Belts or suspenders must be worn as intended, and properly adjusted so that pants or trousers are worn in their intended manner.

6182.6a (3) Clothing and apparel should not cause undue distraction, or otherwise be disruptive of the learning process; nor should it present cause for possible injury to the student or to others; nor should it be potentially damaging to school property.

6182.6a (4) Parents and guardians of students are required to select a school uniform for their children, and to encourage students in the compliance of all areas of this policy.

6182.6a (5) It is the responsibility of every student to comply with the provisions of this policy including observance of the restrictions set forth below.

6182.6b Required Attire

Uniform Details

In order to support an atmosphere of high academic standards and safe schools, the Pottstown School District requires the following attire:

**BOYS**

**Tops:** Navy Blue, Light Blue, White Polo shirts, turtlenecks, dress shirts (long or short sleeves), or sweaters.

**Bottoms:** Khaki or Navy Blue Casual or dress pants or shorts. (No cargo, sweat pants, nylon, low riding pants of any kind or baggies. No pants that are torn as a fashion statement.) Shorts will be permitted in hot weather (average temperature 70° or higher) but not shorter than four (4) inches above the knee.

**Shoes:** Shoes, boots or sneakers with matching colored laces. (No steel toed work boots of any kind; socks will be worn.)

**Socks:** Blue, black, brown, white.

**Belts:** Are worn on pants with belt loops.

**All clothing is sized appropriately.**

**GIRLS**

**Tops:** Navy Blue, Light Blue, White Polo shirts, turtlenecks, blouses (long or short sleeves), or sweaters.

**Bottoms:** Khaki or Navy Blue Casual or dress pants, shorts, skorts, jumpers or dresses. (No cargo, sweat pants, nylon, low riding pants of any kind or baggies. No pants that are torn as a fashion statement.) Shorts, skirts, and dresses are no shorter than four (4) inches above the knee.

**Socks:** Socks, tights or pantyhose are worn. Blue, black, brown, white.

**Shoes:** Shoes, boots or sneakers with matching colored laces. (No steel toed work boots of any kind.)

**Belts:** Are worn on pants with belt loops.

**All clothing is sized appropriately.**

6182.6c Back packs and book bags

6182.6c (1) No student will be allowed to carry back packs, book bags, and similar items in the school halls, cafeteria, classrooms, etc., unless specifically authorized to do so by the building principal.

6182.6c (2) All such items must be left in the student's locker or closet area once the student has entered the building.

6182.6d Required clothing for certain activities

6182.6d (1) Students may be required to wear certain types of clothing, safety equipment, and/or standard approved uniforms while participating in physical education classes, labs, sports activities, or other situations where special attire may be required to insure the health or safety of the student.

6181.6d (2) Students may be required to wear standard approved uniforms, in a prescribed fashion, while participating in certain voluntary co-curricular activities such as sports, band, chorus, cheerleading, etc. Students may need to wear certain types of clothing outside recommended attire, due to special needs and/or medical condition.

6182.6e Positive Incentives

Individual buildings will encourage uniform compliance through a series of positive incentives. These incentives will be incorporated into the building's current positive behavior programs. They could include, but are not limited to:

- Participation in special programs/events
- Daily incentives for wearing uniforms
- Whole-class rewards for 100% class compliance
- Extra recess/privileges for individual students

6182.6f Enforcement of this policy

- 6182.6f (1) The homeroom or first period teacher is responsible for monitoring the initial compliance with this policy on a day-to-day basis.
- 6182.6f (2) However, it is the expectation that all staff members support and enforce the uniform policy, throughout the school day, and while students are on school grounds or participating in school activities.
- 6182.6f (3) The administration reserves the right to pass judgment on, and deal with questionable cases of dress and apparel.
- 6182.6f (4) It will be the responsibility of the administrator of each building to ensure that the provisions of this policy are effectively communicated to all staff, students, and their parents or guardians, through the student handbook, district website, and/or any other means that may be appropriate at the discretion of the administration.
- 6182.6f (5) It is also the responsibility of each building administrator to enforce this policy in its entirety.
- 6182.6f (6) The administration will establish a guideline of appropriate disciplinary actions for violations of this policy.

6181.6g Grievance Process

- 6182.6g (1) Nothing in this policy is intended to violate the students' First Amendment rights as provided for by law.
- (1) Should any student feel that his or her right to free expression or free speech has been violated by any part of this policy, or in the enforcement of this policy, they should contact their building principal and inform the principal of the reasons for their concern.

6182.6h Student Infractions

All students, K-8, are required to wear uniforms. School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school uniform requirements. However, when a student fails to comply with the Pottstown School District uniform policy, discipline is appropriate.

**1<sup>st</sup> offense** – Homeroom teacher writes the parents a reminder in the homework book.

**2<sup>nd</sup> offense** – Homeroom teacher makes a parent phone call and sends email when available to remind parents of uniform policy.

**3<sup>rd</sup> offense** – Principal sends home a form letter reminding parents of the uniform policy.

**4<sup>th</sup> offense** – Principal makes a parent phone call to remind parents of uniform policy.

**5<sup>th</sup> and subsequent offenses** – At the principal's discretion, consequences may include, but are not limited to, attendance at special programs and activities may be forfeited or withheld until the child comes to school in uniform. In addition, the student may forfeit recess privileges, be assigned detention, or receive ISS and/or OSS for repeated infractions.

6182.6i Tracking Uniform Compliance

- Homeroom teachers will track uniform compliance using Eschoolbook.
- Parents will be able to view their child's uniform compliance on-line, as with all Eschoolbook reporting.

6182.6j Exception for Designated Days of Events

Each school principal may periodically designate specific days or events (i.e. school picnic, field day, or spirit week) during which deviations from the approved uniform will be permitted, provided the principal determines that such exceptions will facilitate the event, promote school spirit, or otherwise serve an educational interest.

6182.6k Religious and Health Accommodations

Where the bona fide religious doctrines or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious doctrines shall not be prohibited under this policy.

6182.6l One-Time Grace Period Regarding Discipline

Notwithstanding the foregoing disciplinary procedures, there will be a one-time grace period of 14 calendar days from the first day of school during which students will not be disciplined for failing to wear the mandatory uniform clothing. During this grace period students will be encouraged to obtain and wear clothing that meets the uniform requirements. After the completion of this one-time grace period, the foregoing disciplinary procedures will go into effect to address any continuing non-compliance.

6182.6m Out of District Transfers

Any student transferring into the Pottstown School District from another school district during the course of a school year will be allowed a grace period of 14 calendar days from the first day of school for the student to obtain clothing that meets the school uniform requirements. During the 14-day grace period that student will be encouraged to comply with the uniform requirements but will not be disciplined for failure to do so. Following the 14-day grace period, that student

would be subject to discipline for non-compliance.

6182.6n Administrative Review

Any student who believes that their school has not reasonably accommodated his or her bona fide religious, health or right of free expression, may submit a written objection on their own or through their parents/guardians to the school's principal. The principal shall respond in writing to the student and his or her parents/guardians within fourteen (14) days. Any student or parent/guardian dissatisfied with the principal's response may submit a written appeal to the Pottstown Public Schools Board of Education. The Board or its designee may request such additional information from the school, the student, and/or the parents/guardians as it deems necessary. The Board or its designee shall issue a written decision on the appeal within fourteen (14) days.

Adopted: August 7, 2008

POLICIES/6182

## ANNUAL NOTICE OF PARENTS RIGHTS ACCESS TO RECORDS

The Pottstown School District has provisions to allow you to inspect and review educational records relating to your child with respect to the identification, evaluation, and educational placement of your child and the provision of a free, appropriate public education to your child which are collected, maintained, or used by the district under Part B. The Pottstown School District will comply with a request without unnecessary delay and before any meeting regarding an individualized education program placement of your child and in no case more than thirty days after a request has been made. Your right to inspect and review educational records under this section includes:

1. The right to a response from us to your request for explanation and interpretation of the records.
2. Your right to have a representative of yours inspect and review the records.
3. Your right to request that the school district provide copies of the records containing the information, if failure to provide those copies would effectively prevent you from exercising your right to inspect and review the records.

The Pottstown School District may presume that you have the authority to inspect and review records relating to your child unless the school district has been advised that you do not have the authority under applicable state law governing matters such as guardianship, separation, and divorce.

If any educational record includes information on more than one child, you have the right to inspect and review only the information related to your child or to be informed of the specific information. The Pottstown School District will provide you, on request, a list of the types and location of educational records collected, maintained, or used by the school district.

Pottstown School District will not charge a fee to search or retrieve information under this part, but may charge a fee for copies of records, which are made for the parents under this part, if the fee does not effectively prevent the parents from exercising their right to inspect and review the records.

Pottstown School District will keep a record of the parties obtaining access to educational records collected, maintained, or used under this part (except access by parents and authorized employees of the school district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

If you believe information in the educational records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights of your child, you may request the school district to amend the information. The school district must decide whether to amend the information in accordance with your request within a reasonable period of time of the receipt of that request. If the school district decides to refuse to amend the information according to your request, they must inform you of the refusal and of your right to hearing as set forth below. The Pottstown School District shall, on request, provide an opportunity for a hearing to challenge information and educational records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the child.

If, as a result of the hearing, the Pottstown School District decides that information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it must amend the information accordingly and advise you in writing.

If, as a result of the hearing, the Pottstown School District decides the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must inform you of the right to place in the records it maintains on your child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the agency. Any explanation placed in your child's records under this section must be maintained by the school district as part of the records of the child as long as the record or contested portion is maintained by the school district. If the records of the child or the contested portion is disclosed by the school district to any party, the explanation must also be disclosed to the party.

The Pottstown School District will require your written consent to release the records of a student or any personally identifiable information on a student to any third party with the exception of:

1. Pottstown School District staff, including teachers who have been determined by the district or have a legitimate educational interest.

2. School officials of another primary or secondary school or school system or intermediate unit in which the student seeks or intends to enroll.

A log of the request to access the records will be maintained with the reason for access noted.

## **MEDIA RELEASE**

From time to time photographs, slides, or video tapes are taken on school property by school personnel or by newspaper 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.

## **PARENTAL CUSTODY**

The problems of separation and divorce within the family unit cause very trying and difficult times. In an effort to eliminate potential problems that may arise when families are experiencing these difficulties, it is very important that your child's school be aware of your decisions on the procedures that you want followed or any legal agreements that must be carried out. Specifically, we are referring to the following information that should be shared and confirmed yearly with your child's school:

- If there is no custody agreement, which parent has responsibility and physical custody of the child(ren)?
- If a custody/visitation agreement has been completed, has a copy of this document been filed with your child's principal?
- If there is a court order granting rights to one parent over another, is a copy of this information on file with your child's school principal?

Providing this information to the school can eliminate potential problems and also provide emergency information.

If the contents of this communication affect your family and you have additional questions, please contact your child's principal. Your assistance in providing and updating the requested information allows the school to make expedient and proper decisions.

## **WEEKLY PROGRESS REPORTS**

If your parents would like periodic progress reports on your work, they should contact either the principal at 610-970-6666 or 610-970-6665, or Mrs. Leibold at 610-970-6670 or Mr. Gumby at 610-970-6650.

## **CONFERENCES**

If your parent desires a conference with any teacher, counselors (610-970-6650 or 610-970-6670), assistant principal, or principal, have them telephone for an appointment (610-970-6665 or 610-970-6666). Please **call** when any problem arises or when we can be of service.

## **PICTURES**

Individual school pictures in color are taken each year and are sold for a nominal fee. You will be notified in advance when pictures will be taken at school.

## **WITHDRAWALS**

To withdraw from school, a parent must contact the Guidance Office to complete withdrawal procedures. A clearance form will be given to the student to be signed by all of his/her teachers and the office, as indicated. These signatures indicate that he/she is clear with reference to textbooks, library books, and any other school equipment that might have been in your possession.

## **TEACHER REQUESTS**

It is the practice in all Pottstown elementary schools to not accept a request from parents for their child/ren to be assigned to a particular teacher's classroom. This practice will continue and any request received from parents will be returned.

## ***TITLE I PROGRAM***

In support of RTII programming, the Pottstown School District provides Title I services, as part of the Federal Elementary and Secondary Education Act. Funding is provided to assist with additional reading instruction in the elementary grades. The aim of these provisions is to help every child achieve the reading skills necessary to be successful in school and life.

To learn more about RTII, Title I, and your child's achievement in literacy skills, please contact the classroom teacher or building reading specialist.

## ***READING TIPS for PARENTS***

- Read with your child daily.
- Talk to your child about what he/she read.
- Ask questions about the story.
- Have your child ask you questions about the story.
- Show your child that you are a reader, too.

## DAILY ANNOUNCEMENTS

Announcements will be included with daily opening exercises over the Pottstown Middle School television network. Students are expected to pay close attention to all announcements so that they are well informed as to what is happening in the school. If you are in the hall when announcements are being made, please stop and listen.

## USE OF TELEPHONE

There is a pay telephone in the main hall across from the office. Students **cannot** use the phone without permission. **You need a pass from your teacher and permission from the office.** You do not need a pass before or after school to use the phone.

Students will be allowed to use the office telephone in the event of an emergency. Students should report to the main office with a note from the teacher. (The administration reserves the right to determine whether or not an emergency exists.)

If a parent finds it necessary to leave a message for a student in an emergency situation, the parent is to call the office and leave the message with the secretary. Students **will not** be called to the phone.

Parents must notify the school immediately of any change in address and/or phone number.

## STUDENTS WHO FORGET

If you call home for lunches, books, projects, etc. that you have forgotten, you must come to the office to pick them up. If you realize later in the day that you have forgotten something, check with the office to see if someone has brought it in for you. **You will not be called to the office from classes for forgotten items**

## LOST AND FOUND

Lost and found articles of clothing and books will be kept in the classroom where they are found. Notification will be placed on the board by the teacher. Valuables, such as purses, wallets, money, and glasses, will be turned into the office.

## FIRE-EMERGENCY DRILLS

Fire and emergency drills are held monthly. It is essential that everyone clear the building by using the designated routes in a quick and orderly manner.

### Remember these rules:

1. No talking.
2. Close windows (where applicable).
3. The last person out of the room should turn off lights and close the door.
4. Go to the designated exit area and wait for the teacher to take roll.

Each classroom contains fire drill exit directions. Familiarize yourself with exit routes for rooms in which you attend classes.

## **FREE FEDERAL MEAL PROGRAM FOR ALL STUDENT (K THRU 12)**

The Pottstown School District has qualified for a Federally Funded Free Meal program for all students K through 12<sup>th</sup> grade. This program includes both breakfast and lunch. All students are automatically eligible to participate for both meals as listed on the monthly menu. No Meal (Free and Reduced) applications are required.

### **WHO IS ELIGIBLE?**

ALL students K through 12<sup>th</sup> grade. NO MEAL (Free and Reduced) Applications are needed or will be accepted.

### **WHAT ARE YOU ELIGIBLE FOR?**

All students are eligible for both breakfast and Lunch as indicated on the school menu.

### **WHERE CAN MENUS BE FOUND?**

Menu Information can be found:

- Hard copy menus can be picked up in the Middle School Main Office
- On the district Website at: <http://pottstownschoools.com/pottstown/Resources/Parent%20Resources/Food%20Services/>
- Posted in all cafeterias

At the Middle and High Schools, students will still have the ability to purchase ala carte items such as extra portions or non-menu items.

### **HOW DO STUDENTS PARTICIPATE?**

The procedure for students access to meals will remain the same as in the past (name, ID # or Pin #). Menu meals will ring up as no charge. Account information remains available for parental access to view meals selected.

### **WHEN DOES THE PROGRAM START?**

The program starts with the first day of school on September 2, 2014.

*All meals meet or exceed the federally mandated requirements for the National School Lunch/Breakfast programs.*

**Students will not be permitted to eat fast food restaurant lunches in the cafeteria. Please follow school procedures in relation to lunch: buy in the serving line or pack. The following items are prohibited in packed lunches: candy, gum, carbonated drinks and energy drinks.**

## HOMEWORK GUIDELINES

### 5510.1 Philosophy

5510.1a We believe providing a child homework can be a valuable learning activity if designed and followed through appropriately.

5510.1b We believe that homework should not deter a child's love of learning.

5510.1c We believe that homework should compliment, reinforce, and supplement classroom instruction.

5510.1d We believe that homework should never be used as discipline **or** punishment.

5510.1e We believe that homework should at times be community based, and long-term when appropriate.

5510.1f We believe that homework can be utilized to help a student acquire study skills and to prepare for teache assigned assessments.

5510.2 Parents should be fully informed by the teacher of the purpose of the homework activity, and that their help and supervision of the activity is essential.

5510.3 Homework activities should be appropriate for the instructional level of the child and structured to allow students the opportunity to utilize multiple intelligences in their responses.

5510.4 Homework that is assigned should be appropriate in the amount and task to the age and ability of the student.

5510.5 Homework should be consistent with the grade level instructional objectives.

5510.6 Principals should monitor the assignment of homework in their buildings by a periodic review, with each faculty member, of their homework assignments.

5510.7 Term papers, reports, and/or projects are activities that are appropriate but are more of a long-term nature.

5510.7a It is appropriate to assign daily homework activities in addition to longer term projects.

5510.8 The following are guidelines with respect to the amount of time spent on daily homework activities:

5510.8a The Board respects the professional judgment of the faculty when assigning homework amounts, but retains the right to monitor and adjust levels as needed.

5510.8e In the secondary program the faculty should collaborate as to the total amount of homework assigned **so the total amount of homework is not overwhelming to the student.**

5510.8f **No more than two major tests should be planned for any one day to prevent an inordinate amount of home study for one evening.**

5510.9 In order to accommodate students of various religions, homework and/or major exams should NOT be assigned to students on the eve of Yom Kippur, Rosh Hashanah, or Christmas; on Yom Kippur, Rosh Hashanah, or Christmas itself; the first day of Passover, Good Friday, or Easter.

5510.10 Students of other faiths would need to (on an individual basis) request exemptions by meeting with the building principal who would then discuss the student's request with the classroom teacher.

## STUDY GUIDE

Knowing how to study is not only important, it is critical. Below is a list of study hints which will be of great value to you as a student.

### Organization

1. Write assignments in a notebook which is used for assignments only.
2. Always have books, pen or pencil, and assignments when you enter the classroom.
3. Before leaving school, check your assignment notebook to make sure you have all necessary assignment materials.
4. Show you parent(s) any papers from school. Get things signed that need your parents' signature.

### In the Classroom

1. Listen carefully to directions.
2. Ask questions. There are no “dumb” questions. It is your right to have teachers explain things so that you can understand them.
3. Avoid letting your mind wander while in class.
4. If told to read from a textbook, write down the important ideas. Be able to associate characters and time periods when necessary.
5. Be sure your teacher explains to you why you are studying something. It is easier to study when you understand the purpose for it.

### Vocabulary

1. Become a “word” bug - know what words mean.
2. Write down words you do not know, then go to a dictionary. Make these words part of your vocabulary or else they will fade from your mind.
3. If teachers use words you do not understand, ask for explanations.

### Notes

1. There is no standard way to take notes. Teachers should instruct their students in some form of note taking.
2. The simplest way is to select a main idea. Facts that relate to the main idea should be numbers under the main idea.

EXAMPLE:	A.	Main Idea	B. Main Idea
	1.	Fact	1. Fact
	2.	Fact	2. Fact

### At Home

1. Review often. If material is not reviewed until a test, studying and remembering is much more difficult. Avoid cramming at the last minute.
2. Studying for tests:
  - a. Review outlines, math examples, notebook work.
  - b. Study factual items: Who, When, Where, Why, How.
  - c. Have someone ask questions to check your knowledge.
  - d. Some study best by testing themselves. Try different ways: say things out loud, write out answers to questions you expect.
  - e. Have complete quiet - no interruptions.
3. Time Schedule:

Set up a time to begin so nothing will interfere with your studying. The amount of time spent studying will depend on the amount of work you must do.
4. Have a dictionary at your side in case you need to “look up” a word.
5. Find a favorite place to study where it is quiet and where there is good lighting.
6. Work on long projects over weekends or during the week when you have a light homework load.
7. When beginning a new chapter, “skim” the entire chapter first to get the overall idea.
8. Sometimes it helps to study with a friend or have a family member help you review.

### School Library

1. The library opens during homeroom and remains open throughout the day unless there is an assigned class in the library.
2. Use the library often, especially for reference books and Internet research which you do not have access to at home. Students utilizing the Internet for research in the Pottstown Middle School library are expected to follow the district guidelines for technology use.

### Taking Tests

1. Know how much time is allowed. Move at a steady pace.
2. Skip and come back to questions you are unsure of.
3. Guessing is better than omitting questions completely.

## LOCKERS

Each student will be assigned a locker for his/her use. Lockers must be kept locked and clean at all times. Students should not give out their combinations. If a locker is not working properly, it should be reported to the office so it can be repaired. You are allowed to go to your locker before school, before lunch, after lunch, and after school. You may not go to your locker at any other time. **Do not put your books or personal belongings in anyone else's locker. Do not give your locker combination to anyone including your best friend. No prescription drugs or non-prescription drugs are to be stored in the locker.** They must be in the nurse's office or main office at all times.

School lockers and desks are the property of the Pottstown School District and parents and students are asked to note the following:

- All lockers are and shall remain the property of the school district
- Students are given a temporary privilege to use a locker, but have no expectation of privacy therein
- 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
- The district authorizes its employees to inspect a student's locker when there is reason to believe that the locker is improperly used for the storage of contraband or an object which is illegal or which poses a hazard to the safety of the occupants of the school
- The school administrator may authorize an unannounced search of all school lockers. Prior to the search, students shall be notified on the morning of the search and given an opportunity to be present.
- School authorities may search your locker or desk and seize any illegal materials. Such materials may be used as evidence against you in disciplinary, juvenile or criminal proceedings.
- Students are not to place stickers in or on lockers.

## TEXTBOOKS AND SCHOOL EQUIPMENT

You must take good care of all school books and equipment. Fill in the information asked for in your textbooks, so that in the event that one is misplaced, it may be returned to you. You will be charged for lost books and damage to your books. **Students with outstanding debts will forfeit the privilege of participation in all extra-curricular activities and end of the year activities until outstanding debts have been resolved. Outstanding debts will also be transferred to the high school.** Textbooks must have covers on them for protection.

## LIBRARY

The library has various materials available for student and faculty use for research, resource, and supplemental information. It also contains material for pleasurable reading, including magazines, newspapers, and fiction and non-fiction books.

The library is open from 8:05 a.m. to 2:30 p.m. During the day, students may use the library by obtaining a pass from the teacher for whom the work is being done.

1. All students are expected to take responsibility for the materials they check out of the library and return them on time.
2. Students will be charged for lost library books.

The rules for the library are posted in that area. All students are expected to follow all rules and regulations posted in the library.

## CAFETERIA EXPECTATIONS

1. After the last class before your scheduled lunch period - go to your locker and put all books away.
2. Go immediately to the cafeteria and enter the hot lunch line or the cold lunch line.
3. No cutting in line.
4. Have your ID and money ready before you approach the cashier.
5. All students will eat lunch in the cafeteria or lunch detention room.
6. **ABSOLUTELY no food is to be taken out of the cafeteria.**
7. **Students are permitted to leave their seats only, with permission, to get their lunch, empty their tray, and use the lavatory.**
8. Dismissal will be by table. Students will then go directly to their lockers and pick up books for the remainder of the school day.
9. All students are expected to arrive at their next class on time.

All students will stay in their seats during lunch unless otherwise directed. All students are expected to clean up their respective lunch area before leaving the cafeteria. **Any violation of the above mentioned rules may result in your being placed in detention or lunch detention for a specified period of time.** Continued violations may result in your being placed in lunch detention permanently.

## PHYSICAL EDUCATION

You must have the required physical education uniform and equipment which consists of:

1. PE School uniform consists of solid color appropriate length shorts and a solid color crew neck T-shirt.
2. Socks and sneakers.
3. Sweatsuits permissible during cooler weather. Any color is acceptable as long as the required uniform is worn underneath.
4. NO jewelry.
5. Physical Education equipment may only be carried in a see through or translucent bag.
6. Uniforms will be sold in the school store at a nominal cost.

EXCUSES: To be excused from physical education, a note from a parent or doctor is required stating the reason for your request. An unexcused absence is when you forget your gym suit or have no acceptable reason for not taking class. Students will be required to make up the classes.

Since it is mandatory that all students **attend** and **participate**, the school will notify parents of students who accumulate several unexcused absences from class.

### Grading Requirements

1. Uniform
2. Participation
3. Some skill evaluation
4. Attitude & behavior

### Required clothing for certain activities

Students may be required to wear certain types of clothing, safety equipment, and/or standard approved uniforms while participating in physical education classes, labs, sports activities, or other situations where special attire may be required to insure the health or safety of the student. (Policy 6181.4a)

Students may be required to wear standard approved uniforms, in a prescribed fashion, while participating in certain voluntary co-curricular activities such as sports, band, chorus, cheerleading, etc. (Policy 6181.4b)

Parents can assist by knowing which days their children have physical education class so gym clothes can be cleaned and ready to go.

## 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

6

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\*

\*Used at the elementary level.

I	Incomplete**
WF	Withdrawn Failing**
WP	Withdrawn Passing**
M	Medical Excuse**

\*\*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)

## NATIONAL JUNIOR HONOR SOCIETY

We are pleased to have a chapter of the **National Junior Honor Society** at the Pottstown Middle School. A formal induction ceremony is held each fall. Please carefully review the information concerning criteria for eligibility. Students will not be eligible for membership as sixth graders because we feel that sixth grade is a transitional year, and students need time to become acclimated to the middle school concept. However, it is important for sixth grade students, as well as all students, to earn good grades since the necessary grade point average is *cumulative*.

The object of the chapter shall be to create a desire to render service, to promote leadership, and to encourage the development of character.

Inductees are selected by the faculty based upon academic achievement, service to the school and community, recognition of leadership, and outstanding character.

To be eligible for membership in the Pottstown Middle School Chapter of the National Junior Honor society, a student must achieve the following:

**Academic Achievements:** Candidates must have a cumulative grade point average of 91% or higher.

**Membership Requirement:** Candidates for membership must be members of the seventh or eighth grade class at Pottstown Middle School.

**Service Requirement:** Each candidate must submit a list of service related activities in which he/she actively participates. A minimum of two (2) activities is required. School as well as community activities can be listed. School activities must, at some point, meet outside the school day.

**Leadership, Character, and Citizenship Requirements:** The candidate should demonstrate leadership skills in and/or outside the classroom and demonstrate **exemplary** character and citizenship. All members of the NJHS must maintain all minimum requirements to remain active members.

## **UTILIZATION OF TECHNOLOGY EXCERPTS FROM DISTRICT POLICY 5301**

- 5301.3d Employees and students are responsible to know and adhere to this policy and to all operational guidelines related to technology.
- 5301.3e No user of district technology resources should expect that any files, documents, or communications are private.
- 5301.3f The District reserves the right to monitor and copy any product created or accessed by utilizing District technology resources.
- 5301.3g All district passwords must be registered with the Coordinator of Data Processing or the Technology Coordinator and users must be responsible for assigned passwords.
- 5301.3h Students who inadvertently access a restricted site are responsible to bring such action to the immediate attention of their instructor/advisor.
- 5301.4a Use of technology for defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive and/or illegal materials will not be permitted.
- 5301.4b 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.
- 5301.4b(1) Such violations in the case of students may result in suspension and/or expulsion.
- 5301.4c Use of technology for commercial gain or profit is not allowed.
- 5301.4d Transferring copyrighted materials to or from any Pottstown School District technology equipment without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
- 5301.4e Sharing individually assigned accounts and passwords is prohibited.
- 5301.4f 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.
- 5301.4g Photographs of Pottstown School District students may not be utilized as a part of any Pottstown School District Web site or scanned onto the Internet for any purpose.
- 5301.4h 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.
- 5301.4j Any commercial endorsement placed on or linked to any web site of the Pottstown School District requires the written approval of the Superintendent of Schools. Reference Policy 8235.
- 5301.5 Actions Resulting from Misuse

### **Inappropriate or irresponsible use of technologies will result in the following actions:**

- 5301.5a In cases where a law or copyright has been violated, a referral shall be made to appropriate law enforcement officials.
- 5301.5a(1) Such violations in the case of students may result in suspension and/or expulsion.
- 5301.5b Student infractions which are not deemed illegal will result in school discipline, as designated in the student handbook, being imposed and/or reviewed by the building principal.

## 5301.6 Student Internet Access

### 5301.6b Middle School and High School Students -

- At the middle school, in 6th and 7th grade, no student will access the Internet on his or her own.
- starting in 8th grade, students will have the opportunity to access Internet services at the direction of a staff member. The student must maintain proper Internet practices to retain Internet privileges. Internet access is like a driving license; it is a privilege, not a right, and will be removed if abused. 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).

## 5301.7 E-mail Accounts

5301.7a E-mail Accounts for Students: Students may have e-mail access through a classroom account. Students may be approved to use an e-mail account for limited educational purposes.

5301.8 Establishment of Websites

5301.8d School or class web pages. Schools, classes, and staff may establish web pages that present information about the school or class activities with the written permission of the building principal or the Superintendent of Schools.

5301.8f Students may not establish personal websites with any link or affiliation with the Pottstown School District.

5301.11 District Limitation of Liability

5301.11a The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system is error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

5301.11b District personnel are not responsible for monitoring student use of the Internet or e-mail when students are accessing the system from home.

## SCIENCE STUDENT SAFETY CONTRACT

Science is a classroom experience where you will be conducting many hands-on experiments. You will be conducting laboratory experiments which may require the use of hazardous chemicals. Safety in the laboratory is a top priority for students, teachers and parents. To ensure a safe laboratory experience a list of rules has been developed and provided for you to use. The rules in this student safety contract must be followed at all times.

- Eye protection (safety glasses or goggles) must be worn in the laboratory at all times as directed. It is recommended that contact lenses not be worn in the laboratory.
- Shoes that protect the feet must be worn at all times. Sandals, open-toed, open-top, and wheeled shoes are not permitted in the laboratory.
- Long hair must always be tied back. Long hair is a serious fire hazard.
- Clothing must be worn to protect the skin.
- Never eat, drink, or chew gum in the laboratory. These activities are strictly prohibited.
- Do not apply make-up or lip balm in the laboratory.
- Consider all chemicals to be hazardous unless you are specifically instructed otherwise. Read all chemical labels carefully.
- Do not, under any circumstance, taste any chemicals.
- Never smell or inhale any gases or vapors directly. ONLY when you are instructed to report the odor of a chemical should you gently waft the vapors toward your nose and smell cautiously.
- If a hazardous chemical comes in contact with your skin, wash immediately with large amounts of water. In the result of a large chemical splash call for help and proceed immediately to the safety shower and wash the chemical from your body. Contaminated clothing should be removed.
- In the event of chemical splash in the eye call for help and proceed immediately to the eyewash. Thoroughly flush the eyes with running water for a minimum of 15 minutes.
- Never rub your eyes in the lab. Wash your hands with soap and water often, especially after you complete the laboratory experiment.
- Volatile chemicals that are poisonous, irritating to the skin, or that have unpleasant odors should always be used under the fume hood.
- Never point a test tube or any other reaction vessel toward yourself or anyone else. Chemicals undergoing reaction may spatter over a large area.
- Do not use flammable chemicals near a flame or a hot plate.
- Clean up all broken glass immediately and place it in the proper container for disposal. Broken glass may not be placed in the regular trash can for disposal.
- Chemical spills must be cleared up immediately. Look carefully before leaning on a lab bench.
- Always pour CONCENTRATED acids into water, never pour water into acid. Concentrated acids release enough heat to cause spattering. Hot concentrated acids are extremely corrosive.
- Carefully observe the safety precautions that are included in the experiment instructions.
- Always be alert to the possibility of an accident by your neighbor. You could be a victim of their mistakes. Advise your neighbor of any unsafe practices you observe, and if necessary, inform your instructor immediately.
- Always maintain an orderly, businesslike attitude, and a clean, orderly working space. Horseplay will get you expelled from the lab.
- Students are not permitted to work alone in the laboratory. The instructor must always be present.
- Unauthorized experiments and unauthorized modifications of experiments are strictly prohibited.
- If you have any doubt about what to do in any set of circumstances, consult your instructor.
- Always keep laboratory drawers and doors to laboratory desks closed except when you are placing something into or removing something from your drawer or desk. Open doors and drawers may obstruct the aisle and could cause an accident.
- Do not return excess chemicals to their original containers.
- Dispose of chemicals as instructed by your teacher. Chemicals must be properly disposed of.
- Report broken equipment to your instructor immediately.
- Chemicals are never to be taken from the laboratory.

At the beginning of each laboratory session, locate all safety equipment including the fire extinguisher, emergency shower, eye wash, and first aid kit.

## **GUIDANCE DEPARTMENT**

The counselor is available to all students, parents, and teachers who would like his/her assistance. Students with problems of any kind are encouraged to see their guidance counselor for help. Parents with questions or concerns should also contact the guidance counselor for assistance.

The guidance office has resources available that will aid each student in acquainting himself/herself with the requirements for education and information on career opportunities so that he/she can plan realistically for his/her future.

The general assignments of students are: Mr. Gumby, Grade 7 and the Grade 8 White Team; Mrs. Leibold, Grade 6 and the Grade 8 Blue Team.

Conferences with the guidance counselor may be requested by calling Mrs. Kelly Leibold (610-970-6670) or Mr. William Gumby (610-970-6650) or the main office (610-970-6665 or 610-970-6666).

Whenever possible, appointments with the counselor should be made in advance. Students should see their counselor during homeroom or immediately after school to make an appointment.

During the school day, students need permission slips in order to see their counselor. If there is an emergency, the student should ask his/her teacher for a permission slip.

## **STUDENT ASSISTANCE PROGRAM (SAP) TEAM**

The Middle School has a Student Assistance Program (SAP). The team's goal is to provide a system of early identification, intervention, referral, and after care services for students who are experiencing social, emotional, or substance abuse problems.

The SAP Team receives referrals from students, parents, and the school staff on an ongoing basis. 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 guidance reception area. Forms can be obtained from any SAP Team member or in the Guidance Office.

## ACTIVITIES

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

### 7, 8 Boys' Sports

Football  
Basketball  
Wrestling  
Baseball  
Cross Country  
Soccer  
Track

### 7, 8 Girls' Sports

Hockey  
Basketball  
Lacrosse  
Cross Country  
Soccer  
Cheerleading  
Track

**Please note that participation in an extra-curricular activity is a privilege and participation will be contingent upon appropriate behavior/passing grades/ and all outstanding debts resolved.**

## ELIGIBILITY

To be eligible to participate on middle school teams taking part in interscholastic activities or any extracurricular activity, a student:

Must have passing grades in subjects totaling four (4) credits the marking period prior to their involvement in an activity OR interscholastic athletics. Grades are monitored on a weekly basis during the student's participation in activities.

**May not be absent more than fifteen (15) days in any semester.** The building principal, after consultation with the coach/ advisor, shall have the final decision on whether or not a student may participate in an extracurricular activity because of absences that exceed the fifteen (15) days (e.g., legitimate medical problems/illness vs. malingering).

Must be in attendance the day of a game or event in order to participate.

Who is suspended/expelled or in detention may not participate in any school activities during the period of suspension/ expulsion or detention.

Must resolve all outstanding debts.

## STUDENT COUNCIL

The Student Council gives the student an experience in school government and is the voice of the student body. Council representatives are elected by students and are responsible to:

1. Bring comments and questions before the council.
2. Keeping students informed of council activities and decisions.
3. Maintain at least a "C" average.
4. Be a good school citizen.

## STUDENT ACTIVITY NIGHT AND SPECIAL EVENTS

In order to qualify to attend an activity night or other special event:

1. Students must be in school the day of the activity night.
2. Students cannot accrue six or more than five school detentions. (two lunch detentions equals one school detention)
3. Students cannot be suspended in or out of school.
4. Students cannot be failing two or more subjects.

The eligibility period for activity nights extends from the first day of school until the day of the activity night. Once the activity night takes place, all students enter a new eligibility period with a clean slate until the next activity night.

In order to be admitted to a middle school activity night, all students MUST present school issued student activity card and wear their ID card.

## ASSEMBLY PROGRAMS

Assemblies are presented throughout the year for various reasons:

1. To honor students for their achievements and recognize them for participation on teams and school organizations.
2. To provide information on special topics, such as drug awareness.
3. To provide entertainment at special times of the year, such as holidays.

Students are expected to behave appropriately at assembly programs. There are times when laughter and applause are called for; however, whistling, hooting, and shouting are never permitted. **In general, students should avoid bringing attention to themselves.** The focus of everyone's attention should be directed at the stage.

Misconduct at assemblies will result in disciplinary action such as detention and/or suspension from future assembly programs.

## FIELD TRIP GUIDELINES

Field trips are defined as the time when students leave school grounds under the supervision of a professional staff member for the purpose of enhancing the course of study.

All students eligible to participate in the field trip will receive a field trip permission form to be completed and signed by the parent. All students must have either school or personal insurance to participate in a field trip.

Students who fail to meet the deadlines for making a field trip reservation set by their respective team will forfeit the opportunity to participate.

### Student Eligibility

Students will not be excluded from field trips for behavioral reasons unless it is determined that the inclusion of such student would pose a danger to herself/himself or to others.

A decision of field trip eligibility for students in question will be based upon demonstrated student behavior for a period of eight weeks previous to the scheduled field trip. The determination of eligibility will be at the sole discretion of the principal. Any student determined to be ineligible will forfeit any money previously paid. Examples of possible disqualifying behaviors are, but are not limited to: fighting, defiance, harassment, theft, vandalism.

NOTE: These procedures and eligibility requirements apply to any and all field trips that Pottstown Middle School students have the opportunity in which to participate.

## CHAPERONING FIELD TRIPS

Often when a teacher takes students off school grounds for a field trip, he or she asks for parent volunteers to chaperone students. Teachers have the right to limit the number of chaperones per trip.

Parents who agree to chaperone a field trip will be assigned to “buddy” with a teacher and expected to follow the same rules off school grounds as on school property and sign an agreement form. Specifically, chaperones will be asked to:

Act 24 of 2011 contains a number of significant changes to Section 111 of the School Code that are designed to enhance the safety of school children. The new law includes an important mechanism to help ensure that all volunteers, chaperones, and school personnel are now required to provide assurances that they have not previously been arrested or convicted of a Section 111(e) offense.

Accordingly, under Act 24, all parent chaperones are required to complete and return the Act 24 form of 2011 (Arrest/Conviction Report and Certification Form) to your child’s teacher a minimum of seven days prior to the scheduled field trip. (See attached form.)

**The Pottstown School District reserves the right to exclude people from volunteering or chaperoning if they have been convicted of a Section 111(e) offense, or other offenses on their record deemed serious or other offenses on their record deemed serious.**

- Follow the instructions of teachers and/or tour guides.
- Follow all building and district policies.
- Follow bus safety rules.
- Accept the responsibility of supervising those students assigned to their care.
- Remain with assigned group of students for the duration of the trip.
- Wear appropriate clothing which falls within the dress code policy.
- Refrain from using inappropriate language.
- Refrain from smoking

LEVEL I - TEACHER		
<b>2 DEMERITS</b>	Unexcused Tardiness to school.	<b>CONSEQUENCES</b>
	Lateness to class and other assigned areas.	<b>A.M. or P.M. Detention</b>
	Unbecoming behavior in peer relationships.	<b>Lunch Detentions</b>
	Improper hallway, corridor and stairwell behavior.	
	Disrespect to authority and disruption of classroom	
	Eating food and chewing gum in class or halls. Use or possession of cell phone during school day.	
	Loitering in halls or lavatories.	
<b>3 DEMERITS</b>	Failure to return official school uniforms and property promptly and on time.	<b>1 A.M. or P.M. Detention</b>
	Unauthorized presence in building	<b>1 Day of In School Suspension</b>
	Littering or misuse of school property	
LEVEL II - BUILDING		
<b>3 DEMERITS</b>	Two or More dress code violations	<b>CONSEQUENCES</b>
	Misuse of hall pass or privilege	<b>2 A.M. or P.M. Detentions</b>
	Forgery of any kind	<b>2 Lunch Detentions</b>
	Cutting class, assemblies, lunch, clubs, homeroom, etc.	<b>1 Day of In School Suspension</b>
	Display of Inappropriate conduct at any school-sponsored activity.	
	Abusive language (includes profanity and inappropriate gestures).	
	Failure to report to office when sent by school personnel	
	Verbal and/or written threats to others. Aggressive actions or behavior. Bullying.	
	Minor bus infractions	
	Leaving class without permission	
<b>5 DEMERITS</b>	Leaving the school building or school property without permission.	<b>1 Day In School Suspension</b>
	Truancy	
<b>8 DEMERITS</b>	Violation of the Tobacco Use Policy	<b>1-2 Days In School Suspension</b>
	Possession of questionable devices (i.e. lasers, lighters, etc.)	
LEVEL III - BUILDING		
<b>5 DEMERITS</b>	Improper cafeteria or auditorium conduct	<b>CONSEQUENCES</b>
	Minor vandalism, littering or misuse of school property	<b>1-3 Days In School Suspension</b>
	Failure to report to assigned detention	
	Disrespect for school personnel.	
<b>10 DEMERITS</b>	Open defiance and contempt for authority.	
	Refusal to leave class when ordered.	
	Disruptive behavior which causes an interruption to the school education process and environment.	
	Asocial behavior - unwillingness to conform to conventional, acceptable school appropriate behavior	
<b>15 DEMERITS</b>	Verbal or physical harassment of a peer. Aggressive Bullying.	<b>1-3 Days Out of School Suspension</b>
	Fighting - harmful or offensive conduct which will result in police referral.	
	Willful Vandalism - destruction of school property.	
	Persistent Asocial behavior.	
<b>20 DEMERITS</b>	Willful direct or indirect participation in a theft.	

LEVEL IV - ADMINISTRATIVE LEVEL IV - ADMINISTRATIVE LEVEL IV - ADMINISTRATIVE		
<b>25 DEMERITS</b>	Theft (police referral)	<b>CONSEQUENCES</b>
	Assault and Battery - application of force resulting in harmful or offensive contact (police referral)	<b>3-5 Days Out of School Suspension</b>
	Violation of the Sexual Harassment Policy	<b>Police Referral</b>
	Violation of Terroristic Threats Policy	<b>Administrative Hearing</b>
	Severely asocial behavior resulting in personal or peer injury or property damage.	<b>Loss of Student Privileges</b>
	Persistent disruptive behavior which causes a severe disruption to the school and educational process and environment.	<b>Alternate Placement</b>
	Behavior which places others in immediate danger and/or peril	
LEVEL V - ADMINISTRATIVE LEVEL V - ADMINISTRATIVE LEVEL V - ADMINISTRATIVE		
<b>30 DEMERITS</b>	Deliberate physical attack on school personnel	<b>CONSEQUENCES</b>
	Intentional entrance and trespass without administrative consent	<b>5-10 Days Out of School Suspension</b>
	Violation of Weapons Policy	<b>Police Referral</b>
	Violation of Drug Abuse Policy	<b>Administrative Hearing</b>
	Violent criminal offense (i.e. robbery, aggravated assault, rape, sexual assault, indecent assault, attempt or conspiracy to commit violent crime.)	<b>Loss of Students Privileges or Alternate Placement</b>

## BEHAVIORAL EXPECTATIONS FOR STUDENTS

Students are expected to move onto school property and line up at their assigned door when they arrive in the morning and proceed home when leaving the building at dismissal. Do not loiter on the surrounding sidewalks or create disturbances in the neighborhood. Any inappropriate activities taking place by students going to and from school will be referred to the police.

Passing of classes is to be done in a quiet and orderly manner. When moving anywhere in the building you will be expected to walk and keep to your right.

1. Running, shouting, and pushing will not be tolerated in the hallways and stairwells.
2. Lavatories are not to be used during the changing of classes.

Students are expected to arrive in their classrooms on time and come prepared with a pencil, books and a SSR book.

Behavior in the classroom must not be distracting to others. Students are expected to know and obey the rules that each of their teachers has established.

Hall Permits or passes from teachers must be carried by students when they are sent from their classrooms to other locations in the building. Students should not waste time or create a disturbance while walking in the hallways.

Lavatory Permits are available in each classroom and must be carried by students when going to the lavatory. Students must use the lavatory on the same floor where their class is meeting. Teachers will follow the 20-5 rule. Students are not permitted to use the lavatory the first 20 minutes of class or the last 5 minutes of class.

Students are expected to cooperate and show respect with all staff members at all times during the school day.

Substitute teachers as well as visitors to the building are to be treated with respect. Each student must do his or her best to make them feel at home. Substitute teachers have always been more than willing to spend their day at the middle school and we expect this tradition to continue.

## DISCIPLINARY ACTION

Students learn best in a safe and orderly environment. For this reason, rules become necessary. Students should be aware that they will be dealt with fairly and firmly when they break the rules. Teachers have the autonomy to assign a student an after school detention. Consequences for breaking the rules will also be administered by the assistant principal or principal.

- a. Time-Out - Time-out is a positive behavior modification tool available to all teachers. Students may be sent to time-out (Room 125) because of an inability to focus and pay attention during instruction. A student will also be sent to time-out if he/she is a distraction to the teacher or classmates during a lesson. The student will go to time-out with a time-out pass and stay for the remainder of the period in question. Students will then return to their next period class. In the event a student is sent to time-out three times by one teacher, the teacher will make a parent contact by phone or in person at school to conference on the child's behavior.
- b. Detention is held from 7:05-7:55 a.m. or 2:30-3:20 p.m. Students are expected to sit in silence. Student must be there by 7:05 a.m. or 2:30 p.m. to get credit. Students who arrive after that time will still be required to stay. Failure to serve the detention on the assigned day will result in ISS. Any student who thinks they have a legitimate reason for not serving their detention on the assigned day must present a note to the administration prior to missing the detention. The note will be accepted or denied based on its merit. Notes will not be accepted after a student misses detention! If a student is absent on the day of an assigned detention, they must serve the detention the first day they return to school.
- c. ISS (In School Suspension) is a type of suspension which is held in the school building. Students may be assigned to the room for a given class period or they may be assigned to ISS for the entire school day. While in ISS, students work on school assignments. They are not permitted to leave the room for any reason. If a

student is assigned to ISS on a given day, the student also has detention on that day. **Students are not eligible to participate in extracurricular activities during the period of suspension.** Students assigned to ISS can either pack their lunch or purchase a "brown bag" lunch from the cafeteria. Soda and candy are NOT permitted. **Students assigned ISS must report to Room 125 by 8:05 a.m.** If a student is absent on the day of an assigned ISS, they must serve the ISS the first day they return to school.

- d. Out of School Suspension - 1-10 days, removes a student from the building. While suspended from Pottstown Middle School, students are not eligible to participate in extracurricular activities, including practices, school events, (dances, plays, etc.) during the period of suspension. Students who are seen on school property during a period of out of school suspension will be issued a citation for trespassing. A conference with the parents is required before the student is allowed to return to school. **Students serving out of school suspension are required to pick up and complete assignments provided by their teacher during the period of suspension.** Any students, upon being re-entered from suspension, who have not completed their assignments will be sent to in-school suspension to complete their assignments. In cases where the offense violates school policy and/or PA Law and the administration considers the offense serious enough to be a threat to the health, safety, or welfare of others, a 10 day suspension and request for a Board hearing for exclusion of the student may take place.
- e. Lunch Detention – is held during the student's regular scheduled lunch. Students assigned lunch detentions are to report directly to the designated area. These students are not permitted to enter the cafeteria. If a student is absent on the day of an assigned lunch detention, they must serve the lunch detention the first day they return to school.

## SCHOOL OFFENSES

School offenses will be dealt with by the assistant principal or principal. He/she will assign detention, ISS, out of school suspension, or recommend placement in the alternative education program, according to the severity and repetitive nature of the offense.

The following are examples but not limited to:

1. Lateness to school
2. Cutting class
3. Failure to report to teacher
4. Cutting school detention
5. Leaving the building without permission
6. Unlawful absence
7. Harassing or threatening others
8. Assault
9. Fighting
10. Disrespect or defiance toward a staff member
11. Eating food or chewing gum in the building
12. Misconduct in the hallway, cafeteria, or building
13. Inappropriate dress
14. Smoking
15. Throwing snowballs
16. Defacing or destroying property
17. Violation of District Technology Policy (5301)
18. Stealing
19. Forgery
20. Possession of a weapon
21. Possession, use or distribution of drugs or alcoholic beverages

Classroom offenses will normally be dealt with by the teacher in charge. If the offenses are persistently repeated, the offender will be sent to the assistant principal for disciplinary action.

Restitution will be required when a student steals, destroys or defaces school property.

The police will be notified when there is a criminal offense, such as assault, fighting, theft, possession of a weapon, possession of drugs, or vandalism. Citations will be issued for students who violate state smoking laws.

Parents will be notified when their child has been placed in detention, ISS, or has been formally suspended from school. Parental conferences are required following a suspension, but they might be requested at other times during the year.

Most students will not receive as much as one detention during the entire school year; however, there are a few students who repeatedly break the rules. Efforts will be made to help such students adjust at Pottstown Middle School.

## **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 school work 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.

## **SMOKING PROHIBITED**

Students may **NOT** be in possession of or engage in tobacco use in school, on school premises, and on any vehicle operated by the Pottstown School District. Students found in violation of this policy will be reprimanded in accordance with the district Student Discipline Code and will receive a summary citation punishable by a fine up to \$300 plus court costs.

## **DISCIPLINE CODE FOR MIDDLE & HIGH SCHOOL STUDENTS**

In all walks of life, we have certain rules and regulations that we are expected to follow. When these rules and regulations are broken, ways must be taken to, hopefully, correct them. The discipline code for elementary, middle, and senior high school students is listed below:

### **LEVEL I - DESCRIPTION**

Student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

#### **Procedures:**

1. There is immediate intervention by the staff member who is supervising the students or who observes the misbehavior.
2. Repeated misbehavior requires a student conference with the counselor, teacher, and/or administrator.
3. Utilize all behavior modification options offered before referring to administration. Accurate and complete report describing the problem to be sent to the administration.
4. When a problem is referred to the administration, the discretion of the administration will be used in implementing behavior modification.

#### **Behavior Modification Options:**

Restorative Practices  
Parent contact  
Verbal reprimand  
Special assignment  
Behavioral contract  
Counseling  
Withdrawal of privileges

Strict supervised study  
Detention  
Suspension

## **LEVEL II – DESCRIPTION**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Usually these infractions will result from the continuation of Level I – Misbehaviors and require the intervention of administrative personnel because the execution of Level I – Disciplinary Options has failed to correct the situation. Included in Misbehaviors at the second level are incidents which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action. When the execution of Level I – Disciplinary Options have failed to correct the situation, administrative personnel will be involved.

### **Procedures:**

1. Immediate and consistent intervention by the teacher who is supervising the students or who observed the misbehavior.
2. Administrator verifies the offense and confers with staff involved.
3. When referral is made to administration, staff member gives accurate and detailed record of incident and his/her technique used at time of witnessing the misconduct in writing.
4. Due process hearing at administrative level is held with student. Student gives account of incident.
5. Administration makes detailed and accurate records of misbehavior and action(s) taken.
6. Parents and student involved notified verbally and/or in writing of the offense and action taken.

### **Behavior Modification Options:**

Restorative Practices  
Temporary removal from class or activity  
Probation  
Schedule change  
Behavior modification  
Referral to outside agency  
In-school suspension  
Detention  
Suspension  
Suspension of school bus transportation  
Homebound instruction  
Alternative program  
Referral to law enforcement officials  
Modified school day  
Restitution for damage  
Administrative hearing  
Criminal behavior may result in expulsion

## **LEVEL III - DESCRIPTION**

Acts which result in violence being directed to another person or to property which pose a direct threat to the safety of others in the school.

Acts that are clearly of criminal intent and are so serious that they always require administrative actions resulting in immediate removal of the student from school, and may also require the intervention of law enforcement authorities, and action by the Board of School Directors.

**Procedures:**

1. Immediate and consistent intervention by teacher who is supervising student or who observed the misbehavior.
2. Administrator verifies the offense and confers with staff involved.
3. When referral is made to administration, staff member give accurate and detailed written record of incident and his/her technique used at time of witnessing misconduct.
4. Due process hearing at administrative level held with student. Student gives account of incident.
5. Administration makes detailed and accurate written records of misbehavior and actions taken.
6. Parents and student involved notified verbally and/or in writing of the offense and action taken.
7. Detailed and accurate report to the Superintendent of an administrative hearing or expulsion hearing is warranted.
8. Proper agencies notified if applicable. If the situation warrants removal of the student from the classroom, hallway, or from the school, an administrator will be contacted.
9. If the situation warrants removal of the student from the area of infraction, the staff member involved will do so by contacting the building principal.

**Behavior Modification Options:**

Restorative Practice

Suspension up to 10 days

Recommendation for expulsion

**\*\*Alternative Education**

Other Board action which results in appropriate placement

Referral for counseling by school support personnel or an outside agency

Referral for psychological services and testing

Referral to local law enforcement agency

Withdrawal of extracurricular activities

Administrative hearing

**\*\*Secondary schools**

**UNACCEPTABLE BEHAVIORS**

Each student's responsibility is to demonstrate desirable behavior which is conducive to a good learning atmosphere. In the event that a student's behavior becomes counterproductive to the educational process, the following system will be enacted. These rules apply portal to portal, from the time the student leaves their home in the morning to go to school until they return to their home in the afternoon from school. These rules also apply portal to portal from school sponsored events. Please note that this list of unacceptable behaviors is not entirely inclusive. Any event not mentioned below will be addressed by the administration.

Administration may use higher levels of disciplinary measures as necessary. The code is divided into three sections: attendance offenses, general disciplinary offenses, and dress code violations.

\*NOTE - Police will be notified whenever federal, state, county or municipal laws are violated.

**SECTION II: GENERAL DISCIPLINARY OFFENSES**

1. Repetitive Classroom Offenses, Failure to Report to Health Room, Failure to Return School Forms, Disrupting Class, No Gym Clothes, etc. (such offenses do not merit a discipline form upon a first occasion, but they will be considered for disciplinary infractions)
  - A. First Offense - One detention
  - B. Second and All Subsequent Offenses - Two detentions
2. Participation in any Game, Meet, Contest, Club or Field Trip, Conference, School Related Work Program, Concert, Assemblies, School Shows, Debates, Matches, Festivals While Under Any Type of Suspension.
  - A. Consequence - Three days out-of-school suspension

3. Violation of Security Policies/Failure to Display/Provide ID Badge/Information/Wear Appropriate Lanyard

Opening doors to strangers, propping open doors, Failure to provide ID badge to staff upon request; defacing/mutilization of ID - Cost \$3.00.

- A. First Offense - One detention
- B. Second Offense - Two detentions
- C. Third and every offense thereafter - One day In-school suspension for remainder of day

Note: These procedures are based on a marking period.

4. Inappropriate Display of Affection - kissing, hugging, caressing, etc.

- A. First Offense - One detention
- B. Second and All Subsequent Offenses - Two detentions

5. Possession of Personal Electronic Devices in School

(including but not limited to: Laser Pointers, music "boxes," radios, "Watchman" televisions, electronic games, all cameras, cell phones, etc.) All these devices must be turned off and removed before entering the building. They must be kept in the student's locker between 7:55 a.m. and 2:30 p.m.

- A. First Offense:
  - 1. Confiscation of equipment by administration
  - 2. Two school detentions. Student may claim equipment after penalties are completed.
- B. Second Offense:
  - 1. Confiscation of equipment by administration
  - 2. Three school detentions
  - 3. Required visit by parent to school to claim equipment
- C. Third and All Subsequent Offenses:
  - 1. Confiscation of equipment by administrator
  - 2. One day in-school suspension
  - 3. Extracurricular ineligibility
  - 4. Required visit by parent to school to claim equipment

6. Smoking on School Property/To and from School/Possession of Tobacco Products or Lighters/matches

- A. First Offense:
  - 1. Three days in-school suspension
  - 2. Extracurricular ineligibility
  - 3. Citation (up to \$300)
- B. Second Offense:
  - 1. Three days in-school suspension
  - 2. Extracurricular ineligibility
  - 3. Citation (up to \$300)
- C. Third and All Subsequent Offenses:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Requirement reinstatement conference with assistant principal and parent/guardian
  - 4. Mandatory conference with guidance counselor
  - 5. Citation (up to \$300)

7. Unacceptable/Inappropriate Language, Gestures, or Notes

- A. First Offense

1. One day in-school suspension
2. Extracurricular ineligibility
- B. Second and All Subsequent Offenses:
  1. Two days in-school suspension
  2. Extracurricular ineligibility

8. Defiance in Language or Action/Rude and Obnoxious Behavior

(refers to disobeying or resisting requests from any staff member, including teachers, secretaries, custodians, clerks, aids, bus drivers, cafeteria workers, etc.; refusing to identify self; making a false statement)

- A. First Offense - Two detentions
- B. Second Offense:
  1. One day in-school suspension
  2. Extracurricular ineligibility
- C. Third and All Subsequent Offenses:
  1. Three days in-school suspension
  2. Extracurricular ineligibility
  3. Mandatory conference with guidance counselor

9. Cutting Detention

- A. Teacher:
  1. One detention
- B. Administrative:
 

First and all subsequent offenses:

  1. One day in-school suspension
  2. Extracurricular ineligibility

10. Entering Areas of School "Restricted to Students" (Elevators, Parking Lots, etc.)

- A. First Offense:
  1. Two detentions
- B. Second Offense:
  1. One day in-school suspension
  2. Extracurricular ineligibility
- C. Third and All Subsequent Offense:
  1. Three days in-school suspension
  2. Extracurricular ineligibility

11. Littering

(including dropping chewed gum on floors and stairwells)

- A. Consequence - Clean up liter or be charged with defiance

12. Leaving School Building Without Permission (Remaining on School Grounds)

- A. First Offense
  1. Two detentions
- B. Second and All Subsequent Offenses
  1. One day in-school suspension
  2. Extracurricular ineligibility

13. Leaving School Building/Grounds Without Permission/Truancy

NOTE: During the school day, students are expected to remain on school grounds. Students must be in the cafeteria or designated areas during the entire lunch period and may not patronize any local retail establishments. Students who are dropped off on school property before the start of school may not leave the property.

- A. Consequence:
  - 1. One day in-school suspension
  - 2. Extracurricular ineligibility

14. Leaving Class Without Permission

- A. First Offense:
  - 1. One day in-school suspension
  - 2. Extracurricular ineligibility
- B. Second Offense:
  - 1. Two days in-school suspension
  - 2. Extracurricular ineligibility
- C. Third and All Subsequent Offenses:
  - 1. Three days in-school suspension
  - 2. Extracurricular ineligibility

15. Leaving In-School Suspension Without Permission

- A. First Offense:
  - 1. One day out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. No credit for ISS day; complete remaining ISS upon return
- B. Second and All Subsequent Offenses:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Required reinstatement conference with assistant principal and parent/guardian
  - 4. No credit for ISS day; complete remaining ISS upon return

16. Forging Another Individual's Name/Changing Dates on Absence Notes/Intent to Deceive/Games of Chance/Cheating

- A. First Offense - One day in-school suspension
- B. Second Offense:
  - 1. Two days in-school suspension
  - 2. Extracurricular ineligibility
- C. Third and All Subsequent Offenses:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Required reinstatement conference with parent/guardian
  - 4. Mandatory conference with guidance counselor

17. Cafeteria Violation

(failing to dispose of food tray/leaving trash on tables and floors/cutting in cafeteria lines, taking food out of cafeteria etc.)

- A. First Offense - One detention
- B. Second Offense - Two detentions
- C. Third and All Subsequent Offenses:
  - 1. One day in-school suspension
  - 2. Lunch detention(s)
  - 3. Extracurricular ineligibility

18. Illegal Use of Phones/Being in Halls Without Appropriate Hall Pass/Roaming Halls

- A. First Offense - One detention
- B. Second Offense and Subsequent Offenses - Two detentions

19. Consumption or Unauthorized Selling of Food, Candy, Drink Anytime/Anywhere
- A. First Offense - One detention
  - B. Second Offense and All Subsequent Offenses - Two detentions
20. Safety Violations (throwing snowballs or objects, refusing to wear safety equipment in shop or labs, blatant disregard for safety procedures, horseplay, failing to leave the building during a fire drill)
- A. First Offense - Two detentions
  - B. Second Offense:
    - 1. One day in-school suspension
    - 2. Extracurricular ineligibility
  - C. Third and All Subsequent Offenses:
    - 1. Two days in-school suspension
    - 2. Extracurricular ineligibility
21. Possession of Drug Paraphernalia and/or Use of Alcohol or Other Drugs, Look-alike Drugs, Narcotics, Mood Altering Substance, or other Health Endangering Compound
- A. First Offense
- A student who, while under the school's jurisdiction (defined as on school premises or on a school sponsored activity such as but not limited to an athletic event or band trip including transportation on a school bus), is found to possess drug related paraphernalia and/or a student who is found to actively or constructively possess, use, or be under the influence of drugs, look alike drugs, alcohol, mood altering substance, or health endangering compound for the first time shall be subject to the following actions:
- 1. Parents or guardians shall be contacted by the building administrator or designee and the student shall be sent home with the legal guardian or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administrator.
  - 2. Any physical evidence will be given to the building administrator and due process will be followed as outlined in this policy. The physical evidence will be turned over to the appropriate law enforcement officials at the appropriate time.
  - 3. Students needing urgent medical care will be transported to the hospital by ambulance accompanied by one school official, or transported by two school officials so designated by the building administrator.
  - 4. The nurse will inform the building administrator of all such incidents.
  - 5. The Police Department shall be notified by the building administrator or the Superintendent and the student shall be referred for appropriate action. Police questioning of suspected violators or witnesses will not take place on the school premises, except in the presence of a building administrator or the student's parents/guardian or representative.
  - 6. The student initially will be suspended for a minimum of five (5) school days during which time an informal hearing will be scheduled.

#### **INFORMAL HEARING**

Within the five (5) day suspension period mentioned above, an informal hearing shall be held with the student, his/her parents or guardian, the school administrator, and any other person who, in the judgment of the administrator, could make contributions to aid in determining a course of action. As a result of the meeting, the school district shall do one or more of the following:

1. Refer the student to district personnel for assistance. Appropriate staff members may constitute one or more of the following:
  - (a) Assistant Principal
  - (b) School Nurse
  - (c) Guidance Counselor
  - (d) School Psychologist
  - (e) Other appropriate trained staff members selected by the principal.
2. Refer student to the SAP Team. Failure to comply with the recommendations of the SAP team within a prescribed time limit may be cause for an additional five (5) day suspension and/or referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1).
3. Require the student, under parental supervision, to obtain drug and alcohol assessment and/or assistance from an outside professional agency. Confirmation of such contact shall be required to be submitted within a prescribed time to the school administration. Failure to comply within the prescribed time will be cause for an additional five (5) days suspension and referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1).

Possible outside contacts (with parent consent)

- (a) Police School Liaison Officer
    - (b) Physician
    - (c) Psychologist or Psychiatrist
      - (d) Appropriate local or state rehabilitation centers. Confirmation of such contact shall be required to be submitted with a prescribed time to the school administration.
      - (e) Other agencies identified by the Montgomery County Drug and Alcohol Commission.
  4. Full suspension of up to ten (10) school days.
  5. Referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1).
  6. Referral to the Discipline Review Board Committee for an expulsion hearing (see Policy 6270.2).
  7. Any other action determined appropriate after review of the situation.
22. Possession of Drug Paraphernalia or Use of Alcohol or Other Drugs, Look-alike Drugs, Narcotics, Mood Altering Substance, or Other Health Endangering Compound - Second Offense AND Transfer or Intent to Transfer - First Offense

Following an informal hearing conducted by the building administrator, a student who, while under the school's jurisdiction, is found to possess drug paraphernalia, and/or a student who is found to actively or constructively possess, use, or be under the influence of drugs, alcohol, look alike drugs, mood altering substance, or health endangering compound for the second time, or a student who is found to transfer or intend to transfer alcohol or any other drugs, look alike drugs, narcotics, mood altering substance, or other health endangering compound for the first time shall be subject to the following actions:

1. Immediate suspension from school for a minimum of ten (10) days.
2. Parents and/or the Police Department will be contacted.
3. Parent/guardian conference.
4. Referral to the appropriate law enforcement agency with a strong recommendation that the student be prosecuted. All evidence will be turned over to the Police Department for the purpose of prosecuting the user through legal channels.

5. Referral to the Administrative Discipline Committee for corrective action and/or referral to the Discipline Review Board Committee for an expulsion hearing (see Policy 6270.1 & 2).

NOTE: For the protection of the students, prescription drugs and non-prescription drugs brought to the school must be registered and stored with the school nurse. The following conditions must be met:

1. The student must have authorization from a medical doctor for the use of prescription drugs.
2. Medication brought to school by a student on any one day should be in sufficient quantity for that one day only.
3. Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions.

23. Verbal Fighting/Harassment (refers to a loud shouting match or argument or physical contact or racial slurs or threats between/among students)

- A. First Offense:
  1. One day in-school suspension
  2. Referral for peer mediation
- B. Second Offense:
  1. Two days in-school suspension
  2. Extracurricular ineligibility
  3. Required conference with guidance counselor
- C. Third and All Subsequent Offenses:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Required reinstatement conference with assistant principal and parent/guardian
  4. Mandatory conference with guidance counselor

24. Sexual Harassment (refers to an unwelcome action, sexual in nature, having an adverse effect on a student's school environment)

Verbal

- A. First Offense:
  1. Three days in-school suspension
  2. Extracurricular ineligibility
  3. Required conference with guidance counselor
- B. Second Offense:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Required reinstatement conference with assistant principal and parent/guardian
  4. Mandatory conference with guidance counselor
- C. Third Offense:
  1. Ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Referral and request for psychological counseling

NOTE: A student who feels they have been harassed shall tell the harasser to stop. If uncomfortable in doing so, they shall immediately report the incident to a staff member.

Physical Consequences (depending upon severity of the incident)

- A. First Offense:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Required reinstatement conference with assistant principal and parent/guardian
  4. Required conference with guidance counselor

5. Referral and request for psychological counseling
- B. Second Offense:
  1. Ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Referral and request for psychological counseling. Possible placement in alternative education program

NOTE: Any situation not mentioned above will be addressed by the administration and, if warranted, may lead to criminal arrest and/or prosecution.

25. Physical Fighting (refers to a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage). Police will be notified.

- A. First Offense:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Required reinstatement conference with assistant principal and parent/guardian
  4. Referral to peer mediation
- B. Second Offense:
  1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Referral and request for psychological counseling and peer mediation
- C. Third and All Subsequent Offenses:
  1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Referral to peer mediation

26. Assault (refers to one or more student's unlawful attempt to injure another student/students physically without physical retaliation by the victim). Police will be notified

- A. First Offense:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Mandatory reinstatement conference with assistant principal and parent/guardian
  4. Required readjustment conference with guidance counselor
- B. Second Offense:
  1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Referral and request for psychological counseling
- C. Third and All Subsequent Offenses:
  1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility

27. Verbal Assault on Staff Member/Inappropriate Gesture to Staff

- A. First Offense:
  1. Three days in-school suspension
  2. Extracurricular ineligibility
- B. Second Offense:
  1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Required reinstatement conference with assistant principal and parent/guardian
  4. Mandatory conference with guidance counselor
- C. Third and All Subsequent Offenses:
  1. Ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility

28. Physical Assault on Staff Member

- A. Consequences:
  - 1. Ten days out-of-school suspension and administrative disciplinary hearing
  - 2. Extracurricular ineligibility
  - 3. Police will be notified.

29. Stealing (refers to illegal taking of money or materials belonging to any student, staff member, or the school district, including technological theft or computer piracy, includes using another student's lunch number)

- A. Consequences:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Full restitution
  - 4. Required reinstatement conference with assistant principal and parent/guardian

30. Vandalism (includes writing on walls, desks, windows, etc.; breaking school property of any kind; dumping trash barrels, etc.; and technological computer vandalism)

- A. First Offense:
  - 1. Three days in-school suspension
  - 2. Extracurricular ineligibility
  - 3. Full restitution
  - 4. Required conference with guidance counselor
- B. Second Offense:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Full restitution
  - 4. Recommendation for psychological counseling
  - 5. Required reinstatement conference with assistant principal and parent/guardian
- C. Third and All Subsequent Offenses:
  - 1. Ten day out-of-school suspension and administrative disciplinary hearing
  - 2. Extracurricular ineligibility
  - 3. Full restitution

NOTE: Any major destruction of school property, including computers, will be considered institutional vandalism. Students will be suspended and may be subject to criminal arrest and/or prosecution or expulsion.

31. Institutional Vandalism (includes destruction and defacing school property) may lead to criminal arrest and prosecution)

- A. First Offense:
  - 1. Three days out-of-school suspension
  - 2. Extracurricular ineligibility
  - 3. Full restitution
  - 4. Recommendation for psychological counseling
  - 5. Required reinstatement conference with assistant principal and parent/guardian
- B. Second and All Subsequent Offenses:
  - 1. Ten days out-of-school suspension and administrative disciplinary hearing
  - 2. Extracurricular ineligibility
  - 3. Full restitution

32. Extortion (refers to the act of obtaining money or property from an unwilling person by physical force or intimidation)

- A. First Offense:

1. Three days out-of-school suspension
  2. Extracurricular ineligibility
  3. Recommendation for psychological counseling
  4. Required reinstatement conference with assistant principal and parent/guardian
- B. Second and All Subsequent Offenses:
1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility

NOTE: In the case of any blatantly offensive conduct/actions the administrator may impose immediate ten days out-of-school suspension and refer to the police.

33. Possession of Prohibited Items/Weapons

Prohibited items may be identified in two categories:

Weapons

Weapons shall include but not be limited to: articles, tools, instruments or implements designed to inflict serious bodily injury and/or intimidate other people. Examples are but not limited to firearms, shot guns, rifles, knuckles, cutting instruments, cutting tools, nunchaka, knives, chains, clubs, stars.

Instruments of Crime

Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. (Examples are but not limited to belts, pencils, files, combs, compasses, scissors, chairs, lasers, stun guns)

- A. Consequences:
1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility
  3. Confiscation of the item or weapon
  4. Police notification

NOTE: May lead to criminal arrest and/or prosecution and possible expulsion from school. Student possession or use of replicas, models, or other facsimiles (e.g., toy guns) intended to look like a real weapon is similarly prohibited by the policy.

34. Terroristic Threats to Staff Members/Other Students/Inciting A Riot/or Seriously Endangering Others

- A. Consequences:
1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility

35. Arson/Setting Off False Alarms

- A. Consequences:
1. Up to ten days out-of-school suspension and administrative disciplinary hearing
  2. Extracurricular ineligibility

NOTE: Police will be notified whenever federal, state, county, or municipal laws are violated.

## **BUS BEHAVIORAL EXPECTATIONS**

The Pottstown School District **Policy 6240** addresses student behavior while riding school buses.

6240.6 The following rules of conduct for bus riders shall be followed:

All seats shall be assigned by the Bus Driver if a problem situation would arise.  
The Bus Driver is in charge of all students assigned to his/her bus.

Parents shall be held responsible for any damage to buses by students.  
Students shall not transfer from one bus to another without proper authorization via the building principal, the Transportation Coordinator, and the child's parent or guardian by phone and in writing.  
Upon a child being suspended from bus transportation, for misconduct, the parents are responsible to provide transportation until the suspension has ended.  
No student may either eat, chew gum, drink, or smoke on any school district owned or contracted vehicle (unless on a field trip or extracurricular activity which would warrant eating on the bus).  
Foul language or disrespect to bus driver will not be tolerated.

### **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.

NOTE: It is impossible to cover every eventuality. The list of examples is not exhaustive. Incidents that occur and are not mentioned in the disciplinary code will be handled on an individual basis which may set the precedence for future offenses.

If you have any specific questions regarding the discipline code, please contact the principal or assistant principal.

### ***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.