

# **SOUTH BUTLER COUNTY SCHOOL DISTRICT**



**KNOCH MIDDLE SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**2019-2020**

**KNOCH MIDDLE SCHOOL HANDBOOK AND  
LOCKER SEARCH POLICY**

Dear Parents/Guardian:

Please read and review the High School Handbook that includes the Locker Search Policy with your child. This form should be submitted through Skyward or printed and returned to the high school general office as soon as possible.

Thank you,

Dr. Tyler Vargo  
Principal

Kim Fitzgerald  
Assistant Principal

**Student**

I, \_\_\_\_\_, have read and fully understand the  
*(Student Name Printed Clearly)*

Middle School Handbook rules and regulations including the Locker Search Policy. I understand and will follow the handbook guidelines and procedures that are outlined, especially that I, AS A STUDENT SHALL HAVE NO EXPECTATION OF PRIVACY IN MY LOCKER.

\_\_\_\_\_  
*Student Signature*                      \_\_\_\_\_                      \_\_\_\_\_  
*Grade*                                      *Date*

I, \_\_\_\_\_, have read and discussed the  
*(Parent Name Printed)*

Middle School Handbook rules and regulations with my child, including the Locker Search Policy. I understand the handbook guidelines, concepts, and procedures that are outlined in the handbook containing the Locker Search Policy.

\_\_\_\_\_  
Parent Signature                                      \_\_\_\_\_  
Date

<b>1.0</b>	<b>Handbook Rationale</b>	<b>6</b>
<b>2.0</b>	<b>Mission of the South Butler County School District</b>	<b>7</b>
2.1	MISSION STATEMENT	7
2.2	BOARD OF SCHOOL DIRECTORS	7
2.3	ADMINISTRATION	8
2.4	PRINCIPAL'S WELCOME	8
2.5	ALMA MATER	8
2.6	BELL SCHEDULE	9
2.7	REPORT CARD PERIODS	10
2.8	EMERGENCY NOTIFICATION SYSTEM	10
2.9	ELECTRONIC COMMUNICATION	11
2.10	SKYWARD	11
<b>3.0</b>	<b>Attendance</b>	<b>11</b>
3.1	ATTENDANCE REGULATIONS	11
3.2	EARLY DISMISSAL PROCEDURES	12
3.3	EXCESSIVE ABSENCES	12
3.4	EXCUSED ABSENCES	12
3.5	CYBER ATTENDANCE	13
3.6	TAKE YOUR CHILD TO WORK DAY	13
3.7	TARDINESS (ARRIVAL AFTER 7:40 AM)	13
3.8	UNEXCUSED ABSENCES	14
3.9	UNEXCUSED TARDINESS	14
3.10	EXCESSIVE TARDINESS	15
<b>4.0</b>	<b>Curriculum</b>	<b>15</b>
4.1	CLASS SEATING	15
4.2	SCHOOL COUNSELING	15
4.3	HOMEWORK POLICY (ILLNESS OR SUSPENSION)	16
4.4	HONOR ROLL	16
4.5	REPORT CARDS	17
<b>5.0</b>	<b>Extra/co-curricular Activities</b>	<b>17</b>
5.1	ATHLETIC ELIGIBILITY	17
5.2	ATTENDANCE AND ACTIVITIES	17
5.3	CO-CURRICULAR ACTIVITIES	18
5.4	CONDUCT AT ATHLETIC EVENTS	18
5.5	DANCES – AGE RESTRICTIONS	18
5.6	EXTRACURRICULAR ACTIVITIES LIST	19
5.7	HAZING	19

5.8	PAY TO PARTICIPATE	19
5.9	STAYING AFTER SCHOOL	20
5.10	TRANSPORTATION (ATHLETIC)	20
6.0	Student Services	20
6.1	ACCESS TO RECORDS	20
6.2	DISTRICT COMPLIANCE WITH FEDERAL ACTS	20
6.3	EMERGENCY HEALTH INFORMATION	21
6.4	HEALTH PROGRAM	22
6.5	HEALTH SUITE USE	22
6.6	ADMINISTRATION OF MEDICATION PROCEDURE	22
6.7	IMMUNIZATION	23
6.8	HOMEBOUND INSTRUCTION	23
6.9	MCKINNEY-VENTO ACT	24
6.10	PARENT CONFERENCES/PARENT VISITATION	24
6.11	PSYCHOLOGICAL SERVICES	24
6.12	PUBLIC NOTICE ON SCREENING AND EVALUATION	25
6.13	SPECIAL EDUCATION PROGRAMS	26
6.13.1	Chapter 15- Protected Handicapped Students	26
6.13.2	Privacy Rights of Parents and Students	26
6.13.3	District Operated Special Education Programs	27
6.13.4	Intermediate Unit Special Education Programs	28
6.14	SCHOOL INSURANCE	28
6.15	STUDENT ASSISTANCE PROGRAM	28
6.16	TRANSPORTATION	28
	6.16.1.1 BUS	28
	6.16.1.2 BUS CONDUCT	29
6.17	WITHDRAWAL AND TRANSFER	30
6.18	WORKING PAPERS	30
7.0	Rules and Regulations	30
7.1	ALCOHOL/DRUGS PROCEDURES	30
7.1.1	Controlled Substances Rules & Procedures- Alcohol	31
7.1.2	Controlled Substances Rules & Procedures- Drugs	32
7.1.3	Controlled Substances Rules & Procedures- Paraphernalia	33
7.2	BULLYING AND CYBERBULLYING	33
7.3	CHEATING/PLAGIARISM	34
7.4	CHROMEBOOK	34
7.5	CLASS CUT	35
7.6	CONDUCT IN THE HALLS	36
7.7	DESTRUCTION/DEFACING PROPERTY	36
7.8	DISPLAY OF AFFECTION	36
7.9	DRESS CODE	37
7.10	DRILLS	38

<b>7.11</b>	<b>ELECTRONIC DEVICES</b>	<b>38</b>
<b>7.12</b>	<b>FIELD TRIP PERMISSION &amp; EXPECTATIONS</b>	<b>39</b>
<b>7.13</b>	<b>FIGHTING</b>	<b>39</b>
<b>7.14</b>	<b>HALL PASSES</b>	<b>40</b>
<b>7.15</b>	<b>INSUBORDINATION</b>	<b>40</b>
<b>7.16</b>	<b>LEAVING SCHOOL GROUNDS WITHOUT PERMISSION</b>	<b>40</b>
<b>7.17</b>	<b>LOCKERS AND SEARCHES</b>	<b>40</b>
<b>7.18</b>	<b>METAL DETECTORS</b>	<b>43</b>
<b>7.19</b>	<b>STUDENT SEARCHES</b>	<b>43</b>
<b>7.20</b>	<b>LOITERING</b>	<b>46</b>
<b>7.21</b>	<b>LUNCHESES</b>	<b>46</b>
<b>7.22</b>	<b>OBLIGATIONS</b>	<b>49</b>
<b>7.23</b>	<b>RESTROOM MISUSE</b>	<b>49</b>
<b>7.24</b>	<b>STUDY HALLS</b>	<b>49</b>
<b>7.25</b>	<b>TERRORISTIC THREATS/ACTS</b>	<b>49</b>
<b>7.26</b>	<b>SAFE 2 SAY SOMETHING</b>	<b>50</b>
<b>7.27</b>	<b>TOBACCO/SMOKING</b>	<b>50</b>
<b>7.28</b>	<b>UNLAWFUL HARASSMENT</b>	<b>51</b>
<b>7.29</b>	<b>WEAPONS AND DANGEROUS INSTRUMENTS</b>	<b>56</b>
<b>7.30</b>	<b>STUDENT DISCIPLINE</b>	<b>57</b>
<b>7.31</b>	<b>CODE OF CONDUCT</b>	<b>58</b>
<b>7.32</b>	<b>LEVEL I INFRACTIONS:</b>	<b>58</b>
<b>7.33</b>	<b>LEVEL II INFRACTIONS:</b>	<b>60</b>
<b>7.34</b>	<b>LEVEL III INFRACTIONS:</b>	<b>63</b>

## 1.0

### HANDBOOK RATIONALE

**Dear Families,**

This handbook is an informational guide for parents and students containing information on the school board, administration, faculty, school regulations, curriculum, student services, activities, health and other school related items.

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 case of conflict between a 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.

Respectfully,

Knoch Middle School Administration

**754 Dinnerbell Rd. , Saxonburg, PA 16056, 724-352-1700**

**[www.southbutler.org](http://www.southbutler.org)**

## **2.0 MISSION OF THE SOUTH BUTLER COUNTY SCHOOL DISTRICT**

### **2.1 MISSION STATEMENT**

The Mission of the South Butler County School District...to provide a quality education for all students to become productive members of society.

### **2.2 BOARD OF SCHOOL DIRECTORS**

Mrs. Donna Eakin, President  
Mr. Matthew Cimbala, Vice President  
Miss. Jacqueline Pfeiffer - Treasurer  
Ms. Rebecca Boyd, Director  
Mr. Bob Goodlin, Director  
Mrs. Jill McDonald, Director  
Mrs. Debra Miller, Director  
Mrs. Linda Rieck, Director  
Mr. George Zacherl, Director  
Dillon, McCandless, King, Coulter and Graham, Solicitor

### **2.3 ADMINISTRATION**

Superintendent	Dr. David Foley	ext. 5605	<a href="mailto:foleyd@southbutler.net">foleyd@southbutler.net</a>
Director of Special Services	Mr. Gregory Hajek	ext. 5640	<a href="mailto:hajekg@southbutler.net">hajekg@southbutler.net</a>
Director of Buildings/Grounds	Mr. Richard Lapishka	ext. 5500	<a href="mailto:lapishkar@southbutler.net">lapishkar@southbutler.net</a>
Director of Technology	Mr. Roger Myers	ext. 5615	<a href="mailto:myersr@southbutler.net">myersr@southbutler.net</a>
Middle School Principal	Dr. Tyler Vargo	ext. 3605	<a href="mailto:vargot@southbutler.net">vargot@southbutler.net</a>
Assistant Principal	Mrs. Kim Fitzgerald	ext. 3610	<a href="mailto:fitzgeraldk@southbutler.net">fitzgeraldk@southbutler.net</a>
Athletic/Activities Director	Mr. Kurt Reiser	ext. 4805	<a href="mailto:reiserk@southbutler.net">reiserk@southbutler.net</a>
Security/Transportation Director	Mr. Patrick Sarnese	ext. 5700	<a href="mailto:sarnesep@southbutler.net">sarnesep@southbutler.net</a>

## 2.4 PRINCIPAL'S WELCOME

Dear Parents and Student,

Welcome to Knoch Middle School.

This handbook is intended as a guide to the information, policies, and procedures that govern the basic operations of our building. It is essential that all parents and students know the contents and use the handbook throughout the year. Students may seek assistance from administrators, counselors, and teachers to help answer questions concerning the handbook or any other concerns pertaining to school policy or procedures.

Our goal is Excellence. Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. Our objective is to provide a quality education for all students in a safe, productive environment. The personal benefits students receive from their years at Knoch Middle School will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort.

Our sincere wishes to each of you for a successful school year.

Sincerely,

Dr. Tyler Vargo  
Middle School Principal

## 2.5 ALMA MATER

### ALMA MATER

Hail Alma Mater!

We thy praise are singing. Love, honor, gratitude, From our hearts are  
ringing. We hail the gold and blue.

To our school we'll e'er be true. Knoch High School - Thee we love.

Skill, knowledge, wisdom In the fullest measure You have instilled in us  
As a lasting treasure.

To better life we've grown,

By your precepts you have shown That truth shall make us free.



Hail Alma Mater!

When these days we finish, Fond Mem'ries we'll recall. Our love won't diminish.

Echoes our sweet refrain. Thanking you for all our gain. Knowledge, the key to pow'r.

Lucinda Krumpe '62

## 2.6 BELL SCHEDULE

Normal School Day		Two-Hour Delay	
Period 1	7:40 - 8:21	Period 1	9:40 - 10:05
(Pass)	8:21 - 8:25	(Pass)	10:05 - 10:09
Period 2	8:25 - 9:06	Period 2	10:09 - 10:34
(Pass)	9:06 - 9:10	(Pass)	10:34 - 10:38
Period 3	9:10 - 9:51	Period 3	10:38 - 11:03
(Pass)	9:51 - 9:55	(Pass)	11:03 - 11:07
Period 4	9:55 - 10:36	Period 4	11:07 - 11:37
Channel 1- 10:36 - 10:52 Announcements 11:32 - 11:37			
Period 5		Period 5	
A	10:52 - 11:22	A	11:37 - 12:07
B	11:22 - 11:52	B	12:07 - 12:37
C	11:52 - 12:22	C	12:37 - 1:07
(Pass)	12:22 - 12:26	(Pass)	1:07 - 1:11
Period 6	12:26 - 1:07	Period 6	1:11 - 1:37
(Pass)		(Pass)	1:37 - 1:41
Period 7	1:11 - 1:52	Period 7	1:41 - 2:07
(Pass)		(Pass)	2:07 - 2:11
Period 8	1:56 - 2:37	Period 8	2:11 - 2:37

## 2.7 REPORT CARD PERIODS

The following dates will identify [the midway point](#) during the 9-week grading periods and the end of the marking periods.

	<u>Midway Point</u>	<u>Marking Period Ends</u>
1st Nine Weeks -	<a href="#">Friday, September 27, 2019</a>	Wednesday, October 30, 2019
2nd Nine Weeks	<a href="#">Friday, December 6, 2019</a>	Friday, January 17, 2020
3rd Nine Weeks-	<a href="#">Monday, February 24, 2020</a>	Thursday, March 26, 2020
4th Nine Weeks-	<a href="#">Monday, May 4, 2020</a>	Friday, June 5, 2020

Dates are subject to change. Check the School Website for Updates.

## 2.8 EMERGENCY NOTIFICATION SYSTEM

In cases of school cancellations or emergencies, the District utilizes an emergency notification system. To register to receive phone, text, or email notifications or to remove or update your contact information, go to the Community section of the District website ([www.southbutler.org](http://www.southbutler.org)). Such announcements are also posted on the District website and on local radio and television stations, as well as the South Butler County School District Facebook page.

It is stressed that parents DO NOT call the school at these times so District phone lines are free for emergencies.

During school closings, all extra-curricular activities are cancelled.

## 2.9 ELECTRONIC COMMUNICATION

There are several ways in which students and parents in the South Butler County School District now have online access to academic progress and important school information. The Skyward Parent Portal can be accessed through the middle school link on the district website <https://middleschool.southbutler.org/> then click on the ward at the top right of the page. Skyward can also be accessed directly at [www.skyward.net](http://www.skyward.net). Grades, teacher emails, and building information can be accessed through this website. Activation codes will be given to students and parents when they are promoted to or enroll in Knoch Middle School.

GOOGLE CLASSROOMS are used by many teachers to manage class specific assignments and information. Teachers using Google classroom will provide their students with the codes necessary to access the content for their class.

THE KNOCH MIDDLE SCHOOL APP can be downloaded for free to any Ios OR Android device. Students, staff, and parents can opt to receive school notifications as well as access forms, calendars, menus, and other information.

FAMILY ID is not just for athletics anymore! Use it to access and complete a wide variety of required forms. Go to [www.southbutler.net](http://www.southbutler.net) and click on the “Athletics and Activities” tab, then choose “Physicals, Forms, and Manuals” to access directions for setting up a Family ID account.

## 2.10 SKYWARD



Skyward is the Student Information System (SIS) for the South Butler County School District. *Family Access* enables you to view information about your children in the software. You can view any messages sent to you by the school about school events or the end of a grading period. You can configure which system messages you wish to receive emails for. *Family Access* allows you to view and verify general information found on the Student Profile. You can also view calendars, class schedules, course requests, grades, assignments, attendance, disciplinary infractions, standardized test scores, graduation and career plans, and activities for your students.

Access to student Skyward accounts is generally limited to the student and their primary parent/guardian. Additional caregivers can be granted access to the student's account when appropriate. To apply for *Skyward Family Access*, please fill out the form on the website at <https://www.southbutler.org/apps/pages/index.jsp> Note: you will need to fill out a form for each child you are requesting access for.

Questions or problems with any of the above communication methods should be directed to the middle school's main office.

## 3.0 ATTENDANCE

### 3.1 ATTENDANCE REGULATIONS

The state laws require all children between the ages of eight and seventeen to attend school regularly. There is strong and positive evidence that there is a close relationship between regular school attendance and effective student achievement. It is imperative that all students attend school, as well as all of their classes. Regular and consistent attendance by all students is a continuing

priority objective for the South Butler County School District administration and faculty during the school year.

Students must be present 4 full periods to receive ½ day credit.

Students must be present 6 full periods to receive full day credit.

Students arriving prior to 9:06 am will be marked tardy.

Students leaving after 1:11pm will be marked as an early dismissal.

The school records the amount of time missed due to tardiness. Accumulative time due to excessive tardiness may be added to other absences when determining a student's number of excused and/or unexcused absences.

### **3.3 EARLY DISMISSAL PROCEDURES**

Students who need to leave early from the school day should report, with a parental note, to the middle school attendance office as they arrive to school. If they turn in their note after school starts, the office must verify with a phone call to the parent that they are leaving early. Students will be given an early dismissal slip to have signed at the appointment. The early dismissal slip should be brought back to the school office when the student returns for class. Parental/guardian permission is required for all professional appointments (medical, legal, etc.) and personal reasons (family emergency, illness, funeral, etc.). All personal reason requests are subject to administrative approval.

### **3.5 EXCESSIVE ABSENCES**

Students with excessive absences may lose privileges such as field trips, dances and clubs.

### **3.6 EXCUSED ABSENCES**

Per School Board Policy #204, "Excused Absence" includes the absence of a student for any one of the following reasons (not to exceed 20):

- Illness of the student, need parent note.
- Medical/Dental appointment, signed doctor's excuse
- Death in the immediate family (Funeral -3 days for immediate family or out-of-state; otherwise a maximum of one day)
- Quarantine
- Family emergency (1 day permitted)
- Urgent reasons (Impassable roads, fire, flood, etc.)
- Farm permit (5 days)

- Excused educational absences pre-approved by the principal (10- day maximum)
- Religious Event/Holiday

**NOTE:** All students must attend school for a minimum of 1/2 day to be eligible to participate in any extracurricular activities. Excuses can be emailed to the Attendance Office, submitted on the School App, or a written excuse can be submitted in person.

**Procedure:**

1. When returning to school after an absence, students must provide a written excuse for the missed school day(s). Be sure to state the reason and date(s) of absence. The student’s full name (first and last), along with a parent/guardian's signature, must be on every note. This note will be turned in to the office.
2. A student has 3 school days following the absence to produce a written excuse. Failure to produce this excuse will result in the absence(s) becoming unexcused. No make-up work (including tests and quizzes) will be permitted for any class work missed during an absence marked unexcused.
3. Forged excuses will be considered unexcused and subject to school disciplinary action.
4. If a student will be out due to a prolonged illness, call the school office so that the school can determine what is needed to support the student’s educational process during a long absence.

**3.7 CYBER ATTENDANCE**

Students are expected to log 2.5 hrs per class per week. If a student does not meet the weekly time requirement, those days will be considered unexcused absences unless the attendance secretary is notified of an excusable reason for the absence within 3 days.

**3.8 TAKE YOUR CHILD TO WORK DAY**

On the fourth Thursday of April, students have the opportunity to go to work with a parent. Typically, parents bring their child to work with them on this day to better understand what the parent’s profession entails. Take Our Daughters and Sons to Work Day has inspired a future generation of girls and boys by helping bring them into the workplace to explore the many life choices they have. This day’s absence from school will be an excused absence as long as the excuse is on company letterhead.

**3.9 TARDINESS (ARRIVAL AFTER 7:40)**

First period begins at 7:40 AM. Students must be in their assigned location prior to this time. Any student not in their assigned location by 7:40 AM must report to the Attendance Office to get a tardy slip prior to going to class.

### **3.10 UNEXCUSED ABSENCES**

An unexcused absence occurs when a student misses for a reason that cannot be attributed directly to one of the aforementioned reasons. Unexcused absences are a direct violation of the Pennsylvania School Code. Cumulative absences exceeding twenty (20) days for the year will be determined unexcused unless covered by a doctor's excuse. Once a student exceeds twenty (20) absences and medical excuses are not turned in for the proceeding absences then a Citation may be filed with the local magisterial district judge and the parent/guardian may be fined. This citation is filed due to excessive absences.

- 3 unexcused absences – Official letter sent to parent or guardian
- 6 unexcused absences – Official letter sent to parent or guardian, Family Meeting, School Attendance Improvement Plan, the child will be referred to a school or community based attendance improvement program or a referral will be made to the county children and youth agency for services and a School Attendance Improvement Plan will be put into place. Parents are encouraged to contact the school to be a part of this process.
- 7 unexcused absences- a citation may be filed against the student or parents. The student will no longer be permitted to make up any work missed on the days they were illegally absent.

### **3.11 UNEXCUSED TARDINESS**

Unexcused tardies are any tardies that are not due to one of the excused reasons for absences. Students have three (3) days from the date of their tardy to bring in an excuse. The school time students miss due to unexcused tardiness may eventually add up to an entire day's unexcused absence (416 minutes = 1 school day). Students will not be permitted to make up work missed due to unexcused tardiness or absences.

- 4 unexcused tardies- warning letter sent to parent
- 6 unexcused tardies- 1 hour detention and student conference with building administrator
- 8 unexcused tardies- 3 hour detention, student conference with building administrator, and student's driving privileges will be suspended for twenty (20) school days
- 10 unexcused tardies- 3 hour detention, student conference with building administrator. After 10 unexcused tardies a parent/guardian must accompany the student to school for a conference with a building administrator and further disciplinary action taken as determined by the building administrator.

Students who are habitually tardy and/or absent may encounter sanctions with the Butler County Children and Youth Services and Butler County Juvenile Probation Office.

### **3.12 EXCESSIVE TARDINESS**

Once a student is tardy a total of twenty (20) times, a written physician's excuse will be required for future tardies to be considered excused.

## **4.0 CURRICULUM**

### **4.1 CLASS SEATING**

Class seating is determined by the number of credits earned.

FOR A STUDENT TO HAVE GRADE 6 CLASS SEATING he/she must have passed at least 4, 5<sup>th</sup> grade core courses.

FOR A STUDENT TO HAVE GRADE 7 CLASS SEATING he/she must have passed at least 4, 6<sup>th</sup> grade core courses.

FOR A STUDENT TO HAVE GRADE 8 CLASS SEATING he/she must have passed at least 4, 7<sup>th</sup> grade core courses.

### **4.2 SCHOOL COUNSELING OFFICE**

The School Counseling Offices are located in the general office of the Middle School. Counselors are in the office during each period of the school day. A well-planned guidance program is available for every student at Knoch Middle School. Cumulative folders for each student provide an up-to-date and complete record of academic accomplishments. The student's scores on achievement and I.Q. tests are recorded and give a picture of the pupil's background and academic ability.

Individual guidance for all pupils is available on a regularly scheduled basis and any time a pupil feels a special need for counseling. Information on PSSA testing may be accessed through the School Counseling Office. Working papers are issued through the High Main Office.

- **Procedures for dropping/adding courses:**

Developing a student schedule master is a very tedious process which is driven by student request (the number of student requests dictates whether or not a course is offered and how many sections will be needed). Students are told to carefully choose their courses because once the master schedule is complete, class changes will be minimal. The schedule form that is completed by each student requires a student signature and a parent/guardian signature. By signing the form, both student and

parent/ guardian are acknowledging that they understand what courses were selected and that they will accept being placed in those courses for the duration of the school year. The administration makes every attempt to place students in the courses that are selected and in most cases students will be placed in their first choice. In the event that a student's first choice is full, every attempt will be made to place the student in the second choice and so on. If for some reason all choices are unavailable, the student will be contacted by a counselor in order to make another selection. Study halls will be kept to a minimum.

Requests for schedule changes may not be honored, especially when the change involves electives. This is due to availability and class size. The request for any change must be parent/guardian-initiated and communicated to the School Counseling Office either prior to the beginning of the school year or within the first two weeks of the semester starting. The principal reserves the right to review schedule change requests on a case by case basis in order to not only meet these guidelines but to meet the individual needs of the student.

#### **4.3 HOMEWORK POLICY (ILLNESS OR SUSPENSION)**

It is a student's responsibility to make up any and all homework and/or tests missed during an absence.

Deadline for make-up homework is equal to the number of days in the absence; i.e. absent one day = make-up homework due in one day. Teachers will make all appropriate and necessary arrangements to permit students to make up missed work at such times. Students will not be permitted to make up work missed due to unexcused absences unless it is determined that extenuating circumstances exist. If a student has absences of 3 or more consecutive days due to illness or injury, homework assignments may be requested through the middle school general office. Parents should allow one day for homework materials to be compiled. Homework assignments can also be reviewed through the on-line program GOOGLE CLASSROOM. Homework assignments can also be accessed through Skyward.

#### **4.4 HONOR ROLL**

The Honor Roll at Knoch Middle School will be determined by the following criteria:

Honors List	3.000 – 3.499 No D, F or I grade
High Honors List	3.500 – 3.999 No D, F or I grade
Highest Honors List	4.000 and higher No C, D, F or I grade



#### 4.5 REPORT CARDS

Students will receive computerized report cards at the end of each nine-weeks-grading period. Below are the percentages that will be used to determine letter grades in all classes:

- A = 92-100%.....Excellent
- B = 81-91%.....Good
- C = 71-80%.....Average
- D = 64-70%.....Poor
- D- = 61-63%.....Passing
- F = 60% and below.....Failure

Students and Parents should be aware that grades visible on Skyward are rounded to a whole percent.

#### 5.0 EXTRA/CO-CURRICULAR ACTIVITIES

##### 5.1 ATHLETIC ELIGIBILITY

To be eligible to participate in any extracurricular/co-curricular activity:

1. Student will be required to pass 4 core classes. Passing for any class will be in accordance with the current grading policy.
2. At the end of the school year, the student's final credits for the last grading period shall be used to determine eligibility for the coming year.
3. Maintains a passing grade in all subjects during the time of participation, reviewed weekly based on student's cumulative work from the beginning of the first nine weeks grading period and continue to the end of the athletic season. If, by any Friday, a student does not meet the standard, he/ she will be ineligible from the immediately following **Sunday through the Saturday immediately following the next Friday.**
4. Has not attained the age of 19 years prior to July 1.
5. His/Her parents must live in the South Butler County School District, or the student must come from a district that does not maintain a high school.
6. Has not been absent from school for a total of 10 days in a semester or 20 days per year.
7. If you are suspended, you will not be eligible to practice or attend any event.

##### 5.2 ATTENDANCE AND ACTIVITIES

There are activity buses scheduled to take students home after school at 3:45 P.M. on Thursdays to their bus stop addresses.

### **5.3 CO-CURRICULAR ACTIVITIES**

Knoch Middle School offers the following clubs:

- Family Careers and Community Leaders
- Band (Marching \* 8th grade students)
- Future Business Leaders of America
- Math Club
- Student Council
- Yearbook
- Youth in Government

### **5.4 CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away games. Harassment of any kind is prohibited. This includes no fighting, no booing or heckling, no throwing or dropping refuse, and no loitering in the immediate area before or after a game. All students are required to be seated in the stands during sporting events. Use of restroom facilities and trips to the concession stand are exceptions to this rule. Loitering around the stadium or in the hallway is prohibited. For failure to follow this ruling, you will be required to leave the event and your actions may result in further discipline. Food and drinks are not permitted in the gyms.

School policies prohibiting the use or possession of drugs, alcohol, tobacco and weapons apply at all athletic events in which the school is involved, regardless of the site.

You are representatives of Knoch Middle School. Students need to remember that while attending or participating in home/ away events ALL SCHOOL RULES APPLY.

### **5.5 DANCES – AGE RESTRICTIONS**

Student guests are not permitted to attend any school dance. Dress and attire at school dances should conform to the school dress code policy. Middle school students are not permitted to attend the fall/snowball dance.

### **5.6 EXTRACURRICULAR ACTIVITIES LIST**

Knoch Middle School offers the following athletic programs:

- Basketball, Boys
- Basketball, Girls
- Cheerleading
- Cross Country
- Football
- Soccer, Boys
- Soccer, Girls
- Track
- Volleyball
- Wrestling

## **5.7 HAZING**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization. The South Butler County School District constantly stresses respect and understanding of each other and a sensitivity and appreciation of each person's worth and individuality. This is done and expected without exception, regardless of race, age, gender, or religious or political views. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Hazing as a form of initiation is strictly prohibited. Violators will be subject to the school discipline policies and may also be removed from the team.

## **5.8 PAY TO PARTICIPATE**

The following are the guidelines for participating in athletics, clubs, extra-curricular/co-curricular, and intramural activities in the South Butler County School District:

- A fee will be charged for each athletic, club, and extracurricular/co-curricular activity up to the family cap.
- A \$25 fee per student per non-athletic activity will be charged with a cap of \$75 per family.
- A \$50 fee per student per athletic activity will be charged with a cap of \$150 per family.

The above fees are in addition to the physical and any additional activity fees.

Participants in the National School Lunch Program who have been awarded financial support will be exempt from these fees upon verification. Families experiencing financial hardship may apply for an activity fee waiver. Applications may be obtained online or by contacting the athletic director.

Participation fees are due one week prior to the first contest/game/activity/performance, with the exception of physical fees, which are due at the time of services rendered. Failure to pay will result in exclusion. An online system is available as a method of registration and payment for activity fees. Pay to Participate fees not paid on-line should be paid by check or money order payable to S.B.C.S.D. Payment should be submitted to the Athletics Office.

NO refunds will be given for a student who is injured after mandatory practices begin, becomes academically ineligible, is removed for disciplinary reasons, or for students who quit the sport/activity after the fee has been paid. Payments DO NOT guarantee playing time.

## **5.9 STAYING AFTER SCHOOL**

Students are not permitted to remain after school unless they are involved in a supervised activity. Students staying after school should go directly to their designated activity area. No roaming in the building is permitted.

## **5.10 TRANSPORTATION (ATHLETIC)**

All sports team members must travel as a group to all scheduled events on school provided transportation, unless excused by the coach for a known emergency other than personal business. Students may return home with parents/guardians if they personally meet the coach at the bus following an away event. No notes! Additionally, no student is to be dropped off along the return route. Any exceptions to these travel guidelines need to be pre-approved by a principal or the athletic director in writing prior to departure for the event.

## **6.0 STUDENT SERVICES**

### **6.1 ACCESS TO RECORDS**

Parents or guardians of students have the right to inspect their children's educational records and to have school officials explain those records. Students who are legally recognized as independent adults also have this right. Student records, other than a transcript of grades and attendance, will be purged five years after graduation or withdrawal. If you want these records, contact the School Counseling Office.

### **6.2 DISTRICT COMPLIANCE WITH FEDERAL ACTS**

The South Butler County School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, religion, marital status, or handicap in its

activities, programs, or employment policies as required by Title IX, Title VI and Section 504. For information regarding civil rights or grievance procedures, contact the Director of Special Education/School Psychologist at (724) 352-1700. The South Butler County School District is in compliance with three federal laws prohibiting discrimination in any form. These laws are:

- TITLE IX OF THE EDUCATIONAL AMENDMENTS ACT OF 1973 reads, “no person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”
- TITLE VI CIVIL RIGHTS ACT OF 1964 reads, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any federal program or
- activity receiving general financial assistance from the Department of Health, Education and Welfare.”
- SECTION 504 REHABILITATION ACT OF 1973 reads, “No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving general financial assistance.

### **6.3 EMERGENCY HEALTH INFORMATION**

At the beginning of each school term, parents are asked to complete an emergency form listing numbers to be called if a child becomes ill or injured at school. This form is available through Skyward and the district website. All special health conditions and necessary care information is requested and must be shared with the school nurse and appropriate school personnel. Every possible attempt will be made to follow your instructions on the emergency form. If a child becomes ill or injured to the extent that it is necessary to call an ambulance, the closest available ambulance will be called. An Automatic External Defibrillator (AED) is located at Knoch Middle School outside the nurse’s office. A second AED is available to the athletic trainer.

### **6.4 HEALTH PROGRAM**

South Butler County School District and the Pennsylvania Department of Health require a medical examination of all school children upon original entry to school and in grades 6 & 11 and those entering from out of state. Dental examinations are required on original entry and in grades 3 & 7. These grades are selected because they represent critical periods of growth and development in a child’s life. It is recommended that these examinations be done by your family physician and dentist since they can best evaluate your child’s health. Knowledge of your child’s health status enables the school staff to aid the student in achieving the maximum benefit of educational opportunities. You will be informed of the procedure to follow in advance of the time these examinations are due.

Every child in grades K through 12 will have height, weight, body mass index (BMI) calculation and vision screening done annually. Hearing screenings will be given to students in grades K through 3, 7, 11 and annually for those with a history of hearing loss. Scoliosis screening is required in grades 6 & 7.

## **6.5 HEALTH SUITE USE**

The middle school health suite is located in room 2203. Parents and students are reminded that the use of the health suite is for school related illnesses and injuries only. Illnesses and injuries occurring outside of school are the parent's responsibility. Students who become ill at school are to notify their teacher, and the teacher will write a hall pass to see the school nurse. The student must then report directly to the health suite. The school nurse will evaluate the student and contact parents as needed. **Students are not permitted to make their own arrangements for early dismissal.** This must be done by the School Nurse. A child will not be sent home unless a parent/guardian, or their designee, is contacted and available to provide care. Should the school nurse be out of the health suite, the student should report directly to the Middle School General Office. In order to ensure the privacy of our students, the use of mobile phones in the health suite is prohibited unless express permission to use one is given by the nurse or nurse designee.

## **6.6 ADMINISTRATION OF MEDICATION PROCEDURE**

1. In general, the only medication to be administered at school is that medication required to be given during the school day for the student to function and remain in school. Physicians should make every effort to prescribe medication to be given outside the school day when possible.
2. All medication to be administered at school must be prescribed by written order of a physician, certified registered nurse practitioner, or physician's assistant, including over the counter medications.
3. The medication must be brought by a parent or other responsible adult to the school nurse in the original, properly labeled, container. Medication shall be counted and verified in writing by the parent and the School Nurse. Medication will be kept in a locked environment.
4. The parent will sign a written request for the medication to be administered. The physician's order and parent request are valid for the school term in which written and must be renewed in any subsequent school year.
5. The School Nurse and or Health/Tech are authorized to administer medication.
6. The School Nurse must be advised in a timely fashion when a student receiving medication/and or medical treatment is scheduled for a field trip in order that the proper arrangements can be made.
7. A student may be authorized to administer emergency medication according to established policy approved by the parent, physician, and district. The School Nurse must approve and be immediately notified of such administration and a medication log signed.

8. Parents must pick up unused medication at the end of the school term. Unclaimed medication will be recorded and destroyed by the school nurse.

## 6.7 IMMUNIZATION

The Pennsylvania Department of Health requires all school students to have the following immunizations prior to entering Kindergarten or first grade:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday) (usually given as DTP or DTaP)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose is given)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 2 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Additionally, for attendance in 7th grade:

- 1 additional dose of tetanus, diphtheria, and acellular pertussis
- 1 dose of meningococcal conjugate vaccine (MCV)
- Additionally, for attendance in 12th grade:
- 1 dose of meningococcal conjugate vaccine (MCV). If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

Required vaccinations must be obtained by the 5th day of school, or the student risks exclusion from school.

**\*These requirements allow for the following exemptions: medical reason (must have the signature of a medical professional), religious belief, or philosophical/strong moral or ethical conviction. If one of these exemptions exist, the school nurse must have a letter stating the reason by the 5th day of school, or the student risks exclusion. A medical reason requires a signature by a medical professional.**

## 6.8 HOMEBOUND INSTRUCTION

A form to request homebound instruction is available through the principal's office. The school district will provide homebound instruction to students confined to a home or hospital stay that is expected to last at least two (2) weeks. Reason for homebound instruction must be provided from a medical or psychiatric doctor. Homebound instruction should not exceed three months upon initial approval. Consideration of extension beyond three months would require an additional reason provided by a medical or psychiatric doctor and approval by the PA Department of Education for continuation of homebound instruction. Homebound instruction is an alternative education option that is meant to be a short-term solution and not a permanent, long-term placement option.

## 6.9 MCKINNEY-VENTO ACT

You may qualify for certain rights and protections under the federal McKinney-Vento Act if you live in any of the following situations:

- Doubled-up with other people due to loss of housing or economic hardship.
- A shelter.
- A motel or campground due to the lack of an alternative adequate accommodation.
- A car, park, abandoned building, bus or train station.

As an eligible student you have a right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. *If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible, contact the district's McKinney-Vento Liaison, Courtney Stein, at (724)352-1700 Ext. 4653 or [steinc@southbutler.net](mailto:steinc@southbutler.net), to find out what services and supports may be available.

## 6.10 PARENT CONFERENCES/PARENT VISITATION

Parents are urged to contact the school about any questions regarding their child's academic or general performance in school. By calling the Middle School Guidance Office, parents will be directed how to make conference appointments with teachers, counselors or administrators. Visitors are welcome at Knoch Middle School; however, they must register at the General Office by bringing their driver's license which will be scanned, and a badge will be issued.

## 6.11 PSYCHOLOGICAL SERVICES

The South Butler County School District has partnered with Family Psychological Services to provide individual counseling sessions for students at the secondary level during the school day. A



licensed therapist will be available on a weekly basis to provide mental health, social and behavioral counseling to students whom parents give permission for intake services. Parents are responsible for the costs associated with these services with this agency. Contact the School Counseling Office for more information.

## **6.12 PUBLIC NOTICE ON SCREENING AND EVALUATION**

The South Butler County School District uses the following procedures for screening, identifying, and evaluating specific needs of school-age students requiring special programs of service. The District exceeds the health requirement screen as described in Section 1402 of the School Code. The District routinely conducts screening of a child's hearing acuity in the following grades: kindergarten, 1, 2, 3, 4, 5, 6, 7, 11 and others according to need. Visual acuity is screened in every grade. Height and weight are checked yearly. Dentals are conducted in kindergarten, 3 and 7. Physicals are conducted in kindergarten, 6 and 11. Scoliosis screening is conducted in grades 6 and 7. TB testing is conducted as mandated.

Speech and language skills are screened in kindergarten, 1, 2 and 3. Past borderline speech screening is conducted in grades 4, 5 and 6. Parents, teachers, medical personnel, and/or students can refer any student in grades K -12 for a speech evaluation. Parents with concerns regarding their student may contact the building principal, in writing, at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

At the secondary level (7-12), screening information will be reviewed by a team with the minimum of a classroom teacher, Building Principal and the School Psychologist/Director of Special Education, to determine if a multi-disciplinary team evaluation is warranted. After the evaluation is completed, Comprehensive Evaluation Report will be compiled with parent input and will include specific recommendations for the types of interventions necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation are discussed. An Individualized Education Program (I.E.P.) will be developed for the student qualifying for special education placement.

The I.E.P. Team, with the parent(s), will consist of at least three district staff, which will minimally involve: the special education teacher, the regular education teacher(s), and the district administrator. Parents are an integral part of the I.E.P. Team and are encouraged to be physically present at the I.E.P. Meeting. The district will make every effort to insure parent participation, and will notify the parent in writing and make documented phone calls to make parents aware of the I.E.P. conference and the need for parental participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP), with which they may agree or disagree. If the parents agree, the program is implemented. If parents disagree with the program being

recommended, the issue may be taken to a pre-hearing conference, mediation, or a due process hearing.

## **6.13 SPECIAL EDUCATION PROGRAMS**

The South Butler County School District operates a comprehensive program for the mildly handicapped, speech/language, and the gifted. Itinerant vision, hearing, and emotional support services are provided in a child's school if deemed necessary. The majority of all District exceptional children are housed locally.

The District contracts with Midwestern Intermediate Unit (IU) IV to provide services for children in need of itinerant hearing and vision support.

There are a small number of students who cannot be accommodated in the public school setting; therefore, they require a placement in a special education center, or if deemed necessary, in an approved private school. Following is the list of district and IU related special education services:

- Learning Support (mildly handicapped)
- Speech/ Language
- Life Skills
- Gifted Support
- IU Special Education Programs Itinerant Hearing and Vision

### **6.13.1 Chapter 15- Protected Handicapped Students**

A protected handicapped student is a student who is school age with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. These students have not been identified as exceptional. The South Butler County School District provides each protected handicapped student those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under the above classification and is in need of a service to assist them to benefit them in their education, you should contact the building principal where your child attends.

### **6.13.2 Privacy Rights of Parents and Students**

The South Butler County School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational Rights and Privacy Act of 1974

(also known as the Buckley Amendment). All students are protected by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. In addition, state rules and regulations protect regular and special education students' rights and privacy.

The basic premise of these laws, rules, and regulations is that information about students cannot be disclosed without written parental consent. Education Records, which are maintained by an educational agency, consist of information directly related to a student. "Personally Identifiable Information" includes the student's name, the name of the parent or other family members, a personal identifier, or a list of personal characteristics that would make the student's identity easily traceable.

There is certain information that can be released without consent which is called Directory Information. Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The South Butler County School District designates what information is labeled as Directory Information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

School records are always open and available to parents, and only to school officials who have a legitimate "need to know" information about the child. Disclosure of information means to permit access to the release, transfer, or other communication of education records or Personally Identifiable Information contained in these records, to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission. This also applies to the personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. If a student is over eighteen, these records cannot be released without student consent. The consent must: (1) specify the records that may be disclosed, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, the School District must maintain a written record of disclosure for the parents to inspect in case information has been released.

### **6.13.3 District Operated Special Education Programs**

- Learning Support
- Speech/Language
- Life Skills
- Emotional Support

- Gifted Support

#### **6.13.4 Intermediate Unit Special Education Programs**

- Vision Support
- Hearing Support

#### **6.14 SCHOOL INSURANCE**

- School accident insurance will be available for students to purchase at the beginning of each school year. Students participating in the interscholastic athletic program at Knoch Middle School are covered by supplemental accident insurance while participating in games or practices.
- Student accident insurance may be purchased online at [www.BollingerSchools.com](http://www.BollingerSchools.com).
- It will be necessary for those students who take out school insurance to report injuries to the insurance secretary in the Middle School General Office within 90 days of the accident.

#### **6.15 STUDENT ASSISTANCE PROGRAM**

The primary goal of the Student Assistance Program, or S.A.P., is to help students overcome a variety of problems in order for them to remain in school, achieve academic success, and advance to the next grade level. The S.A.P. Team at the Middle School is comprised of administrators, School Counselors, the school nurse, teachers, and a representative from a community-based agency. Each team member has been trained in this assistance process. If a student is experiencing difficulty, the student, a parent, or a teacher may request assistance to help identify the level of involvement in this program that would be of assistance to this student. The Student Assistance Coordinator notifies parents if assistance has been requested.

#### **6.16 TRANSPORTATION**

##### **6.16.1 BUS**

Bus transportation is provided by the School District. Transportation to and from school is a privilege and not a right. Transportation privileges may be suspended or revoked during the school year for not adhering to the rules established for safe and efficient transportation of students in the school district.

## 6.16.2 BUS CONDUCT

All school personnel, students, and parents must understand that school buses are considered as an extension of school facilities with regard to conduct of students. All student handbook rules and regulations are applicable\*, and assigned bus drivers have the responsibility and authority to enforce rules and regulations on the bus. In instances when students do not properly respond to reasonable corrective actions by the bus driver, they are to be referred to the Principal or the Assistant Principal for further corrective action according to the Discipline Code of the South Butler County School District:

- Students are expected to demonstrate proper respect for the position represented by the bus driver and to obey all rules, regulations, and/or instructions of the bus driver.
- Students must be on time at the designated school bus stops and walk in front of the bus when crossing the road.
- Students should file onto buses, sit immediately, conduct themselves, and exit from buses in an orderly and well-disciplined manner.
- Students shall always remain seated when the bus is in operation. Pupils shall not extend their hands or heads out of the windows.
- Voice volume on the bus must be maintained at a moderate level.
- Emergency doors at the rear of the bus are to be operated only when it is necessary to vacate the bus during emergencies.
- Throwing objects is strictly forbidden.
- Possession of any device that can impair the safety of the riders and/or the safe operation of the bus is strictly prohibited.
- Fighting, profane or obscene language, immoral conduct, and/or insubordination to the authority of the bus driver are prohibited.
- When buses stop to discharge passengers, students shall remain seated until the bus comes to a complete stop and the door of the bus is opened.
- Students who desire to get off the bus at any stop other than their regular designated stop must bring a note to the office prior to 7:40 a.m. A note is also needed from the home/work to which the student is going. Parental contact is required if notes are submitted after 7:40 a.m.
- Food, beverages, illegal substances, or tobacco,vapes/electronic cigarettes, vape liquid / paraphernalia of any type are not to be used or transported on the bus. The exception is lunches packed at home to be consumed during lunch period.
- Loosening or removing screws, bolts and other hardware is strictly forbidden.
- Students must refrain from littering inside the bus with paper and other refuse.
- Marking or writing on any part of the bus is prohibited. Any physical damage to the bus by students will be repaired at the parent's expense.
- Transportation by school bus is a privilege and not a right. Students may be suspended from bus riding privileges for violation of rules.
- Any student suspended for a bus violation is denied bus privileges during the time of the

suspension. It is the parent's responsibility to provide transportation until the time of the suspension is completed.

*\*\*Any request for bus schedule changes must go through the District Transportation Office at 724.352.1700, extension 5600. These rules apply to the activity bus as well as to regular buses.\*\**

## **6.17 WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Have forms filled out by teachers, return all school books and property, and make sure all fees are paid.
3. Student records, other than a transcript of grades and attendance, will be purged five years after withdrawal. If you want these records, contact the School Counseling Office.

## **6.18 WORKING PAPERS**

Working papers are issued through Knoch High School general office. The application needs to be completed and signed by a parent/guardian. The student should bring the application to the main office and sign a form in front of a school official to obtain their working papers. (It is suggested that the parent/guardian and student come in to the main office together during summer hours.)

## **7.0 RULES AND REGULATIONS**

### **7.1 ALCOHOL/DRUGS PROCEDURES**

The Board prohibits the use, possession, or distribution of any drug or alcohol during school hours, on school property, and at any school sponsored activity. This policy is in effect only during the school year, which includes all school calendar days. It is also in effect during the summer weeks whenever fall activities officially begin prior to the school year. Participation in athletics, activities and clubs may also be affected by violations occurring both on and off campus **all** calendar days (365).

Privileged confidentiality between students and school counselors, school nurses, school psychologist, and other school employees shall be respected and confidential and no communication made to any such employee shall be required to be revealed without consent of the student or his/her parent unless the best interests of the student can be served only by doing so.

The Superintendent shall prepare the rules for the identification, amelioration, and control of drug and alcohol abuse in schools. If the parents or students request help from the school about drug and alcohol

usage **prior to** a specific incident or violation, the matter will be kept confidential, and the student will **NOT** be subject to the penalties as listed below.

- All students who fall under any of the stated categories will be referred to the SAP team.
- All incidents in the stated categories will be followed up with written documentation by all individuals involved.

***Below are the definitions used in Drug, Alcohol, and Paraphernalia procedures:***

**Cooperative Behavior:** the willingness of a student to work with school personnel in a reasonable and helpful manner; an admission of the violation; taking responsibility for one's actions; being truthful; complying with requests of the administration and law enforcement agencies.

**Uncooperative Behavior:** the resistance or refusal, either verbal, physical, or passive on the part of the student to work with school personnel in a reasonable and helpful manner; defiance, assault, denial, lying, deceit, and flight are examples; refusal to comply with requests of the administration and law enforcement agencies.

**Participation in School Sponsored Activities:** includes all extra-curricular and co-curricular activities, including but not limited to sports, clubs, band, Student Council, chorus, cheerleading, banquets, etc.

**Student Calendar Days:** all days within the school calendar including weekends and holidays; the day a school activity begins before the school starts, when applicable to fall activities.

**Calendar Days:** all days including school calendar days.

**Distribution:** a student delivers, sells, passes, shares, gives, or aids from one person(s) to other(s) alcohol or illegal/controlled substances.

### **7.1.1 Controlled Substances Rules & Procedures- Alcohol**

The following procedures will be utilized if a student possesses, uses, distributes, or is under the influence of alcohol in school, on school property, or when attending a school sponsored program. The amount or nature of the alcohol will not be a factor in the degree of consequences. If a student is an underclassman, consequences will be carried over the next school year.

#### **Classroom Teacher Responsibility during the School Day**

1. The teacher will notify the Principal or Assistant Principal by phone or in person to explain the situation.
2. The teacher will send a written report detailing their observation of the student.

### **School Activities on School Property**

1. A sponsor/coach notifies the Principal for confirmation of suspected use. If no Principal is available, at least one other adult employee is needed to confirm the suspicion.
2. A written report will be submitted to the Principal detailing their observations of the student.

### **School Activities off School Property**

1. Report of suspicion is given to School Police, Principal, Athletic Director, or Principal designee
2. Notification of Principal in writing
3. Notification of parents/guardian as soon as possible

### **Administrative Responsibilities**

1. Notification of parents

### **IF SUSPICION IS POSITIVE:**

1. The Principal or Assistant Principal will investigate: this may include a search of the student, his/her locker, car and other possessions
2. Notification of School Police
3. Suspension from school
4. Informal hearing with the Principal or Assistant Principal
5. Notification of the Superintendent
6. No attendance at activities
7. No participation in activities

*In compliance with Board Policy. Please refer to SBCSD Board Policy # 227.*

### **7.1.2 Controlled Substances Rules & Procedures- Drugs**

The following procedures will be utilized if a student possesses, uses, distributes, or is under the influence of an illegal or controlled substance (non-alcohol) in school, on school property, or when attending a school sponsored program. If a student is an underclassman, consequences will be carried over to the next school year. This includes prescription drugs and anabolic steroids.

### **Classroom Teacher Responsibilities during the School Day**

1. The teacher will notify the Principal or Assistant Principal by phone or in person to explain the situation.
2. The teacher will send a written report detailing their observation of the student.

### **Administrative Responsibilities**

1. Administrator will conduct an investigation on allegations. This may include a search of the student, his/her locker, car and other possessions
2. Notification of parents



3. Analysis of the substance may be made if warranted

#### IF SUSPICION IS POSITIVE

1. Notification of parents and School Police
2. Suspension from School
3. Informal hearing with the Principal and/or the Assistant Principal.
4. Superintendent notification
5. Student may be subject to possible expulsion hearing
6. No participation/attendance in activities.

*In compliance with Board Policy. Please refer to SBCSD Board Policy # 227*

#### 7.1.3 Controlled Substances Rules & Procedures- Paraphernalia

A student possesses or uses drug related utensils or items associated with drugs or alcohol (pipes, bowls, roach clips, etc...)

1. The Principal or Assistant Principal will investigate. This may include a search of the student, his/her locker, car and other possessions
2. Paraphernalia will be confiscated
3. Notification of parent and School Police
4. Suspension from school
5. Informal hearing with the Principal
6. Superintendent notification
7. If there is evidence of a violation (Residue, etc...), students may be subject to expulsion hearing.

*In compliance with Board Policy. Please refer to Board Policy 227.*

#### 7.2 BULLYING AND CYBERBULLYING

All forms of bullying and cyberbullying by district students are prohibited.

**Bullying** – shall mean unwelcome verbal, written or physical conduct including, but not limited to, slurs, jokes, hazing, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, sexual preference or personage directed at a student by another student that has the intent or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional, or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyberbullying** – includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be the subject of appropriate discipline.

Pennsylvania has recently passed a Cyber Harassment Bill. House Bill 229 would make cyber harassment of a child a punishable offense. Cyber harassment would include the use of electronic communications to repeatedly make statements or offer opinions about a child's sexuality or sexual activity or make statements about a child's physical characteristics or mental health that are intended to and would cause serious emotional distress to a child.

The bill would allow intervention by law enforcement and juvenile probation officers who would initially review the case if it involved a juvenile offender. If appropriate, the case could be referred to juvenile court or the juvenile offender could be placed in a diversion program. An adult who engages in such conduct would be prosecuted in court, rather than be issued a summary citation, reflecting the seriousness of this form of child abuse.

*In compliance with Board Policy. Please refer to SBCSD Policy # 249*

### **7.3 CHEATING/PLAGIARISM**

All students are required to abide by the basic principles of honesty in fulfilling both out of class and in class assignments. Violations of these principles will result in penalties ranging from a failure on a given assignment to failure for the course.

Principles include:

**Cheating** - deliberately giving or receiving improper assistance on assignments or tests. This includes digital recordings of testing or evaluation materials and/or the distribution of these materials in any way.

**Plagiarism** - using words, work, or ideas of another without giving credit.

### **7.4 CHROMEBOOK**

The South Butler County School District is providing a Chromebook to every student in grades 6 through 12 in order to engage them in 21st century learning. This initiative will help ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in authentic ways.

A Chromebook and accessories in good working order are loaned to each student. The equipment remains the property of the South Butler County School District at all times and is lent to the student for educational purposes only. This District property may be used by the student for only noncommercial purposes. It may only be used in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Violations of school rules and policies relating to Chromebook usage may result in disciplinary action including, but not limited to, restricted usage, detention, suspension, citations and/or financial restitution.

For more details regarding District expectations for Chromebook use, refer to "South Butler County School District Chromebook Program, Grades 6 – 12".

***In compliance with Board Policy. Please refer to SBCSD Policy #815.***

## **7.5 CLASS CUT**

A class cut is the failure to attend any class without permission when the student is present at school. If the student is completely absent from school for the entire day, his or her absence from a particular class that day shall not be considered as a class cut. The only acceptable excuse for not reporting to class is illness or an approved transfer. Any class cut will result in three hours of Saturday Detention assigned by the Principal. Parents will be notified when a student cuts a class. Additional class cuts will result in suspension.

Classroom teacher responsibility:

1. Office notification
2. "F" grade given to a student that class period
3. Student reprimand

### ***First referral***

1. Student conference
2. Parent notification
3. Three (3) hour Saturday detention

### ***Second referral***

1. Student/parent conference
2. Parent notification
3. Three (3) hour Saturday detention

### ***Third referral***

1. Student/parent conference (Informal hearing)
2. Three (3) day suspension

3. Saturday detention
4. Plan parent monitoring of child

## **7.6 CONDUCT IN THE HALLS**

In order to better the traffic situation and to help students get from one class to another easier, faster, and with less congestion, we urge everyone to practice the following behavior:

1. **Headphones and cell phones are not permitted in the hallways.**
2. Try to stay to the right of the hallway.
3. DO NOT RUN. Running will result in further action if directive is ignored.
4. Keep moving. Do not stop to talk and jam traffic.
5. Loud yelling and/or whistling is not permitted.
6. **No hoods, hats, or blankets are permitted in the hallway.**
7. Pupils are not to leave the building between classes.
8. Be sure to keep the corridors clean. Pick up any papers and place them in the wastebasket. Also, keep the area around your locker clean.
9. **Open containers in the hallways are not permitted.** Also, consumption of any beverage in the hallways or at lockers is not permitted. A student who refuses a staff member's request to comply with this rule will be charged with insubordination.

## **7.7 DESTRUCTION/DEFACING PROPERTY**

A student who destroys, damages or defaces school or student property may be suspended from school at the discretion of Administration. This is considered vandalism, and the building Administrators will follow the Discipline Code Procedure. Students will be held financially responsible for any damage done to school property.

## **7.8 DISPLAY OF AFFECTION**

Excessive displays of affection (kissing, embracing, etc.) are prohibited in schools. Violators will be referred to the administration for appropriate action.

## 7.9 DRESS CODE

Knoch Middle School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School District will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

- The School District will enforce regulations prohibiting student dress or grooming practices which:
- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- Students are required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, and other situations where special attire may be required to insure the health or safety of the student.

Other exceptions will be announced by the Administration for special occasions such as Halloween.

### **School attire and grooming shall include but is not limited to:**

1. Students will not be permitted to present themselves in such a way that is disruptive to the educational process or constitutes a health hazard.
2. No Hats, hoods, head scarves, bandannas or headgear are permitted..
3. No hoods or blankets are permitted.
4. Tops must have at least a 1.5 inch strap of fabric over the shoulder and should **not** expose the midriff, lower back, sides of the body, undergarments or have a low-cut neckline.
5. Pants/Shorts must conform to the waistline and be of an appropriate length, not exposing undergarments or the buttocks.
6. Dresses/skirts must be of fingertip length with hand and arm fully extended.
7. No pajamas, slippers, or sleepwear are permitted.
8. Chains or jewelry that could be used as a weapon or that could damage furniture are prohibited.
9. Sunglasses are not permitted without a medical note.
10. Students should wear shoes that do not present a safety risk or cause a disruption to the educational environment.
11. Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.
12. Students have the responsibility to keep their bodies, clothes, and hair clean. School officials may impose limitations on student participation in their regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Infraction could result in discipline and/or parent contact.

## **7.10 DRILLS**

During the course of the year, announced and unannounced drills will take place to prepare students and staff in the event of any emergencies. When the alarm sounds or an alert announcement is made, all students must follow the prescribed exiting information quietly and in an orderly manner. Students are to remain with their classroom teachers after exiting the building. The teacher will then take attendance so that all students may be accounted for in the event of a real emergency.

## **7.11 ELECTRONIC DEVICES**

**Cell phones and electronic devices are not permitted in the middle school. If a student is caught with the possession of a cell phone, it will be confiscated. The following are the consequences for being in possession of a cell phone or device at school:**

### *First referral*

- 1. Confiscation of cell phone or device**
2. Student conference
3. Parent notification
4. Phone or device returned at the end of the day.

### *Second referral*

- 1. Confiscation of cell phone or device**
2. Student conference
3. Parent notification
4. Phone or device returned at the end of the day.
5. One hour detention

### *Third referral*

- 1. Confiscation of cell phone or device**
2. Parent notification Student/Parent conference; phone or device returned to parent at that time
3. Three (3) hour Saturday detention

**Subsequent violations could result in a suspension.**

Knoch Middle School will provide chromebooks for student use. Students will have access to all available forms of electronic devices which are in support of education, research, objectives, and the educational goals of Knoch Middle School. Students are responsible to use these devices in an ethical and educational manner. By accessing the Districts technology and technology resources, students are required to follow the acceptable use policy.

The school is not responsible for loss or theft of any personal electronic devices.

*In compliance with Board Policy. Please refer to SBCSD Policy # 237*

## **7.12 FIELD TRIP PERMISSION AND EXPECTATIONS**

Students participating in any field trip must submit to the sponsoring teacher, coach, chaperone, or the school office, a properly completed and signed permission slip. Students will be expected to turn in such permission slips at a reasonable time before the field trip is scheduled to occur. No exceptions will be made for students who do not turn in a permission slip that is properly completed and signed by a parent or guardian.

- Students with excessive discipline for behavior will not be permitted to attend, per administrative decision.
- Students failing any core subjects (Math, Reading, English, Science, or Social Studies) will not be permitted to attend, per administrative decision.
- All school rules are expected to be followed.
- Students with excessive absences will not be permitted to attend, per administration decision.

## **7.13 FIGHTING**

On the first referral, any student who is fighting may be suspended for three (3) school days or more, and the School Police will be called. Charges may also be filed at the discretion of the School Police and building Administration. In addition, parents will be notified by phone and may be asked to pick up the student. On the second through the fourth referral, the suspension will increase, parent conferences will be held with building administration, and charges may be filed. The Superintendent may also explore the possibility of an expulsion hearing.

Students aiding/encouraging fighting are also subject to discipline.

#### **7.14 HALL PASSES**

Students are only permitted in the hall with passes. The date, time, and destination must be initialed by the teacher. Students in violation of hall pass procedures will face disciplinary action. Students may not ask a teacher if he/she may go to another classroom unless they have a written request from the receiving teacher. The sending teacher does not have to approve these requests.

#### **7.15 INSUBORDINATION**

Behavior that disrupts the class will not be tolerated. The teacher may take whatever steps are necessary to solve any disruptive problems in the classroom. If the steps taken by the teacher are not successful, the student will receive the appropriate punishment following the disciplinary code.

Examples of insubordination include:

1. failure to follow reasonable teacher request (includes all staff members and substitutes)
2. excessive rudeness
3. defiant attitude/behavior
4. class disruption
5. refusing to do assigned work
6. sleeping in class
7. leaving class without permission

Administration reserves the right to expand this definition at any time.

#### **7.16 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

A student who leaves the school grounds without permission may be suspended for three days. The parents or guardians of the student shall be notified. Middle school students are not permitted in the high school unless they are there for an assigned class, or unless they have permission from the administration. This includes the time prior to the start of the first period class.

#### **7.17 LOCKERS AND SEARCHES**

On the opening day of school, each student will be assigned a locker. A locker is provided to the student for storing school related items and clothing. Lockers may be visited in the morning before school, at the end of the school day immediately following dismissal, or any time between classes. If you must go to your locker during class, you are required to have a hall pass from a teacher. Lockers must be kept clean. Each student will be held responsible for the appearance and use of their locker.



To prevent problems during the year-end cleaning of the lockers, **NO DECALS OR DECORATIONS WILL BE PERMITTED ON ANY PART OF THE LOCKER.**

Please avoid keeping valuables or large sums of money in your locker. The School District will not assume responsibility for articles that are taken from any lockers. Please use only the locker assigned to you; keep it locked at all times. It is against policy to “jam” open the locking mechanism with paper, coins, pencils, pen tops, etc. Do not share your combination or your locker with others. Any student who is having mechanical problems with his/her locker should notify the office. No outside or private locks are permitted. Such locks will be removed by school personnel.

All lockers are and shall remain the property of the School District and, as such, shall be under the exclusive control of the School District. As such, students shall have no expectation of privacy in their lockers. The locker is provided for the sole purpose of storing school-related items and appropriate clothing. The school has an obligation to insure that the locker is properly used and that no item or substance that is placed in the locker jeopardizes the protection of the health, safety, and welfare of students, faculty, school property, and the educational process. To fulfill this obligation, school officials retain the right to conduct locker searches for the reasons hereinafter set forth or any reason allowed pursuant to law. The Pennsylvania Supreme Court has found that students have a limited expectation of privacy in their lockers, and that lockers are subject to searches when the decision to search is reasonable and the search is reasonably limited to the objective which prompted the search in the first place. United States Constitution Amendment IV: Pennsylvania Constitution Article 1, Section 8: *Commonwealth v. Cass*, 709 A.2d 350 (Pa.1998).

A. General Locker Search – This search may be conducted, without notifying students, on more than one locker where school authorities have reasonable suspicion that the Locker(s) contain(s) materials which pose a threat to the health, welfare and safety of students in the school. 22 Pa. Code § 12.14.

B. Independent Locker Search – This search of the locker(s) will be made on the basis of reasonable suspicion that the student(s) is/are concealing something in the locker(s), possession of which is either a violation of the law or of school rules or which might pose a threat to the health, safety, or welfare of any student 22 Pa. Code § 12.14.

#### Policy

1.01 Students and their parents or guardians shall be notified of the policies and procedures regarding student locker searches on at least an annual basis. 22 Pa. Code § 12.14(a).

1.02 Should any prohibited items be found in a locker(s), appropriate disciplinary action may be taken and criminal proceedings may be instituted against the student in accordance with the School District’s discipline policy and State and Federal law.

1.03 Illegal or prohibited materials seized during a student search may be used as evidence against

the student in a school disciplinary proceeding. 22 Pa. Code § 12.14(b).

The scope of any search conducted must be reasonably related to the objective sought and the evidence searched for. The search shall be no more intrusive than necessary to serve the School District's legitimate objectives. In determining whether the search is related to the objectives sought, the school official shall consider:

- a) The nature and severity of the violation to determine the permissible amount of intrusion into the student's privacy rights;
- b) The area to be searched so that it will be no more extensive than required to serve the School District's legitimate objectives;
- c) The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation; and
- d) The duration of the search so that it will be no longer than necessary to serve the School District's legitimate objectives.

1.04 No decals or pictures shall be permitted on any part of the locker.

1.05 Students shall not give their locker combinations to other students and shall only use the locker assigned to them. Any student who is having mechanical problems with his/her locker should notify the office. The District shall maintain the combinations or keys necessary to open locks for lockers. No outside or private lock is permitted, and such locks may be cut off and/or removed by school personnel.

**Delegation of Responsibility** – The Superintendent directs the administrative staff to conduct locker searches according to the following procedures:

All requests or suggestions for the search of a student's locker shall be directed to the school building principal or his/her designee. The principal or his designee will evaluate each request or suggestion for the search of a student's locker to determine whether there is reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school. If so, then the principal or his/ her designee will conduct the search according to the provisions enumerated under the definition of the General Locker Search or the Independent Locker Search and under the provisions of this section as enumerated below.

2.01 Prior to a locker search, students must be notified and given the opportunity to be present. Lockers may be searched without prior warning when school officials have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school. 22 Pa. Code § 12.14.

2.02 The principal or his/her designee and a witness shall be present whenever a student locker is inspected.

2.03 The principal shall also open a student's locker when a search is authorized by the Board of School Directors or the Superintendent or his/her designee.

2.04 The proper authorities shall be responsible for the safe-keeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker.

2.052.07 The student's parent(s) or legal guardian shall be notified of a student search, reason, result, and /or further actions.

*In compliance with Board Policy. Please refer to SBCSD Policy # 226*

### **7.18 METAL DETECTORS**

As an increased measure of security, metal detectors will be utilized upon entry to the school building during the school day and possibly for after school events and activities. Students and visitors will be required to empty pockets, and bags will be searched. The purpose of the metal detector scan is to eliminate the presence of weapons or any other contraband in the District. Students will enter the building at their respective building entrance. Students will remove all metal from their bodies and book bags. These items will be placed in a bin to be searched. The student will then proceed through the metal detector. If the metal detector activates, the following procedures will be followed. School Police/Principal/designee conducting the scan will direct him/her to remove any remaining metal objects from his/her person and will conduct a second scan. If the detector activates again, the School Police/Principal/designee shall escort the student to a designated area while being monitored by School Police and proceed to conduct a search in accordance with the student search procedures which may include the use of a hand-held scanning device. The student may be asked to change into alternative clothing to be scanned again. If the detector continues to activate, a parent/guardian will be asked to provide a change of clothes. If a parent decides to take the student home to change and the student does not return, it will be considered an unexcused absence. Students found to be in possession of unauthorized items will face disciplinary action in accordance with Board Policies. Unauthorized items may include (but are not limited to) alcohol, drugs, counterfeit drugs, drug paraphernalia, lighters, vapes, tobacco products, medication (prescribed, over the counter, vitamins, supplements, CBD products), and weapons. Under the above circumstances, the District will make every attempt to contact the parent/guardian; however, when safety is a threat, the District shall be under no obligation to do so in advance of taking reasonable action. Visitors who fail to pass through the metal detector without activation will NOT be permitted into the building. In compliance with Board Policy. Please refer to SBCSD Policy # 709.1.

### **7.19 STUDENT SEARCHES**

The primary purpose or justification for a student search is the protection of the health, safety and welfare of the students, faculty, school property and the education process. The Pennsylvania Supreme Court has stated that the privacy interests of students within the school environment is limited. *Commonwealth v Cass*, 709 A.2d 350, 365 (Pa. 1998). The Pennsylvania Superior Court has ruled that searches of school students are permissible when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school, and where the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. *Appeal of: A.D.*, 844 A.2d 20, 26 (Pa. Super. Ct. 2004).

- A. Locker Search – a search of the contents of a student’s locker, including all bags, purses, backpacks, coats or other containers found within the locker. See the Locker Search Policy.
- B. Motor Vehicle Search – a search of the contents of a student’s motor vehicle while on school premises or at school sponsored events. See the Motor Vehicle Search Policy.
- C. Dog Searches – Refer to South Butler County School District Policy 226. – Use Of Dogs To Search School Property.
- D. Strip Search – shall mean a search requiring the student to remove his/her clothing or a search where a school official looks underneath a student’s shirt or pants without requiring their removal.
- E. Student Search – shall mean a search of the student's person and/or belongings within the student’s control, such as sports bags, purses, backpacks, etc.

Policy

1.01 Students and their parents or guardians shall be notified of the policies and procedures regarding student locker searches on at least an annual basis. 22 Pa. Code § 12.14(a).

1.02 Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. 22 Pa. Code § 12.14(b).

1.03 School officials shall be permitted to conduct a search of a student and/or of items in the student’s possession or within the student’s control if the school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules and regulations of the School District or the school official has reasonable cause to believe that the search is necessary to maintain school discipline or to protect the health, safety, and welfare of the student, faculty, and staff and to protect school property or the educational process. Appeal of: A.DS., 844 A.2d 20 (Pa. Super. Ct. 2004), Commonwealth v. Cass, 709 A.2d 350 (Pa. 1998).

1.04 The scope of any search conducted must be reasonably related to the objective sought and the evidence searched for. The search shall be no more intrusive than necessary to serve the School District’s legitimate objectives. In determining whether the search is related to the objectives sought, the school official shall consider:

- a) The nature and severity of the violation to determine the permissible amount of intrusion into the student’s privacy rights;
- b) The area to be searched so that it will be no more extensive than required to serve the School District’s legitimate objectives;
- c) The time and place where the search is conducted so that it will be as close as possible to the time and place of the suspected violation; and
- d) The duration of the search so that it will be no longer than necessary to serve the School District’s legitimate objectives.

1.05 School officials shall not “strip search” students under any circumstances. A “strip search” shall include requiring the student to remove his/her shirt or pants as well as looking underneath the student’s shirt or pants without requiring the student to remove them. School officials are also prohibited from “patting down” or otherwise engaging in inappropriate touching of the student’s person.

Delegation of Responsibility – The Superintendent directs the administrative staff to conduct locker searches according to the following procedures:

- 2.01 All requests or suggestions for the search of a student’s locker shall be directed to the school building principal or his/her designee. The principal or his designee will evaluate each request or suggestion for the search of a student’s locker to determine whether there is reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school. If so, then the principal or his/her designee will conduct the search according to the provisions enumerated under the definition of the General Locker Search or the Independent Locker Search and under the provisions of this section as enumerated below.
- 2.02 Searches of student lockers or motor vehicles shall be conducted according to the applicable policies for locker searches and motor vehicle searches.
- 2.03 All searches of a student and/or of items in the student’s possession or within the student’s control shall be conducted in the presence of the building principal and/or his/her designee(s) and a witness. Such searches shall be conducted in private.
- 2.04 Based on the nature and severity of the incident, the student’s parents/guardian are permitted to be present during the search of a student and/or of items in the student’s possession or within the student’s control if it is possible to locate the student’s parent(s)/guardian and if they report to the building principal’s office within a reasonable period of time. Attempts will be made to notify parents/guardians of the search as soon as possible.
- 2.05 Prior to conducting a search of student and/or of items in the student’s possession or within the student’s control, the school official conducting the search may provide the student with an opportunity to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District.
- 2.06 If the student refuses to voluntarily produce any suspected evidence that the student has violated or
- 2.07 is violating either the laws of the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District, the school official may ask the student
- 2.08 to consent to a search prior to conducting an involuntary search of the student and/or of items in the student’s possession or within the student’s control. A search should never be based solely on consent.
- 2.09 If the student refuses to voluntarily produce any suspected evidence that the student has violated or
- 2.10 is violating either the laws of the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District and refuses to consent to a search, the building principal and/or his/her designee(s) in the presence of a witness and, if present, the student’s parent(s)/guardian,

shall order the student to empty his/ her pockets, remove his/her outer jacket, coat and/or vest, remove his/her shoes and socks, roll up his/her pant legs to the knee, and/or shirt sleeves to the elbows, and turn over to the person conducting the search any and all items in the student's possession or within the student's control.

- 2.11 The refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control shall be immediately reported to the appropriate law enforcement officers and/ or juvenile probation officers for further investigation. The student shall be detained by the principal and remain under constant supervision until such time as a law enforcement officer or juvenile probation officer arrives to interview the student.
- 2.12 If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to police.
- 2.13 Following the search, the building principal and/ or his/her designee shall submit a written report to the Superintendent indicating.
- 2.14 The date, time, and place of the locker inspection;
- 2.15 The name of the student and the school official involved;
- 2.16 The name of the student's parent(s) or legal guardian;
- 2.17 A statement concerning the information which provided reasonable suspicion for the search;
- 2.18 A statement of the student's explanation, if any, when confronted with the suspicions;
- 2.19 A statement concerning whether or not the student consented to or cooperated with the search;  
and
- 2.20 The result of the search.
- 2.21 The student's parent(s) or legal guardian shall be provided with a written statement indicating the information set forth within Section 2.06 above. In compliance with Board Policy. Please refer to SBCSD Policy # 226.

## **7.20 LOITERING**

Students are asked to report directly to their next class and not be standing or sitting in the hallways and outside the classroom.

## **7.21 LUNCHESES**

The purpose of this policy is to adhere to federal cost guidelines set by the USDA for districts who participate in the National School Lunch Program.

In accordance with the USDA guidelines, no student who is eligible for free meals will be denied a breakfast or lunch for any reason. It is the parent/guardian's responsibility to apply for benefits if needed. Applications can be provided upon request or found on the District website. All debt

accumulated before an application for a free meal is approved is the responsibility of the parent/guardian.

The School District shall follow the guidelines below for unpaid account balances:

Student Accounts:

- Students will be required to enter their account number for any transaction.
- At no point will a student be allowed to charge an a la carte item if their lunch account is negative.
- If a student with a negative balance offers cash for an a la carte item, the student CAN purchase said item.

Parent Notifications:

- All accounts that exceed five dollars will receive a negative balance email bi-weekly and letter monthly.
- Once an account reaches 50 dollars, a parent or guardian will receive a phone call from the Principal's Office.
- If a parent/guardian continuously refuses to provide a lunch or pay the debt of the student, the District reserves the right to contact the magistrate and/or Child and Youth Services.
- This policy and practice will be consistently administered within every building in the South Butler County School District (and applies to students on the reduced-price lunch program).

Say goodbye to sending cash and checks to the school cafeteria! [www.schoolcafe.com](http://www.schoolcafe.com) allows you to create a secure online account where you can add money to your child's account and monitor their purchase history. Parents can have peace of mind to quickly check their child's balance and make payments online and will no longer have to worry about forgetting or losing money. **How it works:**

**2. Register:** A parent or guardian completes the online form that includes their credit card information. An email with a validation code is then sent to the address that was entered during the registration process.

**3. Add Students:** Once a registered [www.schoolcafe.com](http://www.schoolcafe.com) member, the parent or guardian can begin to add students to their account and begin funding their meals. To accomplish this, you must know your child's student ID number, School and Grade. This is a requirement for registering your student to the account. If you do not know their Student ID Number (not their PIN), you can access it on skyward or call the school, and they will provide it to you.

**4. Deposit:** Using the Make Payment page, you can now deposit money into any or all of your students' accounts. Money deposited before midnight will typically be posted to the student's account by the following morning.

**5. Balances:** The account's balance is shown in the View Account Screen. This balance shows the net amount available to the account as of the last transaction date.

Upon graduation, students who have less than a \$10.00 balance in their account will automatically donate that money to; first, a younger sibling or secondly, the Angel Fund. The Angel Fund provides lunches and/or pays off balances for underprivileged students who may not meet the free lunch threshold. If the account balance is over \$10.00, a check for the amount of the remaining balance will be issued to the family.

#### Credit Card Information

There is no fee for setting up an account, checking your child's activity, or checking account balances. A credit card is required to sign up for the site, but you are not required to process a transaction through the site. We store the credit card information in an encrypted format, and your credit card number is never displayed on the site.

The main purpose of our site is to allow parents to place money on their student's account with a credit card. The balance monitoring and activity reports are additional features that are beneficial to our users. Having the credit card on file simplifies the transaction process for the user, and it also allows us to offer the ability to set up automatic replenishment payments.

#### Internet Convenience Fee

An Internet Convenience Fee (ICF) is charged for each transaction and is displayed separately when you process a transaction. If a transaction is completed prior to midnight, it will typically be deposited into the student's account the following morning. Deposits into accounts can be affected by any network interruptions at your organization or school. Please contact [www.schoolcafe.com](http://www.schoolcafe.com) for further information.

#### Payment information

Lunch prices for students are determined by two elements. The first element is the implementation of the Healthy Hunger Free Kids Act. The other is determined by the Federal and State Government to conform to "price equity".

Along with meal prices, all ala carte prices will be in compliance with the National School Lunch and Breakfast program.

#### Breakfast Prices

- Elementary - \$1.35
- Middle/High School -\$1.60
- Reduced Students-\$0.30

#### Lunch Prices

- Elementary Lunch- \$2.35



- Middle/High School Lunch- \$2.60
- Reduced Students-\$0.40

*\*You may be eligible to receive free or reduced priced meals.\**

To determine if you are eligible, please fill out the application form available on the skyward student information system, online at [www.southbutler.org](http://www.southbutler.org) or online at <https://www.schoolcafe.com/> under apply. To request a form or to ask for help, call 724-352-1700, ext.5634.

Do I have to fill out a free and reduced meal **application each year?**

Yes! The federal program requires that the application be filled out with all the required information before it can be processed. Parents need to fill out only one application for all the children they have in the school district.

## **7.22 OBLIGATIONS**

Students are expected to fulfill all obligations. Failure to do so will be considered for disciplinary action.

## **7.23 RESTROOM MISUSE**

Only one person is permitted in a restroom stall. Abuse of restroom privileges may result in disciplinary action including, but not limited to, hallway restriction, detention, or suspension from school at the discretion of the Administration. Students are only permitted to use restrooms that are designated for student use.

## **7.24 STUDY HALLS**

Study halls are part of a student's daily schedule, which prove an opportunity to complete classroom assignments or other academic work. Students must take books or other academic materials to all study halls. All regular class rules apply.

## **7.25 TERRORISTIC THREATS/ACTS**

The School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The district acknowledges the need for an immediate and effective response to a situation involving such a threat or act. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause

evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person. The District prohibits any district student from communicating terroristic threats or committing terrorist acts directed at any student, employee, board member, community member, or school building. Staff members, students and community members shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible terroristic threat or act. Any student caught committing such an act or threat will be suspended from school and could be taken before the school board for possible expulsion upon the discretion of the administration. The District would be entitled to any restitution resulting from this act in accordance with Pennsylvania Law. Districts can collect all costs and expenses associated with the evacuation of the building as a result of a “Terroristic Threat.” Additionally the case will be referred to the police for investigation and prosecution.

*In compliance with Board Policy. Please refer to SBCSD Policy # 218.2*

## **7.26 SAFE 2 SAY SOMETHING**



Safe2Say Something is a youth violence prevention program managed by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

This reporting system can be contacted by phone at 1-844-SAF2SAY, through the link on the District’s website, or by downloading the Safe2Say Something App.

**Be sure to dial 911 in the event of an immediate emergency.**

## **7.27 TOBACCO/SMOKING**

Act 145 of the School Tobacco Control Act strictly prohibits the use, or possession, or sale of tobacco products, vaping products, electronic cigarettes, mods, drops, or any smoking related products and other paraphernalia. Regardless of a student’s age, these items are prohibited inside school buildings, a school bus, or on school property owned by, leased by, or under the control of the School District, including parking lots, at bus stops, and on school buses. The same rules and

penalties will be enforced on the buses, grounds, and buildings at the Butler County Vo-Tech School.

Tobacco is defined as a “lighted or unlighted cigarette, JUUL, electronic vapes, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.”

***Tobacco, drops, E-Cigarettes, Mods and other paraphernalia will be confiscated and not returned.***

Violation may result in the following:

1. First violation may result in three (3) or more days suspension. Citation may be issued by School Police. May refer to “Smokeless School” and possible Student Assistance Program.
2. Second violation in the same school year – five (5) day suspension. Citation may be issued by School Police. May refer to “Smokeless School” and possible Student Assistance Program.
3. Third violation in the same school year - ten (10) day suspension, referral to the Superintendent for possible expulsion. Citation may be issued by School Police. Possible Student Assistance Program referral.
4. Fourth violation in the same school year – Referral to the Superintendent for possible expulsion. Citation to local district magistrate. Possible Student Assistance Program referral.
- 5 Any student acting as a “lookout” for students participating in the possible use or possession of tobacco as defined in this policy shall be subject to appropriate disciplinary action consistent with the student discipline code, which may include suspension or expulsion.

***In compliance with Board Policy. Please refer to SBCSD Policy # 222.***

## **7.28 UNLAWFUL HARASSMENT**

The Board is committed to assuring equal educational and work opportunities to all individuals and does not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age or handicap/disability. Furthermore, the Board is committed to maintaining an educational and work environment for all its students, employees, volunteers, and visitors, which is free from any type of harassment.

The Board will not tolerate any behavior by administrators, faculty, staff, full or part-time employees, contracted service employees, volunteers, visitors, or students which constitutes harassment of another individual. The Board charges all individuals with the responsibility to notify the administration of any allegation or rumor of improper conduct by an administrator, faculty, or staff member, full or part-time employee, contracted service employee, volunteer, visitor, or student towards a student or any other individual within the South Butler County School District.

These guidelines are intended to comply with all applicable federal and state legislation, statutes, acts, regulations and guidelines, including, but not limited to Title VI and Title IX of the Civil Rights Act of 1964, the Pennsylvania Human Rights Commission guidelines and the 1982 Ethnic Intimidation and Institutional Vandalism Act. This policy includes procedures for informing employees, parents, and

students of their rights under the Civil Rights Act of the Pennsylvania Human Relations Act and developing appropriate sanctions.

**All persons associated with the District, including, but not necessarily limited to, board members, administrators, faculty, staff, full or part-time employees, contracted service employees, volunteers, visitors, or students are expected to conduct themselves at all times so as to provide an atmosphere and an environment free from all forms of harassment. Any person who engages in harassment while acting as a member of the school community will be in violation of this policy.**

**Academic** is defined to include any school-sponsored activity, whether as a participant or as a spectator, including clubs or special events.

**Academic environment** is defined as any area used by a student while participating in a school-sponsored activity, including transportation to and from said activity.

**Ethnic group** is defined as people who share distinctive cultural characteristics originating from a common national, linguistic, or racial heritage.

**Explicit** is defined as so plain and distinct in expression that there is no reason for ambiguity or difficulty in interpretation.

**Harassment** shall consist of inappropriate or unwelcome slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, natural origin, age handicap/disability, which creates an intimidating, hostile or offensive academic or work environment for the individual.

**Implicit** is defined as a meaning, which may be derived from actions or statements, although such meaning is not directly expressed in the action or statement.

**Racial or ethnic harassment** is defined as:

1. Racial or ethnic comments or conduct which unreasonably interferes with an individual's personal, professional, work or academic performance; or
2. Racial or ethnic comments or conduct which creates or intends to create an offensive, hostile, or intimidating work or academic environment; or
3. Actual or threatened retaliation against a person who complains or intends to complain of racial or ethnic intimidation.

**Sexual harassment** shall consist of inappropriate or unwelcome sexual advances, request for sexual favors, and other verbal comments or conduct of a sexual nature when:

1. Submission to or rejection of such conduct by an individual is used as a basis of academic or work-related decisions affecting the individual, including, but not limited to, the individual's academic or work evaluations; or
2. Such conduct has the purpose or effect of interfering with an individual's academic or work performance by creating an intimidating, hostile, or offensive environment; or Such conduct has the purpose or effect of interfering with an individual's academic or work environment, including

any and all school-related activities, by creating an intimidating, or hostile, or offensive environment: or

3. Such conduct, off or on school property, has the purpose or effect of creating an intimidating, hostile, or offensive environment for the individual.

**Work environment** is the area in which an individual performs any part of his/her assigned work duties, including any area occupied by the individual while coming to or from his/her assigned work duties.

### Delegation of Responsibility

To the extent that such person has control over other persons, activities, and areas, each administrator, faculty or staff member, full or part-time employee, contracted service employee, volunteer or visitor shall:

1. Have the responsibility for maintaining a workplace, work area, learning area, and/or activity area free of harassment.
2. Have the responsibility to insure that all information concerning harassment which they may receive in the form of rules, regulations, orders, procedures, policies, or other written or oral directives are or have been disseminated to all subordinates under their supervision and that such subordinates are instructed as to the full meaning and application of all such directives.
3. Have the responsibility to immediately report to the administration any action viewed by him/her which, in his/her opinion, may be construed as falling within the definition of harassment, as contained within this policy; and any incident, report, allegation or rumor of harassment which comes to his/her attention.
4. Have the responsibility upon receiving an allegation of harassment to assist the complainant in obtaining a complaint form and instruct him/her to deliver the same to the superintendent or, if requested by the complainant, personally deliver the completed complaint form to the superintendent on behalf of the complainant.
5. Have the responsibility of notifying the superintendent, in writing, that a complaint was received and/or that a complaint form was distributed to the complainant.

The district's Harassment Complaint Form, Notice to Individuals Complaining of Harassment, and Notice to Volunteers and Chaperones, and the terms and conditions contained therein, are incorporated herein by reference and made a part of the Harassment Policy.

### Procedures

#### Step 1

Any student who believes s/he has been subject to harassment by an administrator, a faculty member, staff member, full or part-time employee, contracted service employee, volunteer or student, shall report all incidents to the building principal within ten (10) calendar days of the

occurrence of the incident and complete a Harassment Complaint Form. The principal shall investigate the complaint thoroughly. Said investigation shall include an informal meeting with the student and the accused. The principal is charged with the responsibility of notifying the superintendent of every allegation or rumor of improper employee/student harassment. The principal will conduct the investigation with confidentiality and impartiality, and evaluate complaints which might be irresponsible, unfounded or involve misperceptions of fact or intent. After notification to the parent(s)/ guardian(s), the principal shall attempt to resolve the matter to the satisfaction of the parties involved by meeting with both parties.

### Step 2

If the complaint is not resolved to the satisfaction of the parties at Step 1, the student and the accused will each submit a detailed written statement of account to the superintendent within ten (10) calendar days of the Step 1 informal meeting. Upon receiving such written statement, the superintendent will inform the student and his/her parent(s)/guardian(s) and the accused of an administrative conference. Such notice shall be made to each party at least five (5) working days prior to the date of the administrative conference. The notice shall include the time, date, and place of the administrative conference and shall notify the student and the accused that they have the right to be represented by counsel.

If the administrative conference is resolved in favor of the accused, no further action will be necessary, unless a hearing before the Board is requested in writing by the student or his/her parent(s)/guardian(s) within ten (10) calendar days of the administrative conference. If the administrative conference is resolved against the accused, the Board will take appropriate disciplinary action. Both parties shall receive written notice of the decision rendered within five (5) days of the administrative conference.

### Step 3

If the accused administrator, faculty member, staff member, full or part-time employee, contracted service employee, volunteer, or student so requests, or if the superintendent determines that an accused administrator, faculty member, staff member, full or part-time employee, contracted service employee, volunteer, or student should be disciplined, dismissed, or in the case of an employee, suspended with or without pay, then a hearing shall be scheduled before the Board within ten (10) days of the administrative conference.

The Superintendent may temporarily suspend employment until the Board acts upon the proposed dismissal. The payment of salary and benefits will be continued until the Board takes action. Recommendations for dismissal, discipline, or suspension of the accused, together with a detailed statement of the charges on which the proposed action is based, shall be given to the employee and shall be presented to the Board in writing.

Board hearings for the student will be conducted in private session, unless both parties request a public hearing. The student will have the same rights as for administrative conferences, including the right to be represented by legal counsel, and the right to receive notification of five (5) working days in advance of the Board hearing.

Any slander of a person's character as a result of filing a false claim shall be subject to appropriate discipline. In the event that the accused is the building principal, the Step 1 report shall be made directly to the superintendent. In the event that the accused is the superintendent, the building principal shall immediately notify the Board upon receipt of a report or rumor of harassment.

#### Rights of the Accused

The Board hereby recognizes that all allegations of harassment are not necessarily true and acknowledges that administrators, faculty and staff members, full or part-time employees, contracted service employees, volunteers, visitors or students may be unjustly accused of harassment.

The Board hereby affirms its resolve to protect the constitutional rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions on a case-by-case basis according to the facts, including appropriate disciplinary action against any individual(s) filing false complaints of harassment.

All matters involving harassment complaints, investigations, and determinations shall remain confidential to the fullest extent possible.

#### Dissemination of Policy

The Harassment Policy shall be provided to the following individuals on an annual basis:

1. Board Members
2. Administrators
3. All faculty or staff members
4. Full or part-time employees
5. Contracted service employees
6. Volunteers or Chaperones
7. Students

The Harassment Policy shall be made a part of, or incorporated into the Student Handbook. Additionally, the Harassment Policy shall be posted, and made available, upon request, in each administrative office within the District.

#### Disciplinary Action

**Students:** The disciplinary action shall be determined on a case-by-case basis and may result in expulsion from school.

**District Employees:** The disciplinary action shall be determined on a case-by-case basis and in conformity with the law and any collective bargaining agreement in place.

If warranted, the Board will report cases of harassment to the appropriate law enforcement agencies for the filing of possible criminal charges.

#### Confidentiality

All of the harassment proceedings are confidential in nature. All parties to the proceedings are prohibited from inappropriately disclosing information pertaining to a harassment complaint. Appropriate disciplinary action shall be taken against any individual who violates the confidentiality rights of a complainant, and accused, or any other party to the proceedings.

*In compliance with Board Policy. Please refer to SBCSD Policy # 248*

### **7.29 WEAPONS AND DANGEROUS INSTRUMENTS**

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

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity. **The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy.** Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.



In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.

The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

The Superintendent or designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

Students and staff shall be informed concerning this policy at least annually.

Exceptions to this policy may be made by the Superintendent, who may prescribe special conditions or procedures to be followed, which include but are not limited to the following:

1. A weapon being used as part of an approved school program by an individual participating in the program.
2. Weapons under the control of law enforcement personnel.

***In compliance with Board Policy. Please refer to SBCSD Policy # 218.1***

### **7.30 STUDENT DISCIPLINE**

1. After school detention or office detention can/will be assigned by the classroom teacher or administration. Refer to discipline material for levels. Failure to attend will result in further disciplinary action.
2. Saturday Detentions
3. Out of school suspension
4. Expulsion

Students who are either suspended or expelled are not permitted to attend or participate in any extra-curricular activity.

**MIDDLE SCHOOL RULES AND REGULATIONS  
ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**7.31 CODE OF CONDUCT**

The administration of Knoch Middle School and the South Butler County School District bases this code of conduct on the following issues: health, safety, and an uninterrupted educational process. The administrator reserves the right to elevate the corrective and/or punitive actions relative to the severity of the offense. It is the administrator who will determine the offense, the severity, and the consequences of each incident.

Notification of “Proper Authorities” includes School Police, State Police , District Magistrate, Children and Youth Services, drug and alcohol agencies, juvenile probation, and/or other agencies as appropriate. Denial of privileges any include all extra-curricular activities, attendance on “field trips”, eating in the lunchroom with peers, and others as deemed appropriate by the administrator. Parental/guardian notification will be a routine action in major offenses.

**7.32 LEVEL I INFRACTIONS**

**STUDENT/ADMINISTRATION CONFERENCES OCCUR WITH ALL INFRACTIONS**

**LEVEL I INFRACTIONS:**

	<u>Infraction Type</u>	<u>1<sup>st</sup> offense</u>	<u>2<sup>nd</sup> offense</u>	<u>3<sup>rd</sup> offense</u>	<u>4<sup>th</sup> offense</u>
1	Abuse of hall pass	Warning	Detention: 1 hour	Detention: 3 hour	Detention: 3 hour Out of School Suspension
2	Dress code violation	Warning, Class Removal, Garment Changed	Warning, Class Removal, Garment Changed Parent Contact	Warning, Class Removal, Garment Changed Detention: 1 Hour	Warning, Class Removal, Garment Changed Detention: 3 Hour
3	Classroom disruption (upon referral to office)	Warning Detention: 1 Hour	Detention: 1 Hour	Detention: 3 hour	Out of School Suspension
4	Hallway disruption	Warning Detention: 1 Hour	Detention: 1 Hour	Detention: 3 Hour	Out of School Suspension

5	Cafeteria disturbance	Warning Seat Change	Detention: 1	Detention: 3 Hour	Out of School Suspension
6	Public Display of Affection	Warning	Detention: 1 Hour	Detention: 3 Hour	Out of School Suspension
7	Bus Misconduct	Warning	Detention 1 Hour	Detention: 3 Hour	Bus Suspension
8	Horseplay: Physical contact No matter intent	Warning	Detention 1 Hour	Detention 3 Hour	Out of School Suspension
9	Profanity--overheard	Warning Detention: 1 Hour	Detention 1 Hour	Detention: 3 Hour	Out of School Suspension
10	Obscene Gestures	Warning Detention: 1 Hour	Detention 1 Hour	Detention: 3 Hour	Out of School Suspension
11	Restroom Misuse	Warning	Detention 1 hour	Detention: 3 Hour	Out of School Suspension
12	Violation of Acceptable Use Policy	Detention: 1 Hour	Detention: 3 Hour	Detention: 3 Hour	Out of School Suspension
13	Violation of Detention Regulations	Detention: 3 hour Out of School Suspension	Detention: 3 hour Out of School Suspension	Detention: 3 Hour Out of School Suspension	Detention: 3 Hour Out of School Suspension
14	Parking Registration Violations	Denial of Privilege Fine	Denial of Privilege Fine Detention 1 Hour Possible Towing at Owner's Expense	Denial of Privilege Fine Detention 3 Hour Possible Towing at Owner's Expense	Denial of Privilege Fine Detention 3 Hour Possible Towing at Owner's Expense
15	Loitering in the hall without a pass	Warning	Detention: 1 Hour	Detention:3 Hour	Out of School Suspension

**7.33 LEVEL II INFRACTIONS:**

**STUDENT/ADMINISTRATION CONFERENCES OCCUR WITH ALL INFRACTIONS**

**LEVEL II INFRACTIONS:**

	<u>Infraction Type</u>	<u>1<sup>st</sup> offense</u>	<u>2<sup>nd</sup> offense</u>	<u>3<sup>rd</sup> offense</u>	<u>4<sup>th</sup> offense</u>
1	Tardy to class	Detention: 1 hour (w/3rd tardy to class)	Detention: 1 hour	Detention 3 Hour	Detention 3 Hour
2	Leaving class early w/o Permission	Warning	Detention 1 Hour	Detention 3 Hour	Out of School Suspension
3	Skipping one hour after school Detention	Detention 3 Hour	Detention 3 Hour	Detention 3 Hour	Detention 3 Hour
4	Skipping a three hour school Detention	Detention 3 Hour Out of School Suspension	Out of School Suspension	Out of School Suspension	Out of School Suspension
5	Leaving School Grounds	Detention 3 Hour	Out of School Suspension	Out of School Suspension	Out of School Suspension
6	Class Cut	Detention: 1 Hour	Detention: 3 Hour	Detention: 3 Hour	Out of School Suspension
7	Cheating / Lying / Forgery	Detention: 1 Hour	Detention: 3 Hour	Out of School Suspension	Out of School Suspension
8	Repeated Disruptive Behavior	Detention: 1 Hour	Detention: 3 Hour	Out of School Suspension	Out of School Suspension
9	Profanity—in the class or directed at another student	Detention: 1 or 3 Hour	Detention: 3 Hour	Out of School Suspension	Out of School Suspension
10	Plagiarism	“0” for work	“0” for work Detention: 1 Hour	“0” for work Removal from Class Detention: 3 Hour	“0” for work Removal from Class Detention: 3 Hour
11	Fighting (minor)	Detention 3 hour Denial of Privileges	Out of School Suspension	Citation Out of School Suspension	Citation Out of School Suspension

					Notification of Proper Authorities
12	Theft	Detention 3 Hour Denial of Privileges Citation	Citation Denial of Privileges Out of School Suspension	Citation Denial of Privileges Out of School Suspension	Citation Denial of Privileges Out of School Suspension Notification of Proper Authorities
13	Vandalism	Detention 3 Hour Citation Denial of Privileges	Out of School Suspension Citation Denial of Privileges	Out of School Suspension Citation Denial of Privileges	Out of School Suspension Citation Denial of Privileges Notification of Proper Authorities
14	Parking Lot Violation (traffic)	Denial of Privileges/ Citation	Denial of Privileges/ Citation	Denial of Privileges/ Citation	Denial of Privileges/ Citation
15	Bus Misconduct (Major/Repeated)	Bus Suspension Detention 3 Hour	Bus Suspension Out of School Suspension	Bus Suspension Citation Out of School Suspension	Bus Suspension Citation Out of School Suspension
16	Bullying	Detention: 1 or 3 Hour	Detention: 3 Hour Removal from Class	Detention: 3 Hour Denial of Privileges Removal from Class Out of School Suspension	Denial of Privileges Removal from Class Out of School Suspension
17	Insubordination	Detention: 1	Detention: 3 Hour Denial of Privilege	Detention: 3 Hour Denial of Privileges Removal from Class	Emergency Removal Out of School Suspension Denial of Privileges Notification of Proper Authorities

18	Cell Phone Misuse	Confiscation Parent Notification	Confiscation Parent Notification Detention 1 hour	Confiscation Parent Notification Detention 3 hour	Confiscation Parent Notification Detention 3 hour Out of School Suspension
19	Electronic Device Misuse	Confiscation Student Conference Parent Notification	Confiscation Student Conference Parent Notification Detention 1 hour	Confiscation Student Conference Parent Notification Detention 3 hour	Confiscation Student Conference Parent Notification Detention 3 hour Out of School Suspension
20	Miscellaneous Misconduct	Detention: 1	Detention: 3 Hour	Detention: 3 Hour Out of School Suspension	Detention: 3 Hour Out of School Suspension

**7.34 LEVEL III INFRACTIONS:**

**STUDENT/ADMINISTRATION CONFERENCES OCCUR WITH ALL INFRACTIONS**

**LEVEL III INFRACTIONS:**

	<u>Infraction Type</u>	<u>1<sup>st</sup> offense</u>	<u>2<sup>nd</sup> offense</u>	<u>3<sup>rd</sup> offense</u>	<u>4<sup>th</sup> offense</u>
1	Profanity directed at Staff Member	Out of School Suspension	Out of School Suspension	Out of School Suspension Notification of Proper Authorities	Out of School Suspension Citation Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement
2	Tobacco/Smoking	Out of School Suspension Citation Referral to Smokeless Saturday Notification of Property Authorities	Out of School Suspension Citation Mandatory participation in Smokeless Saturday Notification of Property Authorities	Out of School Suspension Citation Mandatory participation in Smokeless Saturday Notification of Property Authorities	Out of School Suspension Citation Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement
3	Drugs-See Board Policy)	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement
4	Alcohol - See Board Policy	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement

5	Weapons - See Board Policy	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement
6	Fighting (Major)	Out of School Suspension Notification of Proper Authorities Citation	Out of School Suspension Emergency Removal Notification of Proper Authorities Citation	Out of School Suspension Emergency Removal Notification of Proper Authorities Citation	Out of School Suspension Emergency Removal Notification of Proper Authorities Citation Alternative Education Placement
7	Destruction of School Property	Out of School Suspension Notification of Proper Authorities Citation	Out of School Suspension Notification of Proper Authorities Citation	Out of School Suspension Notification of Proper Authorities Citation Alternative Education Placement	Out of School Suspension Notification of Proper Authorities Citation Recommendation for Expulsion
8	Extortion	Detention 3 Hour Out of School Suspension	Out of School Suspension Notification of Proper Authorities	Out of School Suspension Notification of Proper Authorities	Out of School Suspension Notification of Proper Authorities Alternative Education Placement
9	Harassment - See Board Policy	Detention 3 Hour Out of School Suspension	Out of School Suspension Emergency Removal Notification of Proper Authorities Citation	Out of School Suspension Emergency Removal Notification of Proper Authorities Citation	Out of School Suspension Emergency Removal Alternative Education Placement Citation
10	Terroristic Threats/Acts - See Board Policy	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Recommendation for Expulsion Notification of Proper Authorities Alternative Education Placement



		Alternative Education Placement			
11	Violation of OSS Regulations	Out of School Suspension Citation	Out of School Suspension Citation Notification of Proper Authorities	Out of School Suspension Citation Notification of Proper Authorities Alternative Education Placement	Out of School Suspension Citation Recommendation for Expulsion Notification of Proper Authorities
12	Refusal to follow Directive of Building Administrator	Out of School Suspension Emergency Removal	Out of School Suspension Emergency Removal Citation	Out of School Suspension Emergency Removal Citation Alternative Education Placement	Out of School Suspension Emergency Removal Citation Recommendation for Expulsion

**RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE AT ADMINISTRATION'S DISCRETION**