

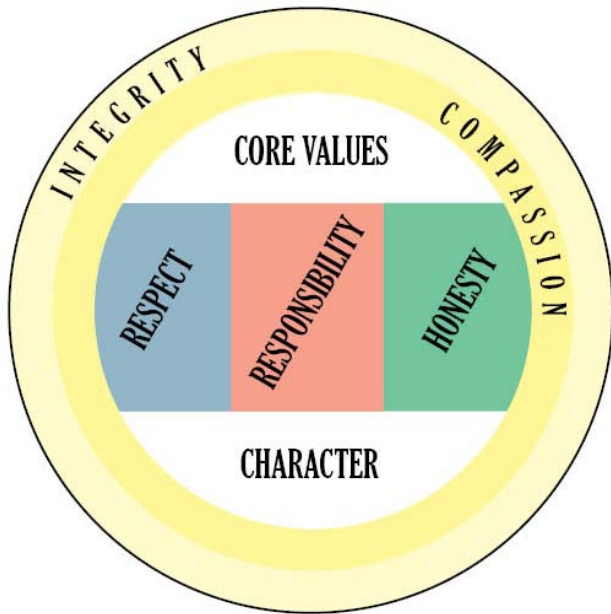


Peters Township School District



Peters Township Middle School 2012-2013 Handbook

Achievement, Character, Community



Respect

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated.

Responsibility

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

Honesty

Telling the truth, admitting wrongdoing. Being trustworthy and acting with integrity.

Compassion

Caring in action. Treating others with kindness, generosity and a forgiving spirit.

Integrity

A firm adherence to a code of core values, ideals and beliefs. Being honest, trustworthy and incorruptible.

The Core Values Continuum

The Core Values Continuum (CVC) represents the core values of the Peters Township School District and Community. It is our intent that our service reflects these qualities and character traits. With this belief in mind, we have organized our handbook to reference the many ways that our policies, procedures and practices are aligned with this continuum.

The core values of the Peters Township Character Counts Initiative - Respect, Responsibility and Honesty - are at the center of the CVC. These ideals serve as the basis on which we are committed to serve our community. The core values are encompassed by Compassion and Integrity to illustrate our commitment to act with a kind and caring spirit in alignment with these virtues

We have defined the virtues that make up the continuum (above). In addition, we have provided an explanation of how the continuum and our commitment to these important virtues can enjoin us to work, live and serve together for the betterment of our community, ourselves and one another:

According to Dr. Thomas Lickona, noted professor and author, character education is the deliberate effort to develop virtues that are good for the individual and good for society. The objective goodness of virtues is based on the fact that they: affirm our human dignity, promote the well-being and happiness of the individual, serve the common good and define our rights and obligations.

These virtues meet the classical ethical test of reversibility (Would you want to be treated this way?). They are universal in that they transcend a wide variety of applications. (Would you want all persons to act this way in a similar situation?).

What is Character Education?

Character education can be defined as all that occurs in schools that impact the character development of students. This includes intentional efforts and practices, as well as all that is learned through unplanned aspects of life in the school, all interactions, behaviors and expressions of individuals, groups and organizations.

The Peters Township Board of School Directors strongly supports the character related efforts within the District and has adopted two resolutions to show their formal dedication to these core values in both education and athletics. (Please see Character Counts and “Youth Exemplifying Sportsmanship” information on page 11 of the handbook.)

From the Superintendent

Dear Parents,

Welcome to a new year in the Peters Township School District!
This handbook has been developed to provide useful information about the District and your child's school for the coming year.

Inside these pages you will find information that details school routines and procedures. While we have attempted to cover many questions and situations in this book, additional information – contact numbers and e-mail, Board meeting information, policies and more – can also be found on the District website at www.ptsd.k12.pa.us.

As a School District, and as a community, we are dedicated to excellence in all that we do in Peters Township. We are partners in that effort and we look forward to an exciting year ahead.

Dr. Nina Zetty

Superintendent

Board of Education

Cynthia Golembiewski ~ *President*
Lori Cuervo ~ *Vice President*
Ronald Dunleavy
Lynn Erenberg
Sandy Gregg
David Hvizdos
Thomas W. McMurray
William Merrell
Sue Smith

District Administration

Nina Zetty, Ed.D.
Superintendent of Schools
Patricia Kardambikis, Ed. D.
Asst. to the Supt. for Curriculum, Instruction and Assessment
Mara Linaberger
Director of Staff Development
Vincent Belczyk
Board Secretary/Business Manager
Duke Maloy
Director of Technology
Patricia Kelly
Director of Special Education
Nancy McCann
Director of Human Resources
Brian Geyer
Athletic Director
Lisa Runco
Director of Food Service
Glenn Franceschina
Supervisor of Buildings & Grounds
Joyce Dahlstrom
Director of Transportation
Shelly W. Belcher
Communications Coordinator
Louise Woods-Rzepka
Human Resources Coordinator

The purpose of the Student Handbook is to give School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between Board policy and the provisions of this handbook, the Board policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the District. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

It is the practice in Peters Township School District to provide an equal opportunity for all students to achieve their maximum potential through the programs and classes offered at all schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Compliance Officer for Section 504 services, activities, facilities accessible to and usable by handicapped persons is Patricia Kellyc, Director of Special Education; Compliance Officer for Employment, civil rights or grievance procedures is the Ms. Nancy McCann, Director of Human Resources; Compliance Officer for non-discrimination in classroom practices is Dr. Patricia Kardambikis, Director of Curriculum; Compliance Officer for Title IX is Brian Geyer, Athletic Director.



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Introduction

This handbook is intended to provide pertinent and useful information about the School District and school building procedures and policies. By working together at all levels, we can ensure that all children will learn in a safe, high quality educational environment. School board policies, core curriculum information and current school procedures, programs and activities can be accessed via the District web site at www.ptsd.k12.pa.us.

Our School District

The Peters Township School District serves over 21,000 residents who live in the Washington County community of Peters Township, a 19.8 square mile, rural and suburban area south of Pittsburgh, Pennsylvania. In 1800, the first school was constructed in Peters Township: a simple, one-room log cabin. Since that time, we have grown into a school system that meets the educational needs of approximately 4,450 students in grades kindergarten through twelve. The District operates two K-3 elementary schools, one 4-6 elementary school, one 7-8 middle school, and one high school. The School District's academic program incorporates the key elements of 21st century learning including critical thinking, problem solving, creativity, innovation, collaboration, technology and life skills.

The District has consistently been recognized as one of the top performing Districts in the Commonwealth. In 2012, the Pittsburgh Business Times ranked Peters Township seventh among 105 local public school districts and 12th among all districts across the State.

Peters Township has been recognized as a National School District of Character by the Character Education Partnership in 2010. The CEP panel of experts has given this honor to an elite list of 13 schools and 2 school districts nationwide. Peters Township has earned this award for character education initiatives spanning from kindergarten through high school.

Our District Mission

The mission of the Peters Township School District, working in partnership with families and the community, is to educate individuals to be responsible, lifelong learners who possess the skills, knowledge, creativity, self-worth, and ethical values necessary to live, learn, lead and flourish in a rapidly changing, culturally diverse global society.

Our District Vision

Learning from the Past,

Listening to the Present,

Leading for the Future

The Superintendent's Vision

The Peters Township School District has a systematic approach of working together toward excellence and expecting it of all student and staff performance.

I**SECTION I: District Information****2012-2013 District Calendar**

August

20,21,23	Faculty In-Service Day
22,24	Faculty Clerical Day
27	First day of school for students

September

3	Labor Day - No School

October

12	Faculty In-Service, No School for Students
30	End of first report period

November

2	Faculty Clerical/In-Service, No School for Students
6	Report Cards Available on PowerSchool
8	Parent Conference Day, No School for Students
21	Faculty In-Service, No School for Students
22, 23, 26	Thanksgiving Holiday, No School

December

24-31	Winter Break
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January

1	Winter Break
18	End of Second Report Period
21	Martin Luther King Jr. Day, No School
22	Faculty Clerical/In-Service, No School for Students
24	Report Cards Available on PowerSchool

February

18	Presidents' Day, No School
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March

27	End of Third Report Period
28,29	Spring Break, No School

April

1	Spring Break, No School
2	Faculty In-Service, No School for Students
3	Faculty In-Service, Graduation Project
5	Report Cards Available on PowerSchool

May

27	Memorial Day, No School
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June

6	Last Day of School for Students
7	Class of 2013 Graduation
7	Faculty Clerical
18	Kennywood Picnic

Administrative Staff Directory

Dr. Nina Zetty , Superintendent	724-941-6251, ext. 7201 zettyn@pt-sd.org
Dr. Patricia Kardambikis , Assistant to the Superintendent for Curriculum, Instruction & Assessment	724-941-6251 ext. 7298 kardambikisk@pt-sd.org
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Duke Maloy , Director of Technology	724-941-6251, ext. 7222 maloyd@pt-sd.org
Nancy McCann , Director of Human Resources	724-941-6251, ext. 7202 mccannn@pt-sd.org
Brian Geyer , Athletic Director	724 941-6250, ext. 5233 geyerb@pt-sd.org
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Glenn Franceschina , Supervisor of Buildings, Grounds, & Transportation	724 941-8981, ext. 6011 franceschinag@pt-sd.org
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Shelly W. Belcher , Communications Coordinator	724-941-6251, ext. 7205 belchers@pt-sd.org
Louise Woods-Rzepka , Human Resources Coordinator	724-941-6251, ext. 7228 woodsl@pt-sd.org

-Assessment and Evaluation of Student Progress (School Board Policy 5121)

The process of evaluating student performance must be based on clearly defined evaluation criteria referenced to the District's curricular objectives. It must be valid, accurate and reliable. Student performance will be benchmarked against local, state, and national standards. Grades are available on PowerSchool and can be accessed with a password.

Attendance and School Absences (School Board Policy 5204)

It is the Law

The State of Pennsylvania requires all students between the ages of eight and seventeen to attend school regularly.

As stated in the Pupil Attendance, Absence, and Tardiness Policy 5204:

The following conditions constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident or medical procedure
4. Required court attendance
5. Death in family
6. Family educational trips (pre-approved)
7. Educational tours and trips (school-sponsored)

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 may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board will recognize other justifiable absences for the day or part of the school day. These shall include:

1. Medical or dental appointments (with state licensed practitioners)
2. Court appearances (with written documentation from the court)
3. Family emergencies
4. Other urgent reasons

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.

Attendance Requirement for Participation in Extracurricular Activities

In order to participate in a practice or the actual extracurricular activity on a particular day, such as a choral concert, band concert, athletic event, the school play, or school dance, the student must attend school for at least one half of the day.

Extended Absences

A doctor's excuse is required for a student to be readmitted following an illness that lasts more than ten consecutive school days.

However, if a student is absent for more than twenty days during the school year, the principal, a school counselor, and the student's teachers may meet to decide whether he/she should be promoted to the next grade. They will consider several factors before making their decision, such as the reasons for missing school, when the absences

occurred and their length, and whether the student had asked for assignments or had worked with a tutor approved by the School District. If they determine that the student's schoolwork is not suitable, he/she may have to attend summer school or receive special tutoring during the summer months to be considered for promotion. Otherwise, the same grade may have to be repeated. Homebound rules and procedures governing homebound or temporary excusals is available at each building office or from the school counselor.

Preplanned Educational Tour or Trip

If parents or guardians plan to take a family vacation and have it classified as an "educational trip," they must inform the principal at least one week in advance of the reason for the absence on the District's "Request for Excused Absences from School for a Preplanned Educational Tour or Trip" form. Total pre-approved absences during the school year will not exceed five (5) school days unless approved by the Superintendent. All pre-approved absences will be recorded as an excused absence. If more than one child is in a particular school, an application must be filled out for each child. This includes half-day trips. Vacations will not be approved as educational trips:

- During the weeks of PSSA testing (Writing, Reading, Math, or Science), and other standardized testing.
- If a child has excessive absences.
- If a child's academic progress is in jeopardy.
- During Graduation Project presentations (for juniors only)

Students are required to complete all assignments and tests deemed necessary by the teacher(s) within a time period that is equivalent to the number of days of excused absence (e.g., if a student missed three days of school, he/she will be given three days to make up all missed assignments).

Homebound Education

Students who must be absent from school for extended periods of time for health reasons are encouraged to continue their education under the guidance of a homebound teacher assigned by the school through the student's school counselor. This homebound teacher will assist the student in completing as much coursework as possible but realistic in the time assigned by rules, guidelines and procedures associated with homebound instruction. Be aware that this homebound teacher may not be able to assist your child with certain coursework, nor is it expected. In difficult cases they may serve as a facilitator and mentor carrying valuable information to and from the classroom teacher.

It will be the responsibility of the homebound student's regular teacher to provide homework and to assign grades for students on homebound. The homebound teacher may alter homework assignments based upon circumstances that arise from their visits with the homebound student. This shall not reflect negatively on the homebound student's grades. If there are any concerns that arise over grades or homework, the student, homebound teacher, and/or the regular teacher who may present these to the building principal for review and decision.

Building Security/Visitors to the School (School Board Policy 1250)

Parents of enrolled students or of prospective students, and Peters Township residents generally, are encouraged to visit the schools to become familiar with educational programs, to confer with school personnel, or to obtain desired information. Visits by appointment are recommended, in order to assure the availability of counselors, teachers, or supervisory and administrative personnel. Classroom visits are welcome and ordinarily can be arranged absent circumstances in which such visits would be unreasonably disruptive of the learning process or scheduled classroom activity. Visits can be arranged by contacting the school office.

All parents/guardians and visitors to the school are required to stop in the school office/attendance office upon entering the building. All visitors/volunteers must wear a badge and sign in while in the school or on the school premises during school hours. All visitors to Peters Township School District are required to show photo identification (driver's license, state issues photo ID, etc.) when entering any of our schools. Visitors will provide their ID cards to the main office staff and be given a visitor's pass for their visit. Upon return to the main office to sign out from the visit, their ID will be returned.

Character Counts Resolution

Peters Township School District resolves that character counts among our school board, administration, teachers and support staff. We support the Community Awareness Committee's efforts to facilitate the grass roots initiative to strengthen and recognize the importance of character to our families, neighborhoods, clubs, schools, government, and businesses. In the Peters Township School District, we strive to promote respect, responsibility and honesty as the cornerstones of our educational environment.

Y.E.S. Resolution: "Youth Exemplifying Sportsmanship"

Whereas, the Peters Township School District has been contacted by the Peters Township Park and Recreation Board to endorse the "Youth Exemplifying Sportsmanship," (Y.E.S.) initiative, which will provide the children of Peters Township with an opportunity to participate in a positive youth sports program, and whereas, the Peters Township School District supports the mission and goals of the Y.E.S. initiative to teach the fundamentals of recreational sports while meeting the developmental needs of children in a safe and fun environment. Now, therefore, because youth sports programs provide a great benefit to the children and families of our community, the Peters Township School District resolves that the Y.E.S. initiative is essential to the development of sportsmanlike conduct.

Confidential Communications of Students (Refer To School Board Policy 5207)

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

Corporal Punishment (School Board Policy 5218)

Corporal punishment is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument. Corporal punishment is a prohibited form of disciplining students. Reasonable force may be used by School District employees: to quell a disturbance, obtain possession of a weapon or other dangerous object, for the purpose of self-defense, and for the protection of persons or property.

Drugs And Alcohol (School Board Policy 5114.60)

The School District Administration expects that students report for class or extracurricular, co-curricular, school sponsored/sanctioned activities in a condition that will allow them to perform their various duties in a safe and efficient manner. The School District and its agents recognize that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Rules, guidelines and procedures have been developed to provide students information in advance of a problem and to promote the safety of all students, faculty and the public. Drug and/or alcohol violations will not be tolerated.

Expression Distribution and Posting of Materials (School Board Policy 5220)

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The School District respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The School District also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. For more information, refer to Policy 5250 that addresses student expression in general and distribution and posting of materials that are not part of District sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the School District's educational program.

Facility Usage (School Board Policy 1330)

The School District recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with policy, provided the use does not interfere with the educational programs or the needs of the School District. Information for making application for the use of facilities is available on the main page of the District website.

False Alarms/Calls/Threats or Tampering with Safety Equipment or Devices (School Board Policy 5218)

The safety of our staff and students is of utmost importance. Ensuring this safety is the responsibility of the entire Peters Township School District community – staff, school board, administration, parents and the student body. Students are not permitted to tamper with school safety equipment or materials. In addition, any student who furnishes false information to any adult concerning the placement or setting of a bomb or other explosives, or falsely set off an alarm, will be subject to expulsion and referred to the police for related violations when deemed necessary by the building Administration.

Flag Salute And Pledge Of Allegiance (School Board Policy 5237)

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who choose to refrain from such participation may stand or sit and shall remain respectfully silent throughout the Flag Salute and the Pledge of Allegiance. Students whose manners or actions are disruptive during the Pledge of Allegiance or the Flag Salute shall face disciplinary action deemed appropriate by the building administration. These same rules, guidelines and procedures apply to the playing of the national Anthem.

Forms

District forms (educational trips, medication, photo refusal, and notes to school) are available in each school office or the school web site or on the District web site at <http://www.ptsd.k12.pa.us/forms.htm>

Gifts, Grants, and Donations (School Board Policy 3280)

The School District has the authority to accept such gifts and donations as may be made to the District or to any school in the District by resolution duly passed at a public meeting. It is the policy of the Peters Township School Board that all gifts of equipment, supplies, etc., made to the School District, shall become the property of the school and their security and maintenance shall become the responsibility of the school, unless otherwise stipulated.

Individuals and organizations in the community who wish to contribute money, supplies or equipment to enhance or extend the instruction or extra-curricular activity programs of the School District should consult with the Principal, Business Manager, or Superintendent for authorization before appropriating funds. The Board of School Directors reserves the right to refuse to accept any gift, grant or donation which does not contribute toward the achievement of the goals of this District or the ownership of which would tend to adversely affect the District. Only gifts, grants and donations to which no restrictions are attached will be accepted.

Harassment and Sexual Harassment (School Board Policy 5115.11 or 5114.12)

Federal and state laws prohibit or sex related harassment and sex discrimination. The Peters Township School District fully endorses and enforces this prohibition. The Board of School Directors advises all students that harassment or sexual harassment in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion, as appropriate.

Hazing (School Board Policy 5114.13)

Hazing is any action or failure to act, which recklessly or intentionally endangers the mental or physical health or safety of students. Hazing activities are prohibited, will not be tolerated, and are inconsistent with the educational goals of Peters Township School District.

Administrators, faculty, staff, coaches, sponsors, volunteers, other District employees, and students shall not encourage, permit, condone, or tolerate any form of hazing. Reporting such activity to the Principal, in writing, is mandatory by any persons witnessing such activity. Students who have been subject to hazing, or feel they have been subjected to hazing, are to promptly report such incidents to the person in charge of the activity, their school counselors, the Director of Sports Programs and Activities, their Principal or Assistant Principal, or any employee with whom they are comfortable. This section constitutes the annual dissemination of this policy as required by the Board of School Directors.

Instructional Material (Refer to School Board Policy 5114)

The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments. This is the annual notification.

Laser Pointers (Refer to School Board Policy 5114.10)

Possession or use of laser pointers by students are prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the Peters Township School District. Laser pointers include any device designed for use or used to point, illuminate, identify or locate another object or site.

Open House

The traditional Open House is a time for students and their families to visit the school and meet the teachers in a more informal setting and learn more about the curriculum. Discussions regarding the specific concerns regarding student progress should be reserved for parent-teacher conferences.

Organizational Support Groups-Booster Groups (School Board Policy 1230)

The Peters Township School District recognizes the value of community groups in promoting the goals of school established activities. Provisions established within Policy 1230 coordinate the activities of such groups. It shall be expected that such organizations recognize the administration of the various schools of the Peters Township School District as being responsible for directing all educational programs and activities of the schools. Policies established by the Board of School Directors will govern all school established activities and programs. The policy provides for the annual review of stated goals and objectives of the group, constitution or bylaws, a current list of officers elected by members of the organization, and statements of endorsement by the Director of Sports Programs and Activities, and the building principal.

Our Responsibilities

The school community is made up of the student body, the teachers, the administrators, the school board, the parents, and all community members of Peters Township. To establish and maintain a school atmosphere in which everyone's personal worth and dignity are respected, the entire school community must work together. As members of the school community, we assume the following responsibilities.

Responsibilities of Students

It is the responsibility of each student to:

- Be honest and ethical: Respect, Responsibility, Honesty.
- Put forth his/her best efforts in the classroom to develop and improve their learning skills.
- Contribute to making the school a better place in which to learn.

- Exercise proper care when using school equipment.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the rules and policies of the school and follow them.
- Recognize that a rule is in full effect unless it has been eliminated or changed.
- Be aware of and obey state and local laws.
- Attend school daily and report to all classes on time.
- Make the necessary arrangements to make up work when absent from school.
- Avoid indecent, obscene, and abusive language.
- Respect school property.
- Follow the dress code.

Responsibilities of Parents

It is the responsibility of parents to:

- Be honest and ethical.
- Teach their children to respect themselves and take pride in their appearance.
- Respect their son or daughter's interests, abilities, and limitations.
- Instill in their son or daughter a positive attitude toward school.
- Be aware that parents' attitudes and opinions often become those of their children.
- Provide a suitable place for their son or daughter to do homework and be available for help when it is needed.
- Encourage their children to bring home all notices, forms, or letters from the school; read them; and, if necessary, discuss them with their son or daughter.
- Build a good working relationship with their son or daughter, teachers, and the school.
- Recognize that each school employee deserves consideration and respect.
- Insist on prompt and regular school attendance in accordance with state law.
- Contact the school when their son or daughter has an extended absence.
- Teach their children to respect the law as well as the rights and property of others.
- Help their son or daughter understand that rules are necessary and cooperate with school personnel in resolving misbehavior.
- Be aware of the school's rules for student behavior and encourage their children to follow them.
- Recognize that a rule is in full effect unless it has been eliminated or changed.
- Check the District website, PowerSchool and e-mail regularly to stay well informed.

Responsibilities of Teachers

It is the responsibility of each teacher to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Expect the best from each student.
- Keep from using sarcasm and ridicule in dealing with students.
- Encourage each student to develop a positive self-image and recognize the self-worth of others.
- Strive to make each student enthusiastic about learning.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Realize that while their class is important, students have other important classes as well.
- Build a good working relationship with the student and his or her parents.
- Provide proper classroom discipline.
- Teach students, by example, the common courtesies that promote better relationships.
- Handle discipline problems individually and with confidentiality.
- Show concern for students whose behavior suggests they are having problems, talk to the students about their problems, and involve counselors, principal(s) and parents, as necessary.
- Report to the principal any student who behaves in a way that endangers his or her safety or the safety of others, or who seriously interferes with learning in the classroom.

- Build good relationships with fellow teachers, Administrators and the entire school community.

Responsibilities of the Principal and Assistant Principal

It is the responsibility of the principal and the assistant principal, as the educational leaders of the school to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Be available to students, teachers, and parents.
- Review the school's programs regularly to make sure they are meaningful.
- Help acquaint new teachers with the school.
- Help the teachers to review and improve their own professional attitudes and procedures.
- Work with the teachers to prevent problems and to solve those, which do arise.
- Work with students and teachers to develop school rules.
- Work closely with parents in establishing a good relationship between home and school.
- Encourage parents and students to talk with other staff members and community agencies in solving problems.
- Make sure the school building is safe.
- Deal with discipline problems promptly.
- Carry out School District policies.
- Responsibilities of other school personnel
- Secretaries, teachers' aides, paraprofessionals, cafeteria employees, custodians, and bus drivers all contribute to the successful operation of the school. It is their responsibility to:
 - Be honest and ethical.
 - Promote mutual respect and dignity.
 - Be aware of the programs offered by the school and their responsibilities for their success.
 - Realize that while their individual responsibilities are important, they are a part of the total school program.
 - Enforce proper discipline.
 - Report to the principal any student who behaves in a way that endangers his or her safety or the safety of others, or who seriously interferes with learning in the classroom.
 - Follow School District Policies.

Responsibilities of the District's Administrators and School Board

It is the responsibility of the District's administrators and school board to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Establish a positive setting for learning.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Work closely with parents and school personnel in establishing a good relationship between the community and the school.
- Encourage parents, students, and school personnel to talk with other staff members, the school board, and even community agencies to solve problems.
- Be sensitive to the needs and expectations of the different people who make up the school community.
- Be available to parents, students, staff, and community members.
- Respect the feelings, judgments, and concerns of students, parents, school personnel, and community members.

Parent/Teacher Conferences

Peters Township School District teachers and principals are available to schedule conferences on the District's designated Parent-Teacher Conference Day in November, or by special appointment. Parent/teacher conferences are arranged by appointment or by sign-ups on this designated day. On the designated day in November, conferences are

held throughout the day and last approximately 20 minutes.

Throughout the year, teachers may contact parents to review a child's progress in school if necessary. Parents are welcome to initiate conferences, and may do so by contacting the child's teacher. By sharing information, teachers and parents can build a strong foundation for a positive and rewarding school experience. Conferences may also be arranged by or with the principal.

Public Conduct on School Property (School Board Policy 1251)

The buildings and grounds of the School District are public property. No one has the right to cause danger, alarm, disorder, damage or a disruption to the educational process that would interfere with, or impede the use of the property by students, visitors, guests, permit holders or employees of the School District. Possessing, using, or distributing alcoholic beverages, illegal drugs, or a weapon on school grounds is prohibited. Use of tobacco products is also prohibited. Persons involved shall be advised that they are in violation of the School District regulations and asked or directed by an official of the School District, the Peters Township Police, or contracted security personnel to leave the school premises.

School Closings and Delays

In case of inclement weather or other emergencies, delayed openings, school cancellations or early closings will be announced on the District cable channels (Comcast - Channel 19 or Verizon Fios – Channel 39), local television news and radio stations, Email News Blasts (parents must sign up for this on the District website). Parents will also receive notice via the District's emergency phone system, Global Connect. The system will be utilized to call the home phone number listed for parents in our PowerSchool database. Severe weather conditions, such as power outages, may hinder use of one or more of these notification venues.

School Insurance

A school insurance policy is offered to parents for students at the beginning of the school year and is only required if a student intends to participate in sports and is not covered by his/her parent/guardian's policy.

Searches (School Board Policies 5114.2, 5114.3 or 5114.4)

The School District supports the elimination of, possession of, or use of unwanted items, substances or activities or illegal substances and devices. The School District wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances or weapons. The Board authorizes the administration to conduct, where reasonable suspicion exists, appropriate searches of individuals. Additionally, it shall be the policy of the Board to permit the administration to periodically sweep and/or search the school property with dogs trained for the purpose of detecting the presence of unwanted items, substances or activities or illegal substances.

In an effort to assist in providing a safe environment, students must acknowledge a reduced expectation of privacy. Unannounced inspections or sweeps of the school property may be performed to aid in enforcing school policy, providing a deterrent to unwanted items, substances or activity. Inspections or sweeps of school property may result in reasonable suspicion that prompts a search of individuals, lockers, or vehicles. All school officials involved in any manner with a general student search, search of a student's locker or vehicle shall respect and maintain the privacy and confidentiality of each student involved.

Student Assistance and Referral Program (School Board Policy 5114.6)

The Peters Township School District will work to educate, prevent and intervene in the potential and actual use and abuse of all drug, alcohol and mood altering substances by the entire student population. The District recognizes that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Procedures will be implemented through the functioning of the appropriate Student Assistance Team which is a core team of

administrators, teachers, counselors, and nurses. These teams are the STAR (Student Assistance And Referral), grades 7 through 12, or IST (Instructional Support), grades K through 8.

Student Photos/Images for Publicity Use

The Peters Township School District seeks to actively promote the positive accomplishments of our students. In many cases, photos of our students appear in local media and in publications produced by the District. If you DO NOT wish for your child's photo image to be used for inclusion in newspaper publicity, reproduced in school publications such as the school calendar and newsletter, or to appear on the District's web site, please complete and return the Photo Refusal form on the District website to the main office in your child's building. These forms will need to be completed annually.

Student Rights (School Board Policy 5114)

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school and has authorized the administration with the responsibility to administer such rules consistent with School Board policy. School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, shall obey school rules while working through channels to help change those which they seek to have changed. A complete list of Student Rights may be found in Policy 5114 on the District website. Students should be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Student Surveys (School Board Policy 5235)

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Peters Township Board of School Directors, based upon the Superintendent's recommendation, prior to administration to students. All surveys and instruments used to collect information from students shall relate to the District's educational objectives. Parents/guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child. Parents/guardians have a right to inspect, upon request, a survey created by a third party prior to administration or distribution to their student. Such requests shall be in writing and submitted to the Superintendent. No student shall be required to submit to surveys or evaluations, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

Volunteers (School Board Policy 1240)

The District strongly supports the involvement of parent/guardian and community volunteers, who offer their services without compensation. Long-term volunteers (10 or more hours a week) and those persons chaperoning overnight trips are required to have appropriate clearances.

For the safety of students and staff, volunteers are:

- (1) Subject to the safe and orderly running of the building
- (2) Expected to maintain the privacy of confidential student information
- (3) Expected to respect the authority of the teacher or supervisor overseeing the volunteers
- (4) Required to sign-in at the appropriate building with a statement of their volunteer purpose

Weapons and Dangerous Instruments (School Board Policy 5114.80)

The School District acknowledges that an orderly school environment is necessary for an effective instructional program and productive workplace. In order to provide for an orderly school environment and safe workplace, the possession of weapons and dangerous instruments, and/or look-alike weapons by students, while on school grounds, at school sponsored activities, in any student vehicle on school grounds or at any school sponsored activity anywhere, or in any vehicle provided by the Peters Township School District, is strictly prohibited.

Prior to the admission of any pupil to the Peters Township School District, the parent, guardian or other person having control or charge of the student shall, upon registration, provide a sworn statement indicating whether the pupil was

previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs or for any other willful act of violence committed on school property. Said statement shall be included in the student's disciplinary record. A request for a copy of the student's disciplinary record will be forwarded to the student's previous place of schooling immediately for verification.

Whenever a pupil transfers from the Peters Township School District, a certified copy of the student's disciplinary record shall be forwarded, as per Act 26 of 1995, to the school entity to which the pupil has transferred, and within 10 days of the school's request. Permission of the parent or other person having control or charge of the student shall not be required for transfer of the student's disciplinary record to another school entity.

Withdrawals

A release of records form should be completed by the parent/guardian of any student who is withdrawing. Teachers and staff will summarize the student's progress and prepare the student's file, including health records, to forward to his/her next school of enrollment. All records will be forwarded by U.S. mail.

If a student plans to leave the Peters Township School District, the office should be informed as soon as possible in order for school records to be sent to the new school. On the last day the student attends school, he/she will receive a "Notice of Withdrawal" to share with his/her teachers so they can collect books and record grades for their classes. We appreciate a 24-hour notification before a student will be withdrawing, so the attendance secretary can prepare the proper forms and paperwork.

II

SECTION II: Student Information

Bullying Or Cyber Bullying (School Board Policy 5249)

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

Bullying is defined as 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 substantially interfering with a student's education and/or substantially disrupting the orderly operation of any school.

More information on bullying can be found in each school's handbook.

Bus Procedures

A high standard of student behavior on school buses and at designated bus stops is expected. Any conduct that is deemed to be unsafe or detrimental to safe bus operation or bus stop safety will result in disciplinary actions such as seat assignment, loss of bus riding privileges, or suspension. Students are to arrive at the bus stop no more than ten minutes before the bus arrives. Students getting off the bus are required to leave the bus stop immediately. The bus driver is in charge of the vehicle and students are to follow the instructions of the bus driver at all times.

Bus Assignments

Students are assigned to buses and bus stops each school year. Notification is done in August prior to the start of school. Transportation questions should be channeled through the District's Director of Transportation. Change of address should be reported to the Transportation Department so new bus assignments can be made.

Bus Drills

Twice during the school year, all students assigned to a bus participate in bus evacuation drills. Typically, these drills are conducted in September and March.

Temporary Bus Permit

Due to safety concerns and limited seating capacity on the buses, students will not be permitted to ride home on any bus that is not their assigned route. Students may be permitted to be a car-rider and go home with a fellow student when a parent-signed note has been provided.

Cameras

Cameras are installed to enhance safety and protect the District and public's investment in school property. Cameras are in use around the perimeter of the buildings, at the stadium, on school buses and at locations within all school buildings. Recorded data from the cameras is available and is used by the District administration and law enforcement to investigate incidents as necessary. Due to confidentiality laws, privacy rights, safety and welfare issues these recordings will not be available for viewing to anyone but authorized District personnel and law enforcement.

Care of School District Materials

It is expected that students will take proper care of those textbooks and materials issued to them by the School District. Students who lose or damage materials and books will be expected to pay for the replacement or repair costs. Other disciplinary consequences may occur, including but not limited to loss of privileges and activities.

Confidential Communications of Students (School Board Policy 5207)

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

Disciplinary Procedures

One of the goals of our District and school discipline policies is to prepare our students for responsible citizenship. Each individual child must learn to work with and share the rights and responsibilities of good citizenship with other individuals.

It is the shared responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the well being of every person in the school environment. This environment should be a positive one, characterized by openness and mutual respect.

Copies of all the School District policies referred to in this handbook can be found at each school office, at the District office, and on the District web site at www.ptsd.k12.pa.us.

Health Services

School nurses and health paraprofessionals work with school staff and parents to ensure that state and school health and safety regulations are properly implemented. Should students have special medical needs, the District provides information and services.

The Student Health Services of Pennsylvania's public schools are designed to prevent health problems as well as treat minor illnesses and accidents so a student can continue his or her day in school. However, any serious illness or accident will be reported to the student's parents as soon as possible.

Accidents, Injuries, and Illness (Board Policy 5142 or 5146)

If a student gets sick or injured during the school day, a pass must be obtained from the teacher and the student must report to the nurse's office. The nurse will contact the parents if necessary. Any dismissals due to health reasons must come through the health office. If a child needs to be sent home, parents will be called by the school and requested to take the child home.

In the event the accident, injury, or illness is too serious for the student to report to the school nurse, or a situation occurs off site during a related activity, the student should seek assistance from a teacher, coach, sponsor, or other adult who is acting in a supervisory role. Students are not permitted to leave the activity site, school grounds or attempt to address the situation without adult assistance.

When possible, the parent/guardian will be asked if they wish the school to summon an ambulance, if they wish to accompany the child in the ambulance, or have a member of the staff accompany the child. In an emergency, the District will immediately summon an ambulance to transport the student to a hospital and the parent/guardian will be notified. School personnel accompanying or transporting a student to a hospital will remain with the student until the parent/guardian or other responsible adult arrives. All ambulance and other costs are the responsibility of the parent/guardian.

Re-admission of any child to school following a contagious illness will be dependent upon the child being free of symptoms, as well as the possible observance of an exclusion period. The school nurse should be consulted if there are any questions or concerns regarding re-admission to school. Parents will be contacted if a child misses three or more days of school. Students who cannot attend school for 10 or more consecutive days due to medical reasons may be eligible for homebound instruction. This service is to be arranged through the principal's office at the request of the parent or guardian.

Emergency Cards

Each year, parents/guardians are requested to complete an emergency card. The cards are kept on file in each health office. Please notify the Health Office and the school office of any changes during the year. These numbers are used for our parent notification system that contacts parents in the case of an emergency or with important information from the District. **Please be sure your contact information is updated at all times as these phone numbers are used for the District's emergency notification system.**

Physical and Dental Examinations

State law requires that physical and dental examinations be provided by the school's nurse, doctor and dentist, or by the student's family physician. These examinations are provided by the School District, but parents may choose to have these examinations done by their personal physician. Pennsylvania School Law requires that each child entering grades K, 6, and 11 have a physical exam and each child entering grades K, 3, and 7 have a dental exam. Students are required to complete the special school form for health records.

Other examinations include vision testing, height and weight measurements (which are done yearly), and hearing tests, which are administered early in the school year.

Immunization

Children in public schools must be immunized for tetanus, diphtheria, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). Children attending grades 7-12 in 2011-12 will also need 1 dose of MCV and 1 dose of tetanus, diphtheria, Tdap (if 5 years has elapsed since that tetanus immunization). Without these required immunizations the student will not be permitted to attend Peters Township School District. Exceptions do apply for medical reasons and religious beliefs. The school nurse should be contacted with any questions or concerns in this area.

Where applicable, those individuals who are identified as symptomatic or asymptomatic carriers of communicable diseases, infected with acute diseases, and/or chronic infectious diseases will be restricted from the school environment until such a time that it is ascertained their presence within the educational setting will not present a risk to themselves or others. Individually afflicted students shall be afforded their due process rights in respect to continued attendance or when appropriate be provided with education in the least restrictive environment.

Medication Policy (School Board Policy 5142.1)

The School District recognizes that to improve student health and regular school attendance, it is often necessary to administer medication or render limited medical care to students during the school day. The Medication Policy defines guidelines for the District's responsibility to administer medication or medical care. To ensure proper administration of medication, any student needing "prescribed medication" (prescriptions or over-the-counter medication which has been prescribed by a doctor in writing) during school hours, per the physician's instructions, must follow these procedures:

1. Obtain and process a medication use form, which should outline specific procedures for administering medication.
2. All medications must be registered and stored in a locked area of the building health office. The medication must be in a proper pharmaceutical container, bearing the student's name, physician's name and treatment instructions, including times the medication is to be administered.

In some cases, a parent may determine the need for his/her child to take "over-the-counter" medication (such as aspirin, cough medicine, etc.). This medication must also be registered at the building nurse's office, following the procedures previously listed. The School District cannot, however, assume responsibility for maintaining a schedule to administer "over-the-counter" medication, unless a physician prescribes it.

MRSA Information

While methicillin-resistant staphylococcus aureus (MRSA) is most commonly linked with athletics, the District takes a proactive approach to protect students throughout our schools. An informational brochure "Preventing MRSA: What Every Parent Should Know" is produced by the Communications Office and made available to staff, students, and parents in all nurses' offices, the athletic office, in the main office, and the District website. Any skin irritation should

be reported to the school nurse to evaluate the irritation and document the findings. Parents/Guardians will be notified and a course of further action will be identified.

Wellness of Students (School Board Policy 5140)

Peters Township School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn. The District is committed to providing an environment that promotes student wellness, proper nutrition education, and regular physical activity as part of the learning experience. Food items sold during the school day, whether through Food Service or fundraising efforts, must meet policy wellness guidelines. Peters Township School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn.

District Clean Hands Campaign

Recognizing the importance keeping our hands clean to help prevent the spread of communicable diseases such as colds, influenza and H1N1, the Clean Hands Campaign reminds our students through posters and reminders throughout the school to wash their hands regularly. The District provides touch-less hand sanitizers in key areas to prevent the spread of germs.

Home Schooling (School Board Policy 5200)

The Peters Township School District recognizes that families have a right to home educate their children in compliance with the Constitutions of the United States and Pennsylvania, the Compulsory Attendance Laws of Pennsylvania, and the provision of the Public School Code of 1949, as amended. By virtue of this policy, the Board addresses the participation of students involved in home education programs in the School District's curricular, extracurricular and interscholastic athletic programs in accordance with Section 1327.1 of the School Code. This policy also addresses the placement of students in educational programs on their entry or reentry into School District programs.

Homework (School Board Policy 6154)

Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. Homework is viewed as an integral part of the total education of the student when it provides the opportunity for the student to practice, apply, integrate, or extend school learning; reinforce and develop independent work habits; use home, school and community resources; and develop responsibility. Homework is to be relevant to the curriculum and based on student needs, capabilities and interests. It is to be planned and evaluated with respect to its purpose, appropriateness and completion time. Homework is not to be assigned as a form of punishment.

Loss of Privileges (School Board Policy 5218)

Students who engage in misconduct may lose their right to participate in any activities associated with the school. Loss of privileges may result from a student's overall misconduct or through one gross event that significantly negatively impacts the overall mission of the District, high school, organization, activity, team, or group. Any student who conspires, solicits, or induces another student to violate school board policy; the rules, guidelines and procedures of this handbook, or the law, shall be subjected to the loss of privileges

Safety Drills

To ensure the safety of all students, fire drills are conducted on a regular basis to provide practice in the event of an emergency situation. These are conducted in accordance with the procedures established by the School District and the Peters Township Fire Department.

When the fire alarm rings, students must remain silent and listen to the teacher's directions and leave the room. The last person out should shut the classroom door. Students must leave the building in an orderly manner and remain quiet in order to hear any additional directions. Failure to follow these rules will result in disciplinary action.

At times, in accordance with state regulations, students also participate in other drills such as severe weather safety drills, or lockdown drills. Each school has procedures to follow in case of various emergencies. In an effort to assist in providing a safe environment students must acknowledge a reduced expectation of privacy. Reasonable suspicion would be the catalyst of unannounced inspections or sweeps of school property or general student searches to aid in enforcing this handbook and/or school board policy. The purpose of these searches shall be to serve as a deterrent to unwanted items, substances, or activity, and to evaluate the safety and welfare of students and staff.

The School District may also use dogs to search or sweep lockers, property and other belongings that are on school property; therefore, again students must acknowledge a reduced expectation of privacy

School Counseling Services

School counselors in partnership with students, parents/guardians, staff, and the community, promote the development of each student’s potential. Through a proactive, comprehensive and developmental counseling program, the counselors assist all students in realizing their abilities, needs, interests, and goals as they transition through the educational process to become successful members of society and life-long learners.

Severe Food Allergies (School Board policy 5142.2)

Parents or guardians who request accommodations for their children(s) who have severe food allergies must provide written documentation to the school nurse on an annual basis from a physician indicating the nature and severity of the food allergy, as well as emergency procedures to be followed in the event of a severe allergic reaction. The building principal will coordinate information on accommodations with the Director of Food Services.

Skateboards, Roller blades and Skates (School Board Policy 1330.1)

Unless curriculum related, these items are not permitted on school property. Students are to leave them at home. Skateboards are unlawful to ride in Peters Township where a sign is posted stating “Skateboarding Prohibited.”

Standardized Testing

Peters Township School District is required to administer standardized tests and elects to administer others. The following standardized assessments are administered at each grade level:

PSSA Retest	12 th Graders who did not pass one or more of the 11 th grade tests
English Language Proficiency	K-12 ESL students only
PSSA Writing	Grades 5, 8, 11
PSSA Reading/Math	Grades 3, 4-8, 11
SAT - 10	Grades 1, 2, 5
PSSA Science	Grades 4, 8, 11
PSSS	Grade 9
Keystone Exams	Further information to follow

Student Discipline (Refer to School Board Policy 5218)

The Superintendent or designee shall:

- (1) ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct
- (2) publish and distribute to all staff, students, and parents/guardians the:
 - a. rules and regulations
 - b. sanctions that may be imposed for violations
 - c. student rights and responsibilities

Student Grades (Refer to School Board Policy 5121):

Grading Scale

The following represents the grading scale for grades K-3 in the Peters Township School District:

Letter Grade	Percentage
M = Mastered	90% - 100%
P = Proficient	70% - 89%
N = Needs Improvement	0% - 69%

The following represents the grading scale for grades 4-12 in the Peters Township School District:

Letter Grade	Percentage
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
*I	Incomplete

*Incompletes become an "F" after 10 days. The student has 10 days from the last day of the report period to make up work to get the incomplete rectified. Percentage grades are not rounded up (e.g.: 89.5% = 89.5%).

Web Access to Grades and Additional School Information

A PowerSchool link on the District website gives parents access their child's grades at any time via the Power School link on the District website. Power School offers parents the real-time access to grades, attendance, homework assignments and other class information. You may email teachers or ask for automatic updates on your child's progress and view the school bulletin. Visit the webpage for more information on obtaining a password to view your child's information.

Grade Reports

Paper report cards are no longer automatically provided. Parents may use the Power School link to access their child's information. Paper reports will be provided upon request.

Student Records (School Board Policy 5150)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The School District will maintain educational records for students for legitimate educational purposes. The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

Student Trips (School Board Policy 6153)

Student trips are a privilege. To participate, a signed parental permission form must be submitted. Students must meet all obligations for missed coursework. The teacher, sponsor or coach will enforce school rules, all of which apply during student trips. Students who violate school rules will be subject to disciplinary consequences, parent/guardian notification, and may be sent home at parental/guardian expense. Students represent our District where ever they go, and their behavior should be exemplary.

Technology Use (School Board Policy 5114.7 & 5114.71)

The Peters Township School District Board supports the use of the Internet, other District computer networks and technical resources in the District's instructional programs. These resources are made available in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of technology resources shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Furthermore, technology resources will be utilized where District operations can be enhanced by their use. District technology resources refer

to all District networks, computer software, computer hardware, digital image and audio devices, peripheral devices, computer services and the Internet.

The electronic information available to students on the Internet or through web-based services does not imply endorsement of the content by the School District, with the exception of resources approved and adopted by the Board of Directors. The District does not guarantee the accuracy of information received on the Internet. The District is not and will not be responsible for any information that may be lost, damaged or unavailable when using District technology resources or for any information that is retrieved via the Internet. The School District is not and will not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services. Parents/Guardians are legally and financially responsible for their child's actions.

Before students can use District computers on the District's network, they are required to electronically log in and agree to abide by the District's Technology Acceptable Use Policy. There is a summary of the policy on the computer screen that the student can read each time before clicking on "agree." It is assumed that the parents of all students will agree to this procedure, otherwise the parent is to notify the school office that his/her child will not be permitted to use District technology-related equipment.

Valuables

Students are responsible for their personal property. Students should not bring expensive belongings to school because they could be lost, stolen, or damaged. The school will not be responsible for these belongings.

III

SECTION III: Student Support Programs

English as a Second Language (School Board Policy 6190)

The District has developed a formal English as a Second Language (ESL) and Limited English Proficiency (LEP) policy to ensure quality educational services to all students. To accomplish this goal, the District's objectives are to provide appropriately planned instructional services for identified students whose dominant language is not English. The ESL teacher works closely with the Administrative staff and classroom teachers to assist students in improving their English proficiency. All students are integrated with their peers except when it is necessary to pull them out of class to provide specific services.

Gifted Support

Specially designed instruction is provided for students who are identified as intellectually gifted. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After a thorough review of each identified gifted learner's educational needs, a team of qualified professionals and the parents develop an appropriate Gifted Individualized Education (GIEP) plan.

Learning Support

This program is designed to help the moderate to mildly challenged students, who have a chronic condition of presumed neurological origin which selectively interferes with development, and integration of language or nonverbal abilities. Upon establishing a need for specially designed instruction, an educational planning team, which includes the parents, works to develop and implement an individualized educational program. Students may receive this support in the regular classroom ("inclusion") or in a special education classroom ("pull-out").

Life Skills Support

This program provides services for severely challenged students who are significantly delayed in their mental and/or physical development. After a thorough review of each eligible student, the location and level of special education services is determined by a team of qualified professionals, including the parents.

Other Special Education Services

In some cases, special education services are provided by agencies other than the School District. These services are contracted on an as-needed basis to address the specific areas of need for individual students. Such services include, but are not limited to: speech and language therapy, hearing support, vision support, occupational and physical therapy.

IV

SECTION IV: School District Student Policies

Overview: Student Policies

School board policies include a section of policies specific to the rights and responsibilities of students (5000 series) and a section specific to instruction (6000 series) You may access all approved District policies on our website at www.ptsd.k12.pa.us under the *Our School Board* tab and click on *District Policies*.

Topics covered under these policies include:

5000 SERIES - STUDENTS

5000 Strategic Plan
5103 Non-Discrimination in School and Classroom Practices/ Form
5112 Guidance Counseling
5113 Special Education
5114 Student Rights
5114.1.0 Laser Pointers
5114.1.1 Sexual Harassment -Students
5114.1.2 Harassment -Students
5114.1.3 Anti-Hazing
5114.2 General Student Searches
5114.3 Locker Searches
5114.4 Motor Vehicle Searches
5114.5 Threats, Assaults upon Students and Employees
5114.6 Drug and Alcohol Policy w/ 3 Attachments
5114.7 Acceptable Use of Technology Resources -Students
5114.71 Acceptable Use of Personal Technology Resources – Students
5114.8 Possession of Weapons and Dangerous Instruments
5115 Career and Technical Education
5118 Enrollment in District for Resident and Non-Resident Students
5121 Assessment and Evaluation of Student Progress
5127 Graduation Requirements
5127.1 WWII Veterans Diploma Requirements
5127.2 Class Rank – Graduation Honors
5135 Student Activity Funds
5140 Student Wellness
5141 Communicable Disease and Immunizations
5142 Student Accidents, Injuries, Illness
5142.1 Administration of Medication or Medical Care
5142.2 Food Allergies
5145 Child Abuse – Neglect
5146 Student Services
5149 Behavioral Management for Special Education

5150 Student Records
5160 Student Recruitment
5200 Home Schooling
5204 Pupil Attendance, Absence and Tardiness
5207 Confidential Communications of Students
5209 Health Examinations/Screenings
5218 Student Discipline
5220 Student Expression/Distribution and Posting of Materials
5221 Dress and Grooming
5233 Suspension and Expulsion
5234 Pregnant/Married Students
5235 Student Surveys
5236 Student Assistance Program
5237 Flag Salute and Pledge of Allegiance
5238 Tobacco Use (students)
5249 Anti-Bullying/Cyberbullying

6000 SERIES - INSTRUCTION

6105 Exemption from Instruction
6111 School Calendar
6120 The Educational Program Curricular Purpose and Scope
6125 Independent Study
6130 Gifted Education
6153 Student Trips
6154 Homework
6161 Textbook Selection
6164 Title I Parental Involvement
6164.81 ECIA Chapter I Complaints
6180 Educational Program Reports
6190 English as a Second Language and Limited English Proficiency
6200 Child Development Laboratory- High School/Preschool



SECTION V: Peters Township Middle School Handbook

The Peters Township Middle School Student/Parent Handbook is designed to give parents/guardians and students an understanding of the rules and regulations regarding attendance, procedures, and educational matters in our school.

School board policy supersedes any provisions of the handbook and if there are any questions regarding the procedures listed here and the school board policy, the school board policy most recently adopted will prevail.

This handbook is reviewed at the end of each year to maintain its consistency with policy adoptions. The handbook is not a contract between the school and parents/guardians or students. We reserve the right to change it at any time during the school year. Any changes in policy made during the school year will be communicated to students, parents/guardians, and staff and may also be accessed through the school District website.

Welcome to Peters Township Middle School

2012 - 2013

Dear Students and Parents,

The principals, faculty and staff of PTMS are available to assist and support you as you begin and throughout the school year. We encourage student and parental input and invite you to be a part of the middle school community.

Because middle school is a time of change and exploration, our program is student centered and academically challenging. Many opportunities are provided for parents to become involved in their child's learning experiences. Open House, Student/Parent Conferences, and Team Meetings are only a few of these opportunities. For students new to the District, PTMS offers an Ambassador Program, which pairs new students with a student ambassador. Please visit our counseling office and the website for more information.

Each year the student/parent handbook is revised. Our goal is to provide a comprehensive at-home guide to assist you in finding information regarding Middle School procedures, services, and school District policies. We hope that this handbook will be a resource to help you to find answers to questions you may have to make your year a successful one.

Best wishes,

Robert G. Freado

Principal

Peters Township Middle School
625 East McMurray Road
McMurray, PA 15317
724-941-2688

Achievement, Character, Community

Our Middle School

The Peters Township Middle School was first organized in 1968, featuring an educational program designed for young people entering adolescence. Located at 625 East McMurray Road in McMurray, the school's present facilities opened in the fall of 1988. The school structure consists of an Arts Building, an Academic Building, and a Physical Education Building handsomely designed to meet the educational needs of seventh and eighth grade students. A new addition was added in 2008, which increased the number of classrooms by eleven, enlarged the library and cafeteria, and added a computer lab to the 2nd floor.

Attendance - School Board Policy #5204

Absences

When a student returns to school after being absent, he/she is responsible for bringing in an excuse on the day he/she returns to school explaining exactly why the student was not in school. The student is to give the excuse to the attendance secretary. This excuse must be signed and dated by a parent or legal guardian. It is the student's responsibility to find out what work is due when he/she returns from an absence. Please refer to School Board Policy: Pupil Attendance, Absence, and Tardiness.

Arrival Procedures

Upon arrival to the school, students should go to their locker to get their books and then report directly to 1st period. A warning bell rings at 7:57 A.M. signaling students to go to their first period class. A student will be marked late if not in 1st period when the tardy bell rings at 8:02 A.M. Students are permitted in the building at 7:45 A.M. Students arriving prior to 7:45 AM. are required to wait in the vestibule. Students who have appointments with teachers are required to report to the office and sign in.

Early Dismissals

If a student needs to be dismissed from school for a medical appointment or other important reason, he or she must bring in a note from a parent/guardian explaining the reason and the time for dismissal. It must be taken to the attendance secretary as soon as the student comes to school in the morning. The student's name will be placed on the Morning Notice so his/her teachers will be aware of the early dismissal. However, it would still be a good idea for the student to remind the classroom teacher of his/her early dismissal. A doctor's medical excuse must be handed in upon returning to school. **Parents or guardians picking up their child for an early dismissal must come into the office to sign their child out.** Students returning to school from an appointment or who arrive late must check in with the attendance secretary and get a pass before going to class. Students are not permitted to leave the office without permission for an early dismissal. Parents do not need to sign their child in after an appointment. If a student has an appointment at the start of school and will be coming to school afterward, they must bring an excuse the day before, or ask the doctor for an excuse at the time of the appointment. Releasing children to parents or other persons via a telephone message will not be permitted. If a person is **not** a parent, a note from parent or guardian **must** be presented, indicating the identity of the person picking up the student.

Tardiness

When arriving tardy, the student must report, with a note from a parent/guardian indicating the reason for the tardiness, to the attendance secretary for a "Tardy Excuse" **before** reporting to class. **A medical excuse is required for medical appointments and will not be counted toward the cumulative tardies.** Coaches are responsible for checking attendance of athletic events. Students who are absent all day or are marked as a full-day absence (arriving after 12:42) are not permitted to participate.

Students arriving between 8:03 A.M. and 11:29 A.M. will be marked tardy. Students arriving between 11:30 A.M. and 12:42 P.M. will be marked half-day absence. Students arriving after 12:42 will be marked as a full-day absence. Examples of an excused tardy would be a medical appointment or illness documented by a doctor's note. Example of an unexcused tardy would be missing the bus, oversleeping, or skipping school. **The consequences for tardies are as follows:**

4 unexcused	verbal warning
8 or more unexcused	4- hour Saturday detention
Continued unexcused tardies may result in in-school or out-of-school suspension	

Unexcused tardiness can be calculated on a cumulative basis and referred to the District magistrate when the total amount of tardiness exceeds 3 school days.

Discipline- School Board Policy # 5218

Bullying

Bullying is characterized by the following criteria:

1. It is aggressive behavior and/or the intent is to cause harm.
2. It happens when someone with more power or perceived power unfairly and intentionally hurts someone with less power over and over again.
3. It is carried out repeatedly and over time.

Bullying is inappropriate behavior and will not be tolerated at our school. Students who bully others will be disciplined. Bullying behaviors fall into four categories: physical, social, verbal, and intimidation. Examples of each type ranging from mild to severe are listed below:

Physical – pushing, kicking, hitting, defacing property, stealing, physical acts that are demeaning, and locking someone into a confined space, threatening with a weapon or inflicting bodily harm.

Social – gossiping, embarrassing, setting up to look foolish, spreading rumors, ethnic slurs, manipulating social order to achieve rejection, threatening with total isolation by peer group.

Verbal – mocking, name calling, taunting, teasing, threats of aggression against person, property or possessions.

Intimidation – threatening to reveal personal information, graffiti, publicly challenging someone to do something, defacing property or clothing, playing a mean trick, taking possessions (lunch, clothing, money, toys), threats against family and friends, threatening with a weapon.

Students will be taught what bullying means, how to recognize when it happens, and positive ways to respond to and report the behavior. Students, parents, faculty, and staff members must work together to prevent and stop bullying.

Cheating

Webster's Dictionary defines cheating as *"to influence or lead by deceit; to practice fraud or trickery; to violate rules dishonestly."* Students earn grades through completion of their own homework, tests, projects, etc. Students are expected to complete all of their school work to the best of their abilities and in a manner characterized by honesty, honor and integrity.

Cutting Class

Students are expected to demonstrate responsibility by reporting to all classes and assigned areas, in a timely manner, as scheduled.

Fighting

Fighting is defined as any or all students involved in the exchange of punches or physical force and will result in any or all students being suspended. Students are expected to attempt to resolve conflicts in a peaceful, civil manner and are encouraged to report concerns to school personnel for assistance when needed.

Plagiarism

Webster's Dictionary defines plagiarism as *"the act of stealing and passing off ideas or words of another as one's own use without crediting the source; to commit literary theft."* Students are expected to complete their work in an academically appropriate and honorable manner.

Disciplinary Consequences- School Board Policy # 5218

No student has the right to interfere with the education of other students. It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone involved in the operation of the school.

However, when those rights are violated, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption or correct a problem. Reasonable physical force may need to be used by teachers and school personnel:

1. to stop a fight or a disturbance
2. to take away a weapon or other dangerous objects
3. for self-defense
4. for the protection of other people and property
5. to remove a disruptive student who refuses to leave after being asked

Types of Discipline can include:

1. Verbal Reprimand
When this happens, the teacher or principal generally tells the student what he/she did wrong and that it needs to be corrected.
2. Conferencing With the Student
The teacher or principal may meet with the student to discuss a problem and what can be done to solve it. Teachers and principals act *in loco parentis* and do not need permission from a parent/guardian to speak with a student.

In Loco Parentis: Teachers, guidance counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian, or persons in parental relation to such pupils may exercise over them.

3. Contacting the Student's Parents/Guardian
The teacher or administrator may decide to call the student's parents or write them a letter explaining what the problem is and ask for their support in helping to correct the situation.
4. Conferencing with Parents/Guardians
Sometimes a teacher or the principal will ask the student's parents to come to the school to discuss a matter.
5. Removal of Privileges
School privileges may be withdrawn from a student for a period of time because of misbehavior. This may include restricting the use of a hall pass or not permitting a student to attend an assembly, special trip, or eat lunch with their peers. It also may involve removal of a student from extra-curricular activities and/or school events, including but not limited to, dances and picnics.

Types of Consequences can include:

After-School Detention

A student will be given a detention notice listing the reason for his/her punishment, as well as the time and place of the detention. Parents are to sign the notice; it is the student's responsibility to return the signed detention slip to the office. It is important that parents be aware of when their child has been issued a detention. Therefore, students who fail to return signed detention notices will *not* be permitted to stay for detention and may receive additional disciplinary action. Students receiving several after-school detentions will incur increased disciplinary action. Students will NOT be called to the office and reminded to get the detention slip signed.

Expulsion-School Board Policy #5233

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction.

No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

In-School Suspension-School Board Policy #5233

When a child is assigned an in-school suspension, the following guidelines are to be followed:

1. Students must report to the middle school office upon arrival to school on the day(s) of the in-school suspension. They are not permitted to go to their lockers first.
2. Students will not be permitted to eat in the cafeteria; they may either bring a lunch or a lunch will be purchased at the student's cost and brought to them.
3. Students will be supervised by a teacher and will complete their class work as well as reflection essays in the in-school suspension room.
4. Students assigned in-school suspension will be given a chance to respond. Parents will be notified when an in-school suspension has been issued.

Out-of-School Suspension-School Board Policy #5233

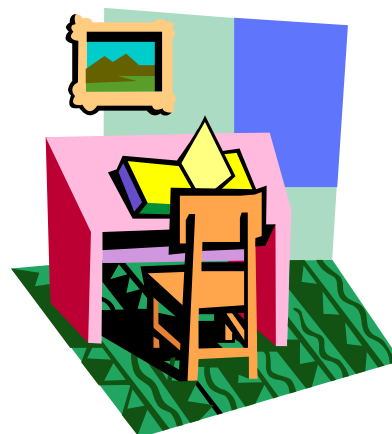
Every principal or designee in charge of a public school may temporarily suspend any student for disobedience or misconduct." Please refer to the District Policy for more information.

Saturday Detention

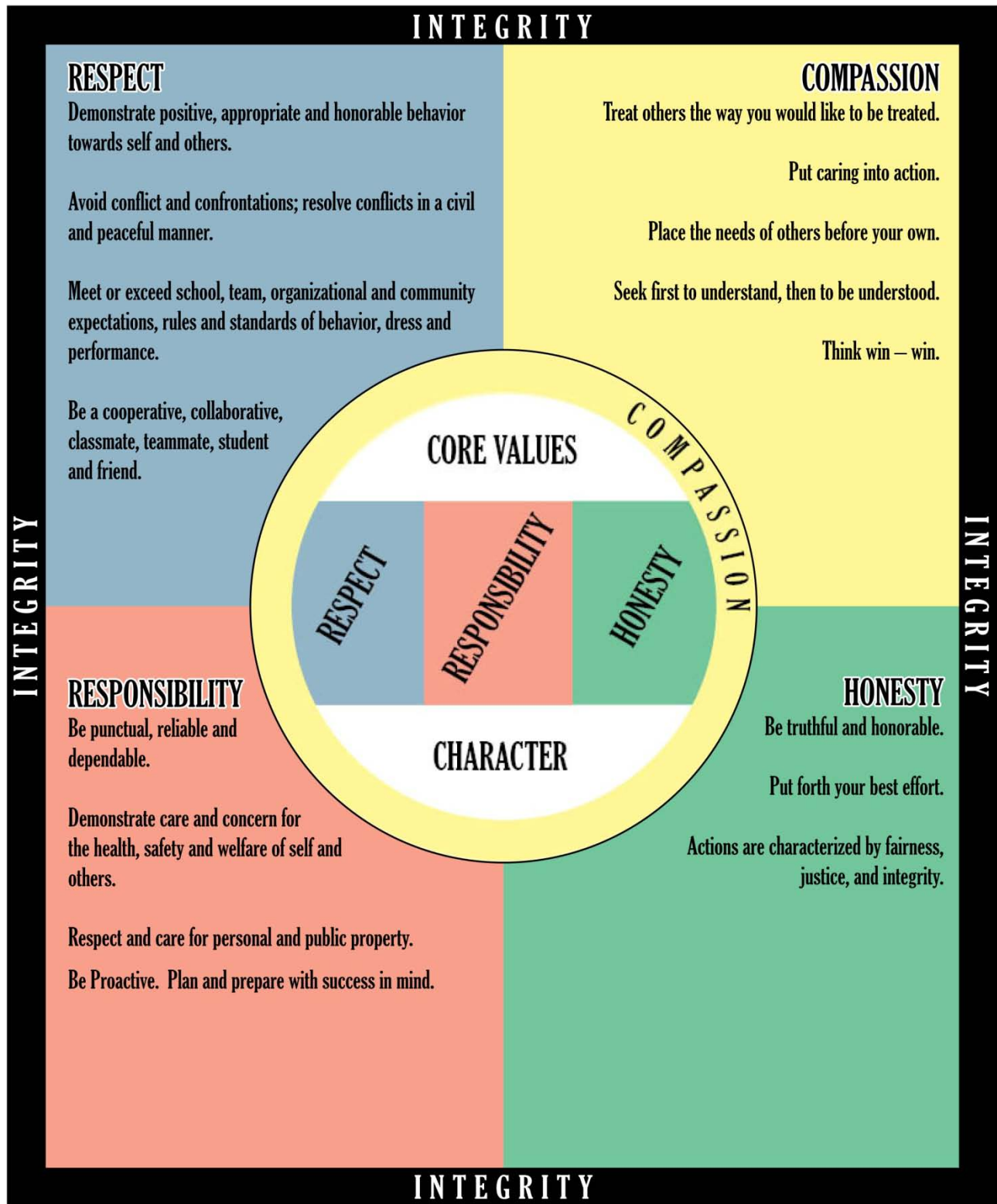
When behavior warrants a more severe disciplinary action than an after-school detention, an administrator may assign a student to a 2-hour (8:00 A.M. – 10:00 A.M.) or 4-hour (8:00 A.M. – 12:00 P.M.) Saturday detention. The student will be given the detention notice, which will list the offense and time of the detention. Parents are to sign the notice and the student is to return the notice to the attendance secretary. Failure to serve the detention will result in further disciplinary action, which includes out-of-school suspension. Students must arrive at the school by 7:55 A.M. for a Saturday detention. Failure to arrive by 7:55 A.M. will be considered a skipped detention.

Rules for After-school detention, Saturday detention, and in-school suspension:

- The student will be informed why he/she is being assigned to detention/in-school suspension and given a chance to respond. Parents will be notified when an in-school suspension has been issued.
- The student must arrive at the middle school by 8:00 a.m. for Saturday detention and report to the office.
- The student is required to bring books, homework, pencils, etc., to Saturday detention.
- During after-school, Saturday detention, and in-school suspension, students will be required to complete a self-reflection packet. The focus of detention is to provide an opportunity for students to reflect on the choices he/she made. It is not to provide extra time for your child to complete his/her homework.
- The student is expected to serve detention for the entire scheduled time.
- The student is expected to follow the detention proctor's directions, school rules and the code of conduct.
- Failure to serve scheduled detention/in-school suspension will result in additional disciplinary action that will include but is not limited to:
 - (a) Suspension from extra-curricular activities
 - (b) Additional detention/in-school suspension time
 - (c) Out-of-school suspension



Positive Behaviors and Effective Habits within the Character Continuum



The Chart below outlines expectations of our students at Peters Township Middle School.

It is our expectation that Peters Township Middle School students...

Expectations – Core Values in Action	
RESPECT	<ul style="list-style-type: none"> • Demonstrate positive, appropriate, and honorable behavior towards school property, self and others. • Avoid conflict and confrontations. If unable to avoid said conflict, try to resolve the problem in a civil and peaceful manner. • Meet or exceed school, team, organizational, and community expectations of behavior, dress, and performance. • Cooperate and collaborate with our staff and fellow students in all aspects of life in the school.
RESPONSIBILITY	<ul style="list-style-type: none"> • Are punctual, reliable, and dependable. • Demonstrate care and concern for the health, safety, and welfare of self and others. • Respect and care for the personal and public property. • Plan and prepare with success in mind.
COMPASSION	<ul style="list-style-type: none"> • Treat others the way they would like to be treated. • Consider the needs of others. Put caring into action. • Seek first to understand, then to be understood. • Think win-win.
HONESTY	<ul style="list-style-type: none"> • Be truthful and honorable. • Put forth his/her best effort. • Act fairly, justly, and with integrity.

Discipline Responses – Level I

Code of Conduct

These examples of inappropriate behavior interfere with the orderly operation of the school. They **may** be handled by individual staff members. However, if the misbehavior continues, the staff member may share the problem with one of the principals. Any or a combination of disciplinary actions may be applied.

The charts that follow place disciplinary examples and responses in four categories, ranging from minor forms of misbehavior in Level I to serious acts of violence in Level IV. The examples and responses are not limited to those shown on the charts.

Examples: Level I Disciplinary Infractions
<ul style="list-style-type: none">• Classroom, study lab, cafeteria, bus, auditorium, hallway, locker room disturbance• Dress Code Violation• Classroom and school tardiness• Abusive language, agitating others• Non-defiant failure to complete assignments and carry out directions• Disrespectful, disruptive behaviors or actions• Bullying/Teasing• Failure to serve school detention• Other inappropriate behaviors on school property during after-school activities• Unauthorized Videotaping/Picture Taking, cell phone violation
Level I Disciplinary Options/Responses
<ul style="list-style-type: none">• Hallway Restriction• Verbal reprimand• Special duties/activities• Lunch/Recess detention• Withdrawal of privileges• Strict supervised study• After-school detention• Parent conference• Saturday detention – 2 hour or 4 hour• Assigned seat• Removal from cafeteria• In-school suspension

Discipline Responses – Level IIA

Code of Conduct - These acts of misbehavior distract students from learning. Any or a combination of disciplinary actions may be applied.

Disciplinary Infractions
<ul style="list-style-type: none">• Continuation or increased severity of the misbehaviors listed in Level I.• Repeated tardiness to school, truancy or excessive absences, cutting class, cutting school• Insubordination• Hall disruption• Harassment• Theft (see chart)• Possession of inappropriate material• Cheating, plagiarism, lying, forgery• Misconduct during field trips, athletic trips, or other trips involving students• Bus misconduct• Inappropriate verbal or written communication• Safety violation• Unauthorized publication or posting of videotaped materials
Disciplinary Options/Responses
<ul style="list-style-type: none">• Verbal reprimand by principal, assistant principal, or teacher• Withdrawal from extracurricular activities/privileges• Parental conference• In-School Suspension• Out of School Suspension• Saturday detention – 2 hour or 4 hour• Referral to psychological services• Requirement to clean, replace, or repair damages• Removal from the bus• Failure for particular assignment, failure for the class

Discipline Responses – Level IIB

Disciplinary Infractions
<ul style="list-style-type: none">• Continuation of the misbehaviors listed in Levels I, IIA• Fighting without serious injury• Vandalism• Harassment• Theft (see chart)• Possession/discharge of any flammable and/or explosive device• Possession/discharge of potentially harmful or disruptive materials• Threats to others
Disciplinary Options/Responses
<ul style="list-style-type: none">• Parental Conference• 4-hour Saturday detention• Informal Hearing• Withdrawal from extracurricular activities• In-School Suspension• Out of School Suspension• Superintendent’s hearing, and/or Expulsion, and/or Criminal Prosecution• Restitution• Referral for psychological services and/or drug & alcohol evaluation• Prosecution for violation of building and fire code regulations or state and local laws

Discipline Responses – Level III

Code Of Conduct

The Memorandum of Understanding between the Peters Township School District and the Peters Township Police Department pertains to offenses that are listed in this category. Any violations determined to be Level III may result in a 10-day out-of-school suspension, a hearing before the Peters Township Board of School Directors with a recommendation for expulsion, and notification to the Peters Township Police. The local police and the Peters Township Police may be notified when Level III offenses occur outside of Peters Township at school-related activities, etc.

Level III Disciplinary Infractions
<ul style="list-style-type: none">• Any behaviors cited in the PA Crimes Code, Title 18 Pa C.S.• Arson-related offenses• Assault/battery which results in serious bodily injury• Drug/Alcohol/Tobacco violation (according to School Board Policy and PA law)• Illegal tampering with emergency/security systems• Institutional vandalism• Possession of weapons or dangerous instruments• Furnishing/selling/possessing illegal drugs/alcohol/tobacco• Robbery as defined in the PA Crimes Code, Title 18 Pa C.S., Subsection 3701• Terroristic and bomb threats
Level III Disciplinary Options/Responses
<ul style="list-style-type: none">• Out-of-school suspension• Formal Hearing• Expulsion• Criminal prosecution• Other board action which results in appropriate disciplinary action• Referral for psychological services and/or drug and alcohol evaluation• Charges filed under PA Crimes Code, Title 18 Pa C.S.• Tobacco violations will result in the following consequences:<ul style="list-style-type: none">▪ 1st offense- 3 day out of school suspension▪ 2nd offense – 6 day out of school suspension▪ 3rd offense – 10 day out of school suspension and referral to Board of School directors for a hearing. <p>A summary offense citation will be issued for each offense.</p>

THEFT/STOLEN PROPERTY

No person has the right to take the property that belongs to another individual. Any student who is found to have taken the property of another individual and/or that of Peters Township School District will be immediately referred to the office for disciplinary action and/or prosecution according to the Pennsylvania Criminal Code. The police may be called and/or charges may be filed against an individual by the person(s) or entity that had the property stolen and/or at the discretion of the Peters Township Middle School administration as deemed necessary to the offense. A student shall not come into control of the property of another individual that he/she knows to have been lost, mislaid, or delivered under a mistake without taking reasonable measures to restore the property to the person entitled to have it. Additionally, a person shall not intentionally receive, retain, or dispose of property of another, knowing that it has been stolen, or believing that it has probably been stolen. Any items, whether a pencil, book(s), or item(s) of greater value taken from an individual unknowingly, may be categorized as theft/stealing and dealt with accordingly. Outlined below is the progression of discipline that will occur when a student is found guilty of a stealing/theft offense.

Number of Offenses	Items valued up to \$10	Items valued from above \$10 to \$20	Items valued above \$20 to \$50
1st	1 day ISS	2 days ISS	3 days ISS
2nd	2 days ISS	3 days ISS	3 days OSS
3rd	3 days ISS	2 days OSS	4 or more days OSS and referral to magistrate
4th	2 days OSS	3 days OSS and referral to magistrate	
5th	3 days OSS and referral to magistrate		

Key	ISS: In-school suspension	OSS: Out-of-school suspension
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NOTE: Items valued above \$50 will result in 4 or more days OSS and referral to the police department.

General Information

After-School Activities

Students attending after-school activities that are held in the gym (e.g., basketball games) are to remain in the gym during the entire activity and are not permitted to congregate in the foyer, hallway, or inside the school. Students attending after-school activities held in other areas of the school (such as the library, LGI, etc.) must remain in those designated areas. Failure to do so will result in consequences, which may include removal from after-school activities. Students are responsible for their own transportation home.

Announcements

Important information will be shared about the school day and school events each morning and afternoon. Only school-sponsored meetings will be announced over the PA system. These announcements are posted on the school District website at the following address: www.ptsd.k12.pas.us and are updated daily. Announcements are then posted on the hallway message board outside the office. Students coming to school late or from the high school are expected to check the postings.

Assemblies

Students are expected to enter and exit the designated areas in an orderly manner and be seated as directed. Appropriate, respectful audience behavior is expected throughout all assemblies. Students are to give their full attention to the speakers, performances, or programs.

Assignment Books

At the beginning of each school year, students may purchase an assignment book to record homework, grades, and special calendar events. The assignment book also contains students' *Hallway Passport*, the hall pass for them to leave the classroom. Students must note the date, time, and destination and present it to the teacher for a signature. The assignment book must be with students each time they are in the hall. Replacement books can be purchased in the office for \$4.00. Please note: *Disciplinary action will be taken for students who use/take another student's assignment book or who are in the hallway without a pass.*

Awards Criteria – Grade 8

At the end of the school year, an 8th Grade Awards Ceremony is held to recognize our students' participation and performance as members of Peters Township Middle School.

Creativity Award

The teachers select one boy and one girl who exhibit outstanding creativity. The selection is based upon the following criteria:

1. Originality
2. Productivity
3. Initiative
4. Resourcefulness
5. Sensitivity
6. Skill
7. Talent
8. Inventiveness

Department Awards

The individual content teachers determine these content specific awards. Criteria are posted in the classrooms.

Perfect Attendance

This award is presented to students who have not been absent or tardy during the entire 8th grade school year. The student earning this award has met the following criteria:

1. Must arrive to school on time every day all year.
2. Cannot have an early dismissal.
3. Cannot have a family-initiated educational trip.

The student earning this award has been present on time to school every day for the entire day throughout the entire school year.

President's Award for Educational Excellence

The President's Award for Educational Excellence is sponsored by the U.S. Department of Education and the National Association of Secondary and Elementary School Principals. This award was developed to honor those students who have achieved high academic goals by their hard work and dedication to learning. Students earning this award must meet both of the following criteria:

1. Earn a grade point average of at least a 3.5 on a 4.0 scale to include semester one and two of grade 7 and semester one of grade 8.
2. Placement in advanced category on the 7th grade PSSA math or reading test.

Student Citizenship Award

This award is designed to foster the development of those traits that the eighth grade students associate with the highest qualities of Citizenship and Americanism. The recipients of this award would be outstanding all-around students as seen through the eyes of fellow students not necessarily a student who does well in all subject areas. All 8th grade students consider the following when they cast their vote:

1. Dedication to the school
2. Loyalty
3. Ability to get along with others
4. Character
5. Devotion to duty
6. Sense of humor
7. Leadership
8. Unselfishness
9. An understanding and concern for others
10. Good value system
11. Positive attitude
12. Impartiality
13. Ability to work with others
14. Sense of right and wrong
15. Responsibility to be punctual and attend school regularly

Teachers' Award of Excellence

The Teachers' Award of Excellence is designed to recognize the development of those traits which we associate with the highest qualities of citizenship, accomplishment, and strength of character. Recipients of this award will have demonstrated the ability to excel in their academic pursuit, to provide positive leadership, and to participate in school activities. In addition, they will have demonstrated honor, courage, and cooperation. By accepting the challenges inherent in becoming an outstanding citizen, they will have become better persons. The standards for this award are:

Honor – Strength and stability of character; high standards of conduct; adherence to truth.

Courage – Determination and force to do the right thing without public applause and without personal advantage.

Scholarship – Attainments in school studies; quality of schoolwork, perseverance, efficiency, and intelligence.

Leadership – Ability to lead and to accomplish through group action; ability to work in harmony and in unison with other leaders in accomplishing group results.

Service – Kindliness, unselfishness, fellowship, promotion of the interests and the welfare of associates.

Backpacks/Bookbags

Students may use backpacks or bookbags to transport necessary materials to and from school. Backpacks and bookbags are to remain in the student's locker throughout the school day.

Bulletin Boards

Bulletin board space is provided for the use of students and student organizations. However, the use of certain bulletin boards may be restricted for school use and require the principal's pre-approval.

The following general rules on posting are to be observed:

1. Identification on any posted notice is required of the student or student group, including the name of at least one person of the group posting such notice.
2. Notices or other communications shall be officially dated before posting, and such material is to be removed after a prescribed reasonable time to assure full access to the bulletin board.

Cafeteria

Lunch is offered at the middle school, although a student may bring his/her own lunch. Students eating in the cafeteria must follow these rules:

1. Students are responsible for having lunch money or a lunch from home.
2. When entering the cafeteria, students will be seated and await direction from lunch proctors before getting in line to purchase food and/or beverage items.
3. Cutting in line is not permitted even if a friend saves a place. If a student cuts into the line, he/she will be sent to the end and served last.
4. While in the cafeteria, students are to remain seated and not move from table to table.
5. Two-liter bottles of soft drinks are not permitted.
6. All food and drink is to be consumed in the cafeteria.
7. Students will be instructed to clean their tables and floor area before leaving the cafeteria.
8. When asked to pick up items on the floor, a student is to comply. It is not important that he/she did not put it there. What is important is that we all share the responsibility for keeping the cafeteria clean.
9. Students will follow the directions of the cafeteria monitors when being dismissed. They will explain what exits to use.
10. Saving seats is not permitted.
11. Bringing outside food or drinks from restaurants to feed a group of students is prohibited.
12. Eating lunch in the cafeteria is a privilege. Students may be removed for disciplinary reasons.
13. Assigned seating may also occur at the discretion of the lunch monitors.

Cellular Phones

Upon arrival to the middle school, students who bring cell phones, iPods, MP3s, etc. must place them in their locker and have them turned off for the entire school day. Students are NOT permitted to videotape with their phones or any other electronic devices during the school day, on the bus, or during any school-sponsored activity. There is no need for a student to have a cell phone with him/her at any time during the day and **verbal warnings will not be issued**. At the end of the school day, students may take their cell phones with them. Students are permitted to use their phone when going to the bus at the end of the day. Any cell phones or electronic devices taken from a student whether it belongs to them or not, will be turned into the office and locked in a secure area. The parent/guardian is responsible for picking up his/her child's phone. Cell phones will **not** be returned **directly to the student**. NOTE: Students are not permitted to use their cell phones or classroom phones to call home to have their parents pick them up when they are ill. Only the nurse can dismiss students who are ill. After-school detentions may be issued for violation of this rule.

Possession/Use of Cell Phones

Offense	Consequence
First	After -School Detention
Second	4 hour Saturday Detention
All further Offenses	In-School Suspension

Dress Code

Peters Township Middle School has established a set of rules concerning the clothing which students wear to school. Our goal is to foster discernment and self-respect in our students and promote a wholesome school environment. Student dress should be characterized by modesty, neatness and cleanliness. The following guidelines will be used to determine appropriate dress standards for Peters Township Middle School. Students who are not dressed properly will be asked to call their parents to supply appropriate clothing or may be provided appropriate attire. Students are subject to disciplinary action for dress code violations.

1. All boys' and girls' shirts must have sleeves. No sleeveless shirts are permitted. All shirts, dresses, tops must cover the shoulders.
2. Students are not permitted to wear clothing that is revealing including bare midriffs or low-cut shirts. Students are not permitted to wear clothing that exposes any type of undergarment, even if they are wearing a long shirt covering the undergarment.
3. Clothing, may not be immodest, suggestive, unclean, vulgar, obscene, disturbing, or distracting. This is subject to the judgment of the administration.
4. Clothing must not be excessively tight.
5. Skirts must not be excessively short or tight. Shorts, dresses and skirts must be four inches above the knee or longer
6. Chains and/or chain wallets are not permitted on school property during the day and/or at any school function.
7. Clothing should be free of holes that reveal skin or undergarments above the knee.
8. Appropriate footwear is required. (examples: shoes, boots, sneakers, flip-flops)
9. Students may be instructed to wear hair coverings, aprons, smocks, or some other proper apparel in specific classes such as physical education, family and consumer science, technology education, or art class for health and safety reasons.
10. When a student is representing the school as a participant in an extracurricular activity such as a sporting event, school contest, or other activity, he/she will dress according to the guidelines of the teacher, coach, or sponsor in charge. Coaches will be responsible for specifying appropriate uniform dress for home and away athletic events.
11. Clothing and/or accessories may not advertise or promote the use of alcohol, drugs, or tobacco products, and/or bear offensive words or illustrations.
12. Hats of any kind are not permitted to be worn inside of the building. This includes bandanas/scarves/hoods.
13. Form fitting clothing such as those made of spandex type materials, yoga pants, leggings and other types and styles are only appropriate if worn with a top that is an appropriate length (mid-thigh).

Electronic Interference-School Board Policy #5114.7

No student shall willfully, maliciously, recklessly, or carelessly tamper with the electronic systems installed in classrooms or other areas of the building with the intent to deface, alter, manipulate, or interfere with its intended use. Electronic systems include, but are not limited to, any and all data, computer, voice, and video capacities of the school system. This includes, but is not limited to, the insertion of non-approved computer diskettes, downloading of games, jump drives, data, videocassettes, or voice overrides. **Students who utilize the District's technology resources in an unauthorized manner will face disciplinary action.**

Before students can use District computers on the District's network, they are required to electronically log in and agree to abide by the District's Technology Acceptable Use Policy. Here is the summary of the policy on the computer screen that the student reads each time before clicking on "agree:"

“All users of technology in the Peters Township School District are notified of the Technology Acceptable Use Policy. School Board Policies 5114.7 (students) and 4116 (staff) define official policy and procedures for use of technology in the Peters Township School. All users are urged to read this policy. Students are advised to review this policy with their parents.

The school district reserves the right to log network use and to monitor fileserver space. The District retains the right to review and edit any materials on individual user accounts and workstations where reasonable suspicion of abuse of this or other district policies exists.

Unauthorized file storage, illegal use of technology resources, copyright violations, deletion or damage to others files or data, vandalism, and inappropriate use of technology communications will be reported to the appropriate school and/or legal authorities. Suspension of access, loss of access and other disciplinary actions shall be consequences for inappropriate use.

By clicking on agree, it is understood that the user agrees to abide by the School Board Policy for Acceptable Use of Technology Resources and certifies that he/she has read and understood the policy.”

It is assumed that the parents of all students will agree to this procedure, otherwise the parent is to notify the school office that his/her child will not be permitted to use District technology-related equipment.

Elevator

Use of the elevator is limited to those students who have a doctor’s excuse and a note from the school nurse. Students must take the excuse to the nurse’s office where an elevator pass can be obtained. Students who do not have the office’s permission are not permitted on the elevator and will be issued a detention.

End-of-Year Requirements

Students are expected to fulfill all disciplinary or monetary obligations and/or return all school materials in order to maintain access to PowerSchool, participate in extra-curricular activities (ms and hs level), receive yearbooks or other school services.

Fire and other emergency drills

For student safety, the fire drill sign in each room should be read. When the fire alarm rings, students must remain silent and listen to the teacher’s directions. The last person out will shut the classroom door. Students must leave the building in an orderly manner and remain quiet. Failure to follow these rules will result in disciplinary action. Students are expected to follow are directions and procedures and maintain orderly conduct throughout all drills or actual emergency procedures.

Gifts and Parties

Parents must check with the office and nurse’s office first if requesting to bring in food for lunch/parties due to severe food allergies. While a student may bring in food from home, he/she is not to have items directly delivered from any eateries such as pizza or fast food items. Students and those in their group are responsible for the clean-up.

Grades

The Peters Township School District grading scale is followed in assessing students’ work. Please remember that a student has 10 days from the last day of the report period to make up work to change an Incomplete to a letter grade. After the 10 days, the Incomplete becomes an “F.”

Power School, the middle school’s on-line grade information system, allows parents to access their child’s grades at any time. Please call or visit the counselors’ office to sign up.

End-of-the-year-Averaging

At the conclusion of the school year, the four letter grades from each of the four marking periods are averaged together to obtain the final grade (A = 4; B = 3; C = 2; D = 1.) The final grade average is listed on the report card for full-year courses as a letter grade. If a child's end-of-year average is a 3.5, it is up to the teacher's discretion as to whether the grade is rounded up.

Honor Roll

Our honor roll system recognizes four types of achievement and is prepared at the end of each sixty-day cycle.

1. Anyone with a "D" or an "F" **in any class** is not recognized on the honor roll.
2. All full-year core classes are used to determine grade point average for the honor roll: math, science, social studies, language arts, reading, and world language.
3. **Honor of Excellence** – Straight "A's."
4. **High Honor** – A minimum grade point average of 3.75 with an "A" being worth 4 points, a "B" worth 3 points, and a "C" worth 2 points.
5. **Honor** - A minimum grade point average of 3.5.
6. **Honor of Achievement** – Raising at least one letter grade while not dropping a letter grade.

Report Cards

At the end of each marking period, report cards are available online showing the grades students have earned in each class. However, the report card shares with the parents more information than grades. There is a section that allows the teacher to comment about performance in class. This section also gives teachers the opportunity to ask for a conference with the student's parents. The last report card of the year may be mailed home.

Retention

Any student who fails two of the core courses (math, science, reading, language arts, social studies) will be retained unless he/she attends an approved summer school program to make up at least one of the failed courses. If a student fails one subject, summer school is still recommended though the student will not be retained.

Gum

Gum is **NOT** permitted at the Middle School.

Hallways and Stairwells

Students are to walk on the right side of the hallway or stairwell during the change of classes and should do their part in keeping these areas clean and safe.

Homework-School Board Policy #6154

Homework is an important part of education. It provides the student with an opportunity to apply what has been learned in school and reinforces independent study skills. It also gives students practice in using school and community resources and helps to develop self-discipline. Teachers are responsible for assigning homework that is based on the student's needs, abilities, and/or interests. Parents are responsible for providing the work area, time, and conditions necessary to complete assignments.

It is the **student's** responsibility to:

1. Budget his/her time to complete assignments.
2. Arrange to make up all missed assignments when returning from an absence. When a student is absent three or more days, his/her parents may call the school to request the assignments.
3. Ask the teacher for further directions if the directions of an assignment are not understood.
4. Develop a personal reminder system (i.e., assignment book) for remembering or recording assignments.
5. Ask for assistance with an assignment if needed.
6. Be familiar with the writing standards of the school and the expectations of the teachers.

Homework Website

Homework, as written by the teacher, will be available on line. This posting site is not a substitute for recording homework and asking for explanations in each class. However, on-line access is helpful for students who are absent, and it also increases parental involvement in daily schoolwork. A copy of the middle school textbooks is available for reference at the Peters Township Library.

Hot Shots Program

The Hot Shots Program is an after-school homework opportunity for students who need a supervised setting in which to complete their homework. Students meet after school on Tuesday and Thursday in the library and are supervised by a teacher. From 3:00 P.M. to 4:00 P.M., they work on homework and study for tests. Students in need of math help can receive tutoring during the HOT SHOTS time frame. Students can be nominated for both/either components by teachers, parents, school counselors, administrators, or self-nomination. Students remain in the program for a month and may reenter the next month upon request. Transportation must be provided by the parent/guardian. For more information, contact the principals or school counselors.

Laser Pointers-School Board Policy #5114.10

Laser pointers are not permitted on school grounds, at school events, or on buses. They will be confiscated. Disciplinary consequences will occur.

Library-Media Center

The media center contains a wide selection of fiction and nonfiction books, magazines, and computers available for students to use during the day and study lab time. During class time teachers will frequently schedule classes or send individual students to the library. Two books can be checked out by the student for three weeks and renewed for an additional three weeks. Overdue notices are sent to the student periodically. After the third overdue notice, students and parents are blocked from Power School. If a book cannot be found, students are responsible for full replacement cost.

For students to visit the library during study hall, the following procedure is to be followed:

1. Students are to visit the library before first period or between classes (before fourth period) to obtain a library pass. The student fills out a library pass and then leaves a student identification card at the library.
2. When the student goes to study lab, the student will fill out their assignment book and get it signed by the study lab teacher. The student will also need to sign out on the classroom sign out sheet.
3. When the student arrives at the library, the student will show the signed assignment book and the library pass to the library staff. At that point, the identification card will be returned to the student.
4. When the student leaves the library, the student will sign the sign-out sheet and then get their assignment book signed by a library staff member. When the student returns to study lab, the student will sign back in on the classroom sign-out sheet.

Locker Privileges

Each student will be assigned a locker and given the locker combination. **Students must keep their locker combination a secret.** Students are not permitted to collect or circulate other students' locker combinations or go into other peoples' lockers. Items taken from someone else's locker without the owner's permission is stealing. Serious consequences will result in either case. The school is not responsible for lost or stolen items. Permanent decals are not to be placed in lockers nor are students to write on lockers or post suggestive pictures in them. Lockers are to be kept neat and clean. Lockers belong to the school not to the student and consequences will be applied.

Lost and Found

The Lost and Found closet is located next to the gym. It is recommended that the student's name is placed on important items such as jackets, bookbags, etc., so that it may be easily identified. At the end of each school year, items remaining are donated to charity.

Lost or Damaged Books

Teachers must be informed if a book is lost in order to issue another one. The student is responsible for paying for a book if it is damaged or lost. At the end of the school year or when moving from the District, the student must return the books that were assigned to him/her. If a different book is returned instead of the book that was issued, the student will be responsible for paying for a lost book. Access to Power School will be suspended and participation in any future extracurricular activities will be suspended until all obligations have been met.

Math Retest

The Middle School math department has developed the following retest procedure for any student(s) who earn 69% or below on a math quiz or test:

1. Any student earning a 69% or lower on an exam can elect to take a retest.
2. If a student wishes to retest, it is his/her responsibility to arrange the retest with the teacher. This must be done within two school days after the original test is returned. The teacher will not ask the student.
3. Retests are available for all chapter tests/quizzes. Only one retest per chapter test or quiz is permitted.
4. The student who chooses a retest must take the entire exam. The re-take will be a different exam but will, of course, have the same material.
5. The highest grade a student can earn on a retest is 70%.

Pass Time Between Classes

Students are expected to arrive to class on time. There are four minutes allotted between each class period for students to travel to their next class. If a student knows he/she will be late to class, a pass must be obtained from the teacher of the previous class. Students should not come to the office for a late pass for admission to class. Habitual tardiness will result in disciplinary action.

Petitions

Students have the right to propose and circulate petitions as long as they follow these guidelines:

1. The petition must be addressed to the individual who is to read and act upon it.
2. It must clearly state a purpose or request.
3. The petition must include the name or the organization sponsoring it and the name of at least one student member of that organization. This will give the reader an opportunity to respond to the sponsor(s) of the petition.
4. A petition should not be circulated during class time since this would distract from the lesson.
5. A petition is not to be directed toward any individual student.

Physical Education

Every student is required to take physical education during the school year. Students will need the following items for class:

1. **Athletic shoes** – The Physical Education Department recommends basketball shoes, tennis shoes, or cross trainers for use in class. Running shoes are acceptable. All-terrain shoes, canvas slip-ons, and climbing shoes or boots may not be worn during physical education.
2. **Red Shorts** – These shorts must have an elastic waist, with no snaps or zippers. Cut-off shorts are not permitted.
3. **Plain white T-Shirt** – A Peters Township Physical Education shirt is available at various stores but is not required.
4. **White Socks** – The foot part of the sock must be white. Striped tube socks are permitted.

The locker room is equipped with lockers for students' use. Students who are in a physical education class may use the lockers and keep a lock on the locker during the 60-day class. A key or combination must be given to the physical education teacher or the lock will be cut off. Items that are lost or stolen are not the responsibility of the school. Locks left on the locker after the rotation will be removed.

For safety reasons, students are not allowed to wear jewelry or chew gum during Physical Education class. The physical education teachers of the middle school believe that everyone can and should participate in some type of physical activity when scheduled for physical education class. Even students recovering from an injury or illness can usually participate in some way. With this in mind, the physical education teachers have developed these additional programs:

The Inactive Program is developed for students returning from an illness. **The student needs to bring a note from home requesting this program;** a doctor's excuse may be required. He/she will still dress in the regular uniform, but will participate as a timekeeper, scorekeeper, referee, or even a team coach. This will keep the student involved and aware of what was covered in class although he/she will be excused from the regular physical routine.

The Medical Excuse Program is for students with broken arms or legs and those returning from surgery or a long illness. **This program requires a doctor's written medical excuse and is individually suited to the student's disability.** Whenever possible, the student participates in the activity; however, other activities may involve doing research or writing narratives on physical education-related topics. Whenever a student misses an entire unit because of this disability, he/she is medically excused and not required to make up the missed time. If parents have any questions about the uniforms or the special programs, call and speak with one of the physical education teachers.

Pledge of Allegiance-School Board Policy #5237

A good citizen should show proper respect for our country and its flag. A student does not have to recite the Pledge of Allegiance if it conflicts with his/her personal or religious beliefs. Those who choose not to recite it may stand or sit respectfully silent.

PTA

PTA/Parent/Teacher Association – is a viable organization that brings parents and teachers together to benefit the students. In addition to monthly business meetings, each PTA sponsors educational and recreational activities that support the schools. Membership information may be obtained by contacting the middle school PTA officers. Some of the activities sponsored by our PTA are as follows: Community Service, Dances, Socials, Outings, End-of-the-Year Grade 8 Picnic, The Reflections contest, etc. As with all school dances, only students who attend Peters Township Middle School may attend.

Publication-School Board Policy #5220

Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right to report the news and to editorialize. School principals shall review all student publications published with school equipment or by school organizations and remove obscene or libelous material, as well as edit material that would cause a substantial disruption or material interference with school activities, subject to the following:

1. Material is not to be censored or restricted simply because it is critical of the school or its staff.
2. Material to be published shall be submitted to the faculty sponsor far enough in advance to permit review. The sponsor shall make known criteria by which the material is to be evaluated and the time limitations on which a decision will be made. If the prescribed time for approval elapses without a decision, the material shall be considered as authorized for publication.
3. Students who are not members of the newspaper staff and other members of the school community shall have access to its pages. The criteria for submission of material by non-staff members shall be announced to all students. Unofficial publications have moral and legal obligations to observe the same rules of responsible journalism as are required of student publications.

All printed matter and petitions distributed on school property must bear the name of the sponsoring organization and the name of at least one student member of such organization. Failure to designate the identity of the organization or student member shall subject the material to seizure and destruction. In the event a student or students believe that material has been improperly censored, there shall be a right of appeal to the superintendent or his/her designee.

4. Student staff members shall be held responsible for materials which are libelous or obscene, and such publication shall be prohibited.

Selling Items

Students are not permitted to sell personal/private items during school hours or at school-sponsored functions.

Sports

The middle school sponsors an athletic program open to all 7th and 8th grade students. It is our goal and expectation that student participation will nurture their physical, social and emotional development in a positive atmosphere that promotes sportsmanship, teamwork, personal growth and a healthy attitude towards competition. We strive to promote and adhere to the principles outlined in the Youth Exemplifying Sportsmanship (Y.E.S.) Resolution (pg. 13). In order to participate in the sports program, the student must have health insurance, a signed parental permission form, and a physical examination. The student/athlete is responsible for his/her own physical exam. All students participating in volleyball, softball, cheerleading, football, wrestling, track, swimming and cross country and following the coaches' guidelines will not be cut from the team except for boys basketball. Practices are generally held immediately after school, Monday through Friday. Students are responsible for their own transportation home.

Students receiving after-school detention are not permitted to skip the detention to attend practice or a game. Additional consequences may result.

Girls Sports	Grades	Season
Volleyball	7-8	Fall
Basketball	7-8	Winter
Softball	7-8	Spring
Cheerleading	7-8	Fall/Winter
Boys Sports	Grades	Season
Football	7-8 (Middle School)	Fall
Football	8-9 (Junior High)	Fall
Wrestling	7-8 (Middle School)	Winter
Wrestling	7-8-9 (Junior High)	Winter
Basketball	7-8	Winter
Co-Ed Sports	Grades	Season
Cross Country	7-8	Fall
Swimming	7-8	Fall
Track	7-8	Spring

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Student Activities

Academic extracurricular activities are opportunities for students to expand their learning experiences beyond regular classroom instruction. We encourage students to get involved at this level so that as they progress through their school years, they will gain lifelong learning experiences and knowledge, and improve decision-making skills. Students may obtain more information on each activity by contacting the sponsor of that activity. Since sponsors sometimes change, they are not listed in this booklet. However, information about activities is repeatedly announced along with the specific sponsor's name. Unless noted, activities are open to all students at all grade levels. Home-schooled students are permitted to participate in extra-curricular activities. Some of the Peters Township Middle School-sponsored activities are described below:

Bits of Lit: This award-winning literary publication recognizes and encourages creative expressions through art, poetry, or prose.

Forensics Team: Students develop their public-speaking skills, confidence, and poise in locally held competitions October through April. Practice is usually held once a week after school.

Geography Bee: This is a nationwide competition held to heighten public awareness about the importance of geography and our increasing global interdependence. One winner from each grade level will compete on *The Works* broadcast in January. The winner from this competition takes a written exam. Passing this exam will advance the student to the next level of competition.

Math Counts: Students expand their math skills by practicing once a week for the local competition in November. Winners advance to further competition.

Music: The Middle School Curriculum includes opportunities for students in band, marching band (grade 8 students at the high school), chorus, and string orchestra.

Musical/Drama: Student tryouts are held for the drama/musical productions. Recent presentations have included *Alice in Wonderland*, *Oliver*, *Wizard of Oz*, *Annie*, *The Sound of Music*, *Madison and the Missing Morals*, and *Fiddler on the Roof*. Practice begins in January with the performance usually occurring in March.

National History Day: Students in Grades 6-12 make history come alive as their independent research leads them to uncover information through oral interviews, newspaper or manuscript collections, family letters & photographs, archives, libraries, and historical sites. Development of the long-term project begins in the fall and is supported by monthly general meetings until the local competition at the Heinz Pittsburgh Regional History Center in March.

Newspaper: Students have opportunities to provide articles for publication along with learning skills in layout and design.

Odyssey of the Mind: This is an international competition for students in kindergarten through college, which begins at the local level in the fall and continues to the international level in the spring. Students have a unique opportunity to participate in challenging and motivating activities learning to work with others as a team and to gain self-confidence by finding solutions, evaluating ideas, and making final decisions. Involvement in this project includes after-school and weekend hours.

Science Olympiad: Competition, consisting of more than 20 events based on talent, training, teamwork and scheduling, applies knowledge of the science world. Practice runs after school as needed. Local competition begins in January.

Spelling Bee: Students may participate in the Washington Country Spelling Bee. Individuals prepare during after-school hours for competition in the spring.

Student Council: Students meet once a month, or as needed, before school to promote school and community service and to develop leadership skills. In addition, the students participate in committees such as *Student Concerns*, *Principals' Liaison*, *Fund Raising and Charity*, *Middle Level Education Week*, and *Dance/Entertainment*.

The Works: These selected grade 8 students participate in using high-level computer skills for video programming productions and operations of the middle school television studio and auditorium. These operations take place during school, after school, and in the evenings.

Yearbook Staff: Middle school students are eligible to work on the Yearbook Staff one or more days per week after school October through March. Tasks include sales and creation of a photo-ready product.

Student Council

At the beginning of each school year, representatives are elected to the Student Council from their social studies classes. The council serves as the student government. Its members are responsible for helping solve school problems, promoting school pride and spirit, sponsoring assemblies, and serving the school and community through special projects. The Student Council sponsors activities such as the Variety Show, Magazine Sale, and Grade 8

Celebration. Meetings are held once a month either before or after school. Students elected to Student Council are expected to be positive role models for middle school students. They will model academic success, consistent attendance, and exemplary behavior in and out of the classroom. Students who receive an out-of-school suspension, two in-school suspensions, or five detentions (per school year) may be removed from Student Council.

Student Deliveries

Classes will not be interrupted for a delivery and students will not be called to the office to pick up these items. It is the responsibility of the students to make arrangements at the beginning of the year with their parents/guardians concerning what to do if something is forgotten. Items brought into the school to be given to the students (i.e., homework, lunches, gym clothes, etc.) are to be clearly labeled and left on the bookshelves opposite the counter. Students are responsible for coming to the office between classes to pick up the item(s). Parents are not permitted to deliver items directly to classrooms. Parents are to sign the item in on the clipboard.

Student Records

The school maintains records about each student that include data such as address, telephone number, birthday, parents' names, achievement test scores, and participation in school activities. The reports on behavior problems are kept separately. Parents have certain rights to see these records. Parents and students need to be aware that, while a student is in the middle school, disciplinary records are carried over from one school year to the next. Provisions included in Act 26 of 1995 (Weapons and Safe Schools) require that any incidents involving acts of violence, willful infliction of physical injury, possession of weapons, and/or alcohol or drugs be kept on file at all building levels as well as other school Districts if the student transfers. Act 26 also requires a certified copy of the student's disciplinary record to be sent to the new school within 10 days. It is the parent's and student's right to review this information and have it explained by the administration. Discipline records consist of computer files and back-up hard copies of incident reports.

Study Lab

The purpose of study lab is to allow the students time for tutoring, group projects, enrichment activities, make-up work, independent reading, and other activities that are approved by teachers and the administration. **Students must get a pass from the teacher with whom they intend to meet before study lab or they will not be permitted to leave the classroom.** Students must bring materials to work on as required. Depending on teacher availability, activities other than study time may take place during this period. Study labs operate under these rules:

1. The student must have something to do, even if it is simply reading for pleasure.
2. Passes may be granted to the library or computer room dependent upon library procedures. Please see the librarian.
3. Study labs **are to remain quiet and orderly.**
4. Students are not permitted to leave study lab to "roam" the school. Disciplinary consequences will result. All students must report to the receiving teacher at the beginning of class before the bell rings.

Substitute Teachers

Students are expected to behave properly for a substitute teacher; disciplinary action will result for failure to follow this rule. Students who habitually misbehave for substitutes will receive increased disciplinary action.

Testing Out Guidelines

Procedures for Testing out of Personal Wellness

The following procedures have been established by the Peters Township High School in cooperation with the Peters Township Middle School for testing out of Personal Wellness: The only course that students may attempt to test out is *Personal Wellness*. The exam for this course is only given once a year. Eighth graders will have only one opportunity to test out of this course in May or June, on a day chosen by the high school administration. Students, who are new to the school district and enrolled after the scheduled test out, must see their Middle School Counselor **prior to April 16th** of the school year in order to register for the following test out. Due to impacts on staffing, materials, and supplies, no requests for testing out of courses will be honored after this deadline.

Grading, Transcripts and Credit:

1. The percentage grade received on the test will be the grade for the course. The grade, a special notation indicating “tested out,” and the assigned credit for the course will appear on the transcript.
2. Students who do not successfully complete the requirements for testing out of a course will have no official records kept or recorded, but will be scheduled for the course.

Use of Facilities

Students shall have the right of assembly and use of school facilities for such purposes. Students desiring to use school facilities can stop in the office for more information.

Visitors

Parents of PTMS students are welcome to visit the middle school at any time during the school year. They must call the office in advance to arrange for a visit. A copy of their child’s schedule will be prepared for them. Parents must first report to the office before visiting. They must then sign in and put on a visitor badge. **A twenty-four hour notice is required for classroom visits.** Students and parents from other school Districts are not permitted to visit their friends’ classes at the middle school or to have lunch with them. *All visitors will be expected to wear a visitor badge within the building.* Students from the high school are NOT permitted in the Middle School during or after school hours without teacher permission.

Walker’s Permission Form

Peters Township School District provides bus transportation for those students who live outside walking distance of the school. Bus riders are required to take the bus home. On the rare occasion a student must walk home, the official School District form **MUST** be filled out and signed by the parent/guardian. Peters Township Middle School discourages students from walking home due to safety concerns. **Students must provide a note on the day they are going to walk home to the attendance secretary if they normally ride the bus. Students who walk home all year do not need to provide such a note each day, but only need to provide one note at the beginning of the year.**

Work Permits

Students currently in middle school who plan to work at part-time jobs must apply for work permits in the middle school guidance office. In order to receive a permit:

1. A parent must request the work permit on the student’s behalf.
2. The completed application must be accompanied by a copy of the student’s birth certificate or a baptismal certificate. A physical exam is required.

Yearbook

The students of the Middle School produce an annual yearbook, which includes photos of every student as well as many of the school activities. It is a tradition to sign yearbooks at the close of the school year. Students should make sure they use common sense and avoid inappropriate language or comments when signing another student’s yearbook. Otherwise, they will face disciplinary action.

Regular Bell Schedule – PTMS 2012-2013

Admittance Bell 7:55
 Report Bell 8:00 Attendance and Pledge

- Period 1 8:02-8:43 (41 min)
- Period 2 8:47-9:28 (41 min)
- Homeroom 9:32-9:49 (17 min) **AM announcements**
- Period 3 9:53-10:34 (41 min)

○ **Period 4 10:38-11:08 (30 min) LUNCH A**

- Period 4/5 10:38-11:19 (41 min)
- Period 5/6 11:12-11:53 (41 min)

○ **Period 6 11:23-11:53 (30 min) LUNCH B**

- Period 6/7 11:23-12:04 (41 min)
- Period 7/8 11:57-12:38 (41 min)

○ **Period 8 12:08-12:38 (30 min) LUNCH C**

- Period 9 12:42-1:23 (41 min)
 - Period 10 (SL 7) 1:27-2:08 (41 min)
 - Period 11 (SL 8) 2:12-2:55 (43 min) **PM announcements**
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One Hour Delay Bell Schedule – PTMS 2012-2013

Admittance Bell 8:55
 Report Bell 9:00 Attendance and Pledge

- Period 1 9:02-9:40 (38 min)
- Period 2 9:44-10:20 (36 min)
- Period 3 10:24-11:00 (36 min)

○ **Period 4 11:04-11:34 (30 min) LUNCH A**

- Period 4/5 11:04-11:40 (36 min)
- Period 5/6 11:38-12:14 (36 min)

○ **Period 6 11:44-12:14 (30 min) LUNCH B**

- Period 6/7 11:44-12:20 (36 min)
- Period 7/8 12:18-12:54 (36 min)

○ **Period 8 12:24-12:54 (30 min) LUNCH C**

- Period 9 12:58-1:34 (36 min)
 - Period 10 (SL 7) 1:38-2:14 (36 min)
 - Period 11 (SL 8) 2:18-2:55 (37 min) **PM announcements**
-

***** Bells will not ring during the times in the day when lunch periods are scheduled. *****

Two Hour Delay Bell Schedule – PTMS 2012-2013

Admittance Bell 9:55
 Report Bell 10:00 Attendance and Pledge

- Period 1 10:02-10:32 (30 min)
- Period 2 10:36-11:04 (28 min)
- Period 3 11:08-11:36 (28 min)

○ Period 4	11:40-12:10	(30 min)	LUNCH A
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- Period 4/5 11:40-12:10 (30 min)
- Period 5/6 12:14-12:44 (30 min)

○ Period 6	12:14-12:44	(30 min)	LUNCH B
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- Period 6/7 12:14-12:44 (30 min)
- Period 7/8 12:48-1:18 (30 min)

○ Period 8	12:48-1:18	(30 min)	LUNCH C
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- Period 9 1:22-1:50 (28 min)
 - Period 10 (SL 7) 1:54-2:22 (28 min)
 - Period 11 (SL 8) 2:26-2:55 (29 min) **PM Announcements**
-

PM Assembly Bell Schedule – PTMS 2012-2013

Admittance Bell 7:55

Report Bell 8:00 Attendance and Pledge

- Period 1 8:02-8:39 (37 min)
- Period 2 8:43-9:18 (35 min)
- Period 3 9:22-9:57 (35 min)

○ **Period 4** **10:01-10:31** **(30 min)** **LUNCH A**

- Period 4/5 10:01-10:36 (35 min)
- Period 5/6 10:35-11:10 (35 min)

○ **Period 6** **10:40-11:10** **(30 min)** **LUNCH B**

- Period 6/7 10:40-11:15 (35 min)
- Period 7/8 11:14-11:49 (35 min)

○ **Period 8** **11:19-11:49** **(30 min)** **LUNCH C**

- Period 9 11:53-12:28 (35 min)
- Period 10 (SL 7) 12:32-1:07 (35 min)

*****7th grade students attend 11th period class. 8th grade students attend assembly.*****

Period 11A	1:11-2:01	(50 min)
Pass	2:01-2:05	

*****8th grade students attend 11th period class. 7th grade students attend assembly.*****

Period 11B	2:05-2:55	(50 min)
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***** Bells will not ring during the times in the day when lunch periods are scheduled. *****

**PETERS TOWNSHIP MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK***

2012/2013

PLEASE SIGN AND RETURN THIS PAGE TO YOUR SOCIAL STUDIES
TEACHER.

I, _____, have read this Student/Parent
Handbook and discussed it with my Parent(s)/Guardian.

Student Signature

Date

Parent/Guardian Signature

Date

*Please keep this Student Handbook available for your reference throughout the year.