



POTTSTOWN SCHOOL DISTRICT

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

Main Office Staff

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

Counseling Office

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

Nurse

Kim Perry-Malloy, Nurse

Pottstown Middle School

**600 N Franklin Street
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**Pottstown Middle School Parent & Student Handbook
2018-2019****

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**Due to printing schedules for the student agenda, much of the 2018-2019 handbook is current; however minor revisions may have been made. The most updated version can be found on the middle school website: http://www.pottstownschoools.org/pottstownmiddleschool_home.aspx

ACCESS TO GRADES, ATTENDANCE, & DISCIPLINE

Students and parents can gain access to the most current grades, attendance, and discipline reports by logging into the Home Access Center. A link can be found on the school district's website, www.pottstownschoools.org. Also, by downloading the Home Access Center APP. The APP can be used to view attendance, class work, grades, activities, etc.

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

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

ALTERNATIVE EDUCATION

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

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

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

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

ATHLETICS AND CLUBS

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

Athletics (GRADE 7-8)

Fall Sports	Winter Sports	Spring Sports
Football Field Hockey Boys' Soccer Girls' Soccer Cross Country Cheerleading	Boys' Basketball Girls' Basketball Cheerleading Wrestling	Baseball Lacrosse Boys' and Girls' Track and Field Softball

Student Activities (Grades 5-8)

Grade	Activity
5,6,7,8	Band - Concert Band, Jazz Band, Marching Band
7,8	Band Front - Flag Corps
7,8	Centurions
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

EXTRA-CURRICULAR CODE OF CONDUCT

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

- Conduct - A firm and fair policy for enforcement is necessary to uphold the regulations and standards of the high school. The community, school administrators, advisors and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of co-curricular activities, including athletics. The welfare of the student is our major consideration. All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic programs afford. Any conduct that results in dishonor to the student, the team, the club or the school will not be tolerated. Acts of unacceptable conduct in school, on social media, or in the community, such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law that tarnish the reputation of everyone associated with the program will not be tolerated. Penalties for such violations could range from loss of status on the team or in the club, suspension, or dismissal.
- Equipment - School equipment checked out by a student is the responsibility of the student. Loss of any equipment is the student's financial obligation.
- Missing Practice or Meetings – A student should always consult their coach or advisor before missing practice/meeting. Missing a meeting, practice or a competition without good reason will be dealt with firmly and could range from loss of status on the team or in the club to suspension or dismissal.
- Travel - All students must travel to and from out of town athletic contests or club activities in transportation provided by the school unless previous arrangements are made and approved by an administrator. Exceptional situations may be weddings, funerals, or pre-approved events. Notifications must be given in writing prior to the event and student must be picked up or dropped off by a parent/guardian.
 - Students will remain with their team/club and under the supervision of the coach/advisor when attending away contests.
 - Students who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances. (See above)

- Students are not to drive any vehicles to or from events.
- All regular bus rules will be followed.
- Dress appropriately and in good taste when traveling with the team/club.
- College Recruitment - College recruitment information is available in the Career and Counseling Suite.
- Attendance - Students must be in attendance in school in order to participate in practice or events. Exceptions to this rule would involve absenteeism for an excused reason such as college visitation, doctor's appointment, driver's test, or other situations as determined by the administration. Students must be in the high school and middle school by **8:45 a.m.** to participate in games or practices that day. **Parent notes do not qualify as acceptable excuses for lateness.**
- Dismissal From Class - It is the responsibility of the students to communicate with their teachers prior to early dismissal from class for an event.
- Grooming and Dress - Appearance, expression, and actions always influence people's opinions of athletes and club members, the team or club, and the school. Once a student has committed to being a member of a squad or club, they have made a choice to uphold certain standards expected of athletes and club members. You are representing Pottstown Middle School and it is expected that you will in no way embarrass yourself or your school by behaving or dressing inappropriately.
- Reporting of Injuries - All injuries that occur while participating in athletics should be reported to the trainer/coach immediately. If the injury requires medical attention by a doctor or a treatment center, it will be necessary to have an injury report form completed. Once a physician treats an athlete, the athlete must obtain the doctor's permission to return to the activity.
- No spiked or cleated shoes are permitted to be worn in the building.
- Locker Room Regulations - Roughhousing and throwing of objects is not allowed in the locker room.
 - All showers must be turned off. The last person to leave the shower room is expected to check all showers.
 - No one except coaches and assigned players are allowed in the locker room.
 - No glass containers are permitted in the locker room.
 - All students are provided with a lock for their lockers. It is the student's responsibility to lock their lockers at all times.
- Hazing
 - The Pottstown School District does not condone any form of initiation or harassment known as hazing as a part of any school sponsored activity. This regulation is established that no student, coach, volunteer, or employee shall plan, direct, encourage, assist, or engage in any hazing activity. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership into a Pottstown School District organization. Endangering the physical health shall include but is not limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, beverage, drug or controlled substance, or other forced

physical activity that could adversely affect the physical health or safety of the individual. Endangering the mental health shall include any activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

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

- Students must pursue a curriculum approved by the principal or his designee.
- To be academically eligible, a student cannot be failing two or more credits. Eligibility is tabulated at 10:00 a.m. every Friday morning and runs Sunday to Saturday of the coming week. **Once a student is ineligible, he/she may not participate in competition until eligibility is checked again the next week and the student is found to be eligible.**
 - Students who are ineligible are expected to participate in all practices and study halls as per the directive of the coach or advisor.
 - For purposes of eligibility, all classes are judged by the current number scale, with less than 60% being a failing grade.
 - A student must be in attendance and must arrive to school prior to 8:45 a.m. to participate in a practice, game, or event.
 - PIAA states that any student missing 20 or more days in a semester is ineligible to participate in any interscholastic sports for 45 days attended after the 20th day.
 - **30 Day Attendance Rule: Once a student accumulates more than 30 absences, the student may forfeits his/her privilege to participate in athletics, field trips, dances, pep rallies, class trips, and all other extra-curricular activities for the remainder of the school year.**
 - Students who are suspended out of school (OSS) or expelled may not participate in any after school competitions or activities during the period of suspension/expulsion.
 - Students who are assigned in-school suspension (ISS) may not participate in after school competitions on the day(s) of the suspension but are expected to

participate in all practices or study halls as per the directive of the coach or advisor.

- Students who have 5 or more incidents of suspension (ISS or OSS), may forfeit the privilege to participate in athletics, field trips, dances, pep rallies, class trips, and all other extra-curricular activities for the remainder of the school year.
- No student may participate in a sport that has an outstanding obligation to the athletic department until the obligation has been satisfied.
- Eligibility for academic field trips is determined by the 30-Day Attendance Rule and 5 or more incidents of suspension. Eligibility for non-academic field trips will be determined by the 30-Day Attendance Rule, 5 or more incidents of suspension, and *include the minimum passing grade requirement of 3 credits.*
- In all activities, the coach/advisor shall select the students who shall represent the school. The coach/advisor is given the privilege of cutting students to attain a workable or required number. Cuts, when necessary, will be based on students' ability, attitude, and general proficiency.

ATHLETIC INSURANCE

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

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

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

ATTENDANCE

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

- Students must submit a written parental statement that includes the student's first and last name, date(s) of the absence(s), and reason for the absence, **phone number** and parent/guardian signature.
- Notes are to be given to the Attendance Office clerk. Notes may also be faxed.
- **Phone calls are not valid legal excuses. All excuses must be in writing.**
- If the student does not submit this written note within three **(3)** days of his/her return to school, the absence is considered unlawful. Students over the age of 17 will be considered unexcused (see board policy for more information).

- **No more than ten (10) parental notes will excuse a child per school year.**
- After the tenth (10) cumulative absences per semester, a physician’s excuse is required for each absence. Physician’s notes must document that the student has been seen in the office or it is considered unlawful or unexcused. No parent excuses will be accepted.
- Unlawful and unexcused absences resulting from the failure to turn in an approved note within the 3 day time period will not be changed.
- Students absent five (5) or more consecutive school days *within the same school year* must present a physician’s excuse.
- Students needing to leave school early for any reason must have a handwritten note turned into the Attendance Office the morning of the dismissal. The note must include a parent/guardian signature and phone number where they can be reached to verify the note.
- The State of Pennsylvania defines “truancy” as a student who has missed 3 days of unexcused absence from school and “habitual truancy” as a student who has 6 or more days of unexcused absence from school in a school year.
- When a student has a medical or dental appointment that requires early dismissal from school, a note from that office must be turned in immediately upon returning from the appointment. If the note is not handed in, the absence will be recorded as illegal.
- Students who arrive late because of an emergency situation must bring a note signed by the parent that explains the emergency. Should tardiness become chronic, the administrator may record each tardy as unexcused (**Policy 204**). **Please note that students who arrive after 8:45 AM and are not excused will be ineligible to participate in sports and other extra-curricular activities that day. If you are not in your homeroom by 7:55 a.m., you are late. If arriving after 11:15 a.m., you are A.M. truant unless excused.**
- Pottstown School Board Policy 204 states:
 - The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The Board recognizes the importance of regular attendance to ensure student success in the district’s instructional program.

ATTENDANCE AUTHORITY/POLICY

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The following students shall be excused from the requirements of attendance at the schools of this district:

- On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
- Students attending college who are also enrolled part-time in district schools shall be counted as being in part-time attendance in this district.

- Students attending a home education program or private tutoring in accordance with law.
- Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
- Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, who are engaged in farm work or private domestic service under duly issued permits.
- Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

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

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

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

Temporary Excusals

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

- Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- Students participating in a religious instruction program, if the following conditions are met:

- The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
- The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
- Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
- School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence

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

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

Unexcused/Unlawful Absence

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

Enforcement of Compulsory Attendance Requirements

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

The notice shall:

- Include a description of the consequences if the student becomes habitually truant; and when transmitted to a person who is not the biological or adoptive parent, may also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
- The notice may include the offer of a School Attendance Improvement Conference.

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

School Attendance Improvement Conference - District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

- The student.
- The student's person in parental relation.

- Other individuals identified by the person in parental relation who may be a resource.
- Appropriate school personnel.
- Recommended service providers.

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

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

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

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

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

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

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

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

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

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

Special Needs and Accommodations

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

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

Discipline

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

EARLY EXCUSAL

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

EDUCATIONAL TOURS/TRIPS

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

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

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

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

3. Unlawful absence is the unexcused absence for all students under the age of 17. Unlawful absences are always unexcused absences.

BULLYING

Pottstown School District Policy 249 states:

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

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

CONSEQUENCE FOR VIOLATION

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

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

CAFETERIA

- Lunch is provided in the cafeteria. **Students are not permitted to leave school for lunch or have delivered food from outside vendors.**
- Food is not to leave the cafeteria without permission from an administrator.
- Loud and boisterous behavior is inappropriate and is not tolerated in the cafeteria.
- Book bags, jackets, cell phones, and other personal belongings or school materials are not permitted in the cafeteria.
- Students are to:
 - Enter the cafeteria and form lines in order to be served.
 - Place all paper and debris in proper containers.
 - Deposit trays and dishes at the service window.
- Students will be dismissed from the cafeteria by the proctor in charge.
- Students must have a pass to leave the cafeteria.
- One (1) student per seat.

DISCIPLINE CODE FOR STUDENTS

The Pottstown Middle School recognizes the value of a positive behavior support program and utilizes this method as the first avenue to communicate and manage expected behaviors within

the building. The middle school outlines expected behaviors into three categories known as the Trojan Triad; Respect, Responsibility, and Outstanding Achievement.

As with any developmental adolescent, sometimes behavior choices do not align with school expectations and warrant a disciplinary consequence. The administration expects each student to demonstrate behavior that shows respect for all persons and property. It is each student's responsibility to demonstrate desirable behavior that is conducive to a good learning atmosphere. The guidelines outlined in this section represent the consequences for violations of the Discipline Code for PMS students. Consequences may be modified if alternative or additional actions will serve the best interest of the student and/or school environment. Please note that this list of unacceptable behaviors is not inclusive. Any event not mentioned below will be addressed by the administration. Recognizing discipline is a learning opportunity and students in grades 5-8 are at different developmental levels, administration reserves the right to differentiate discipline as appropriate for students' developmental needs.

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

Classroom Infraction	Intervention / Consequence				
Violation of any area defined by TROJAN TRIAD OF SUCCESS	Intervention / consequence is directly associated with classroom teacher, team, or grade level behavior management expectation systems.				
Arrival / Departure	Student conference to explain the Trojan Triad of success and staff expectations. Possible parent contact.	Parent contact required. Student conference and/or teacher/team consequence.	Parent contact required. Student conference with team teachers to discuss behaviors. Teacher/team consequence.	Parent contact required. Student conference with team teachers to discuss behaviors. Teacher/team consequences given. Forward concern to admin.	Parent contact required. Student conference with team teachers and admin to discuss behaviors and next steps. Teacher/team consequences given.
Assembly					
Bathroom					
Cafeteria					
Classroom					
Hallway					
Inappropriate conduct at any school sponsored activity or on school grounds					
Library / Lab					

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

	Loss of privilege(s) Parent contact Peer mediation Other – determined by administration	Before or after school detention (1-5 days) Lunch detention (1-5 days) Written reflection of incident Temporary placement classroom
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Definition: Student misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the school. Level 2 infractions are incidents that do not represent a direct threat to the health and safety of others but are serious enough to require corrective action on the part of administrative personnel. Level 2 infractions may be referred to law enforcement depending on the number of occurrences and/or seriousness of offense. **The following chart is meant as a guideline for Level 2 infractions. Consequences may vary on a case-to-case basis.**

Level 2	Intervention and Consequence Options	
Administrator conference with student and/or parents Phone call / letter to parents In-School Suspension (.5-5 days) Rec. for counseling with Creative Health Referral to extra / co-curricular activity Behavior contract Other – determined by administration	Before or after school detention (1-5 days) Lunch detention (1-5 days) Loss of privilege(s) Peer mediation Check-ins with guidance office Provide mentor for student SAP referral	

*Appropriate when Level 1 interventions and consequences have been ineffective or behavior is so severe as to warrant administrative intervention.

Definition: Student misbehavior that results in violence being directed at another person or to property. These misbehaviors can pose a direct threat to the safety of others in the school. Level 3 infractions can also include continuations from Level 1 or Level 2 infractions. Level 3 infractions are subject to law enforcement referral. **In addition, any Level 3 infractions may result in administrative hearing, expulsion, and charges pressed by the police.**

Level 3	Intervention and Consequence Options	
Administrator conference with student and parent Parent / guardian notification attempt(s) required In-School Suspension (.5-5 days) Out of School Suspension (1-10 days) Referral to extra / co-curricular activity Other – determined by administration	Loss of privileges SAP referral Peer mediation Check-ins with guidance office Provide mentor for student Behavior contract Rec. for counseling with Creative Health	

*Appropriate when Level 2 interventions and consequences have been ineffective or behavior is so severe as to warrant administrative intervention.

Offense	Level of Consequence		
	1	2	3
Abusing / Misuse of Computer	•	•	
Abusive or Unacceptable Language Toward Staff	•	•	
Abusive or Unacceptable Language Toward Student	•	•	
All Other Forms of Harassment / Intimidation		•	•
Argument	•		
Bomb Threats			•
Bullying	•	•	•
Bus Violation	•	•	
Cafeteria Violation	•	•	
Cheating on Test / Classwork	•	•	
Criminal Offense / Attempt of (i.e. robbery, assault, rape, kidnapping, arson / false alarm, stalking, etc.)			•
Criminal Trespassing			•
Cut Class	•	•	•
Cut ISS		•	•
Cut Lunch Detention	•	•	
Cut School	•	•	
Cut Teacher Detention	•		
Cutting Detention		•	•
Defiance in Language / Action	•	•	•
Disorderly Conduct		•	•
Disrespect Toward Teacher / Staff	•	•	•
Disruptive Behavior	•	•	•
Eating in Class / Gum Chewing	•		
Endangering the Welfare of Others	•	•	•
Entering Area / Room without Permission	•	•	
Failure of Disorderly Persons to Disperse	•	•	•
Failure to Follow ISS / TPC Rules		•	•
False Fire Alarm			•
Fighting		•	•
Forging / School Related Documents	•	•	•
Horseplay	•	•	
Inappropriate Language / Actions	•	•	•
Inappropriate Physical Contact	•	•	•
Inappropriate Use of an Electronic Device	•	•	
Insubordination	•	•	
Late to Class	•	•	
Late to Homeroom	•	•	

Lateness to School	•	•	
Leaving Building without Permission		•	•
Leaving Class without Permission	•	•	
Misbehavior with Substitute Teacher	•	•	
Misuse of a Pass	•	•	
Open Lewdness / Indecent Exposure	•	•	•
Physical Aggression Toward Staff		•	•
Physical Aggression Toward Students	•	•	•
Racial / Ethnic Intimidation	•	•	•
Repetitive Classroom Behavior		•	•
Sexual Assault			•
Sexual Harassment		•	•
Terroristic Threats (not bomb)		•	•
Theft/Robbery		•	•
Threatening Staff or Other Students	•	•	•
Vandalism		•	•
Verbal Fight / Disorderly Conduct		•	•
Violation of Drug Abuse Policy			•
Violation of Weapons Policy			•

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

DISCIPLINARY CONSEQUENCE

- **Administrative Disciplinary Misconduct Hearing:** An informal hearing with administration at central office. This meeting usually occurs at the Administration Building.
- **Administrative Detention:** Students may choose to serve detention during either before school or after school sessions and will be given 24-hours notice. Students are responsible for attending their detentions on the scheduled days. Before school detention sessions are from 7:10 a.m. to 7:50 a.m. After school detention sessions are from 2:15 p.m. to 3:15 p.m. Detention will be held on early dismissal days unless otherwise announced.
- **Alternative Education Placement:** Placement in either an internal or external program outside the regular school day.
- **Board Hearing:** Formal hearing that may result in expulsion.
- **In-School Suspension (ISS):** One-half (.5) to five (5) days (per offense) in the ISS room. Parents may request a conference. It is the responsibility of the student to request work from the classroom teacher. ISS runs from 8:02 a.m.-2:25 p.m. Students who are assigned ISS must report to the ISS room by the beginning of Period 1. It is the student's responsibility to report to ISS. All students in ISS must complete the required ISS assignments in order to receive credit.
 - If you are absent the day your detention or ISS has been assigned, you are responsible for attending the detention or ISS on the day you return to school.

- If you are absent the day you are assigned ISS and have a field trip the day you return, you must serve ISS and are not permitted to attend the field trip.
- Students who serve ISS may practice, but may not participate in games or travel with their team. Otherwise, they are not permitted to participate in any school activities during the period of suspension.
- Out-of-School Suspension (OSS)/Expulsion: Students who are suspended out of school (OSS) or expelled may not participate in any school activities during the period of suspension/expulsion and may not be on school property. In addition, students are not permitted to attend sporting events, concerts, and school trips on school grounds. One (1) to ten (10) days out of school under the supervision of the parent/guardian. A parental conference with an administrator is required prior to reinstatement.
- Parent Conferences: Teachers will contact parents regarding disciplinary concerns and may request more formal conferences if needed.
- Informal Principal's Hearing: A meeting with student, parent/guardian, and building administrator or his designee.
- Teacher Detention: Students may be assigned to detention with a teacher before or after school. Students will be given 24 hours' notice and teachers will notify parents of detentions. Failure to attend will result in additional consequences.
- After School Detention: Assigned by administration to be served from 2:15 - 3:15 or 1 hour from the time they enter detention location.
- Lunch Detention: 2 = 1 after school detention. These are assigned by teacher or administration to be served in location other than the cafeteria.

DRESS CODE

Purpose

- The school board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.
- The school board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.
- Exceptions to the dress code may be made by school administration for the purposes of school spirit days.

General Guidelines

- No representation of sex, drugs, weapons, gang affiliation, violence, or offensive language shall be displayed by any aspect of a student's dress including but not limited to clothing, backpacks, jackets, jewelry, tattoos, shoes, etc.
- Undergarments should not be exposed in any way.
- Footwear must be worn at all times
- Pajamas and/or slippers are not ever appropriate attire for school
- Sunglasses may not be worn in the school building.
- Clothing should not be overly baggy or overly tight.
- Clothing is expected to be clean, representing personal pride.

Tops

- Clothing must completely cover the midriff and back.

- Sleeves and backs are required on all tops (including dresses)
- Dresses and shirts worn over tights or leggings should be no shorter than fingertip length.
- Tops must cover the entire torso completely (cleavage, back, upper arms, midriff, etc.) in a material that is not see-thru.
- Undergarments should not be visible.

Pants/Shorts/Skirts/Dresses

- Bottoms should not be sagging or worn lower than the hip.
- Undergarments should not be visible.
- Appropriate length no shorter than fingertip length.
- Tights and yoga pants are permitted with a dress or top of an appropriate length (no shorter than fingertip length).

Shoes and Footwear

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

- Thongs, flip-flops, or "jellies"
- All footwear that presents a safety hazard including, but not limited to the following:
 - Loose fitting
 - Laces untied or missing
 - Excessively high platform shoes
 - Excessively high heels
 - Shoes without a back

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

Headwear

- Headwear worn consistently for religious reasons is permitted.
- Other headwear may be necessary for safety reasons for classes and programs.
- Hats and hoods are not permitted to be worn in buildings.
- Other headwear outside of these instances must be approved by the administration.

EDUCATIONAL TOURS AND TRIPS

School Board Policy 204 states: The district strongly discourages student absence from school except when illness or other urgent reasons prevent the student from attending. District officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with the district's guiding philosophy, but also recognizing the importance of the family unit, the Board will approve educational tours or trips not sponsored by the district up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the Superintendent if compelling, extenuating circumstances warrants such

consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

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

ELECTRONIC DEVICE

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

- Any student needing to make a phone call should see an administrator in the office for permission.
- This includes using headphones, Bluetooth devices, or any other devices during or between classes in any part of the school building including the cafeteria and lavatories.
- Violations to the electronic device rules will follow the progressive discipline outline in the discipline matrix.
- Inappropriate use of electronic devices will result in staff requesting the student to turn over the device until the end of the day.
- Refusal to hand over the electronic device at the request of the faculty or staff will be deemed as insubordination and the student may face disciplinary consequences as appropriate according to the disciplinary matrix.

EMERGENCY CLOSING OR DELAYED OPENINGS

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

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

EVACUATION DRILLS

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

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

FIELD TRIP AND STUDENT BEHAVIOR POLICY

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

GRADING SYSTEM (Policy 212)

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized. Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status. Any student whose average grade becomes a "D" or "F" will require parent/guardian notification beyond the online grading

program. All attempts will be documented. Notification may occur through phone calls, face-to-face contact, emails, text messages, or U.S. Mail.

Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

Parent-teacher conferences will be scheduled in the fall and spring and as the need arises.

GRADING SYSTEM

Elementary, Middle, and High School

Scale for subject sub-category skills

- Advanced (Adv.) (100-90) = 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) (89-70) = 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) (69 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 - 90-100 Excellent
 - B - 80-89 Above Average
 - C - 70-79 Average
 - D - 60-69 Below Average
 - F - 0-59 Failure
 - 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 213)

5th-8th Grades will have 2 tiers of Honor Roll:

Tier I – High Honors: Above a 90% in all subjects (Core and Related Arts)

Tier II – Honors: Above an 80% in all subjects (Core and Related Arts)

ID CARDS

All students are issued and expected to carry a Pottstown School District picture ID with them any time they are in a district facility. The ID must be available for presentation upon request by any teacher, administrator, or other district personnel. The ID is used to gain entrance into the

building, borrow library books, and to purchase lunch in the school cafeteria. Students are expected to keep the picture and bar code free of any markings or stickers. Students who lose or deface the picture or barcode will be required to purchase a new ID.

LEAVING SCHOOL

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

LIBRARY/MEDIA CENTER

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

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

LOCKERS

- Lockers are assigned the first day of school by your homeroom teacher. Lockers will be inspected by the student and homeroom teacher for any damage at the beginning and end of the school year.
- Students may access lockers four times per day:
 - Morning
 - Before Lunch
 - After Lunch
 - Dismissal
 - Permission by Pottstown Middle School employee
- Students are responsible for the contents and the interior of their locker and will be charged at the rate of \$40.00 per hour plus the cost of materials for the removal of graffiti or to fix damage.
- Students are not permitted to change lockers without permission.
- Students should not exchange locker combinations with anyone.
- THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STOLEN FROM LOCKERS.

- We recommend that students not bring valuables to school. Lockers may not be used as a depository for any object which is prohibited by law or which poses a threat to the health, safety or welfare of the occupants of the school building.
- Students are given a temporary privilege to use a locker, but have no expectation of privacy therein.
- All lockers are and shall remain the property of the school district. Please refer to Student Searches for more information regarding lockers.
- Students in Wellness and athletics will be provided with lockers. Students should not keep any valuables in these lockers.

LOST AND FOUND

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

MAKE UP WORK POLICY

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

MEDIA RELEASE

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

MEDICATION (Prescription and Nonprescription Drugs)

- Students are not permitted to have in their lockers, or carry in their possession any medications. This includes medications to be self-administered.
- Students needing prescription or non-prescription (over-the-counter) medications, including inhalers and bee sting kits, during school must bring these medicines to the health room, along with a completed Medication Permission Form from their parent/guardian and their family doctor. Forms can be obtained from the school nurse or downloaded from the district homepage
- Pottstown School District does not supply any medication to students.
- Medication must be in a container labeled properly including date, name of student, name of medication, dosage, the reason it is to be given, and the time for it to be administered.
- Only bring the amount of medicine necessary to take, not the whole supply.

- Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions. If you have any questions regarding this policy or need to keep certain emergency medicines on hand, please see the school nurse.

NURSE

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

State law requires that all school students be completely immunized in the following areas: 4 doses of tetanus/ 4 doses of diphtheria, 3 doses of polio , 2 doses of measles, mumps, rubella; if in 7th or 8th grade, you also need: 3 doses of hepatitis, age appropriate doses of varicella – or history of disease.

PLAGIARISM

Plagiarism is the willful copying of someone else's work without giving proper credit to its source. It can be copied from the published words of an encyclopedia or other book or from the Internet. It can also come from the unpublished work of a friend, classmate, or family member. Plagiarism of any source is considered inappropriate and wrong. No schoolwork may be turned in that has been inappropriately copied from another source. Any plagiarized material that is turned in as a student's own work will be given a failing grade. The student may be asked to do the work over.

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

Pottstown School Board Policy 227, in part, states:

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

property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

- The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.
- In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

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

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

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

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

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

Reasonable Suspicion/Testing

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

SCHEDULE

AM Procedures:

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

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

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

Students must be in HOMEROOM at 7:55.

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

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

Bell Schedule: Grade 7-8: The current bell schedule for grades 7 & 8 can be found on the Pottstown Middle School website.

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.

- 810.4: 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 up to 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 up to 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.
- 810.4: 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.
- 810.4: Hitting or pushing the bus driver, throwing objects at the bus driver when he or she is on or off the bus or when the bus is in motion, or similar offenses deemed by the principal to merit the following penalty.
 - First Offense: Immediate suspension of riding privileges indefinitely and parents will be notified by phone and mail. A hearing will be held to determine the length of the suspension of privileges.

SEXUAL HARASSMENT

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

STUDENT COMPLAINT PROCESS

Pottstown School District Board Policy 219 states in part:

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

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

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

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

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

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

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

STUDENT INFORMATION SHEETS

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

STUDENT SEARCHES

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

- Personal search: In the interest of safety and providing a weapon and drug-free school environment, a student and/or belongings may be searched.

STUDENT-TO-STUDENT HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

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

Students at Pottstown who feel they have been harassed should:

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

SUICIDE AWARENESS, PREVENTION AND RESPONSE: POLICY 819

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

Referral Procedures

Any district employee who observes a student exhibiting a **warning sign** for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a **warning sign** for suicide, students demonstrating **suicide risk factors** that appear to be adversely impacting the student should be referred to the school counselor, district behavioral health professional, and Student Assistance Program for support and follow-up.

Documentation

The district shall document the reasons for referral, including specific **warning signs** and **suicide risk factors** identified as indications that the student may be at risk.

Methods of Intervention

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

Procedures for Students at Risk

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists and social workers.

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

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

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

If the student is identified as being at increased risk of suicide, the district shall create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students with Disabilities

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

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

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

1. Determining the roles and responsibilities of each crisis response team member.
2. Working with families.
3. Notifying students, employees and parents/guardians.
4. Responding appropriately to the media.
5. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

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

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

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

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.

SUMMER SCHOOL - iSucceed

- Summer school is an opportunity for students to gain academic growth. Students are offered academic support to reinforce math, science, and English skills as well as core subject matter and enrichment activities. The summer program runs for six weeks.

TARDINESS TO SCHOOL

- Tardiness, as defined by school law, is lateness regardless of the student's reason. This would include late arrivals that are a result of illness, doctor's' appointments, car trouble, inclement weather, etc.
- **Students are tardy if they are not in homeroom when the 7:55 a.m. bell rings.**
- All cases of tardiness must be recorded.
- Students who arrive late because of an emergency situation must bring a note signed by the parent that explains the emergency. Tardiness may be considered excused for the following reasons:
 - Late buses
 - Personal illness
 - Medical reasons (with a note from a doctor)

- Hazardous conditions due to inclement weather
- Religious obligations
- Family emergencies
- Utility failure
- Job interview (with prior approval)
- Other extenuating circumstances may be considered by a school administrator or the Attendance Office.
- **No more than ten (10) parental notes will excuse a child per school year. This includes absentee notes.**

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

- If in the building and late to homeroom
 - Go to HR and the HR teacher will mark you as late to school
- If you arrive after 7:55 a.m. or did not make it to HR
 - Report to the Attendance Clerk and receive a late pass
- Give late pass to teacher in charge of your class
- After 11:15 a.m., without a parent note/escort or a physician’s excuse, you will be considered AM truant
- You have 3 days to bring in a note from your parent/guardian. Remember that the maximum amount of notes is ten (10) per year.
- Students who are tardy after 8:45 a.m. (unexcused) will not be eligible to participate in extracurricular activities, including practice, for that day.

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

TERMINATING OR TRANSFERRING SCHOOL(S)

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

TECHNOLOGY

Pottstown School District Policy 815 states in part that:

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

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

3. Transferring copyrighted materials to or from any district technology equipment without the express consent of the owner of the copyright.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Access to obscene or pornographic material or child pornography.
7. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
8. Impersonation of another user, anonymity, and pseudonyms.
9. Loading or using of unauthorized games, programs, files, or other electronic media.
10. Disruption of the work of other users.

Staff or students illegally accessing, altering, damaging, or destroying any technology equipment, computer network, computer software, or system information within a school system or an external system will be referred to the Pottstown Police Department for investigation and possible prosecution.

Users must immediately notify the Director of Technology if they have identified a possible security problem. The following activities related to access to the district's computer network and the Internet are prohibited:

1. Misrepresentation, including forgery, of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another.
3. Revealing a password or otherwise permitting the use of others, by intent or negligence, of personal accounts for computer and network access.
4. Using or attempting to use computer accounts of others; these actions are illegal, even if only for the purposes of "browsing".
5. Altering communication originally received from another person or computer with the intent to deceive.
6. Use of the district system to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or being involved in a terroristic threat against any person or property.
7. Disabling virus protection software or procedures.

Such violations in the case of students may result in suspension and/or expulsion, and such violations on the part of employees will constitute just cause for dismissal.

Sharing individually assigned accounts and passwords is prohibited. Passwords are designed to protect and any attempt to circumvent system security to gain unauthorized access to technology resources is expressly prohibited and subject to the appropriate punishment.

Student and staff photographs and names that are made available in district-sponsored media are permitted to be displayed on the district web site.

Student and staff photographs and names may be displayed on other commercial sites with specific written approval of the Superintendent and parent/guardians.

Students shall not download any information from the Wide Area Network/Internet unrelated to their specific course of study without prior approval of their instructor.

Any commercial endorsement placed on or linked to the district web site shall require the written approval of the Superintendent.

Users will not use the district system for political lobbying.

Actions Resulting From Misuse

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

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

Copyright

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

Internet Access

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

- *Middle School And High School Students* – Starting in 5th grade, students may have the opportunity to access Internet services at the direction of a staff member. Internet access is a privilege, not a right, and may be removed if any portion of this policy is violated or if the privilege is abused in any other way. Students in the middle school will not access the Internet without direct supervision by an adult, such as a teacher or other staff member (e.g., classroom aide).

Safety

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

TITLE 1

As a parent of a student attending a Title 1 school that is receiving Federal Title 1 dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title 1 school district to

comply and to provide you with the requested information in a timely manner. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualification and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate degrees and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child received help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

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

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

VISITORS

- All visitors must report to the front desk of the main office upon entering the building and obtain a visitor's pass. Guests may be required to show photo identification to enter the building. Guests may only visit the location for which they have signed in. Guests found in any other area will be escorted out of the building.
- Any guests requesting to visit a teacher must first gain approval from that teacher. The teacher must inform the front office receptionist of the impending visit before the guest arrives. No one will be permitted to visit teachers during the regular school day without prior permission from that teacher in order to keep disruptions to the learning process at a minimum.

WORK PERMITS

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

- Passport
- Return form to Middle School office to receive working paper

ASSURANCE OF NON-DISCRIMINATION

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

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