

**Charles A. Huston Middle School
Burrell School District**

1020 Puckety Church Road

**Lower Burrell, PA 15068
724-334-1443**

“Learn, Create, Lead, Succeed”

**Brian C. Ferra, Principal
Autumn R. Turk, Assistant Principal**

Student Handbook/Planner 2020-21

Name _____

Grade _____ *Homeroom* _____

Safe2Say Anonymous Tip Line

**<https://www.safe2saypa.org/>
1-844-SAF2SAY**

This online system for reporting has been established so that the general public can alert district administration to situations that could harm our students. **All messages are taken seriously.**

Burrell School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex and disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504 and ADA. For information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by persons with disabilities, contact Dr. Gregory Egnor, Compliance Coordinator, 1021 Puckety Church Road, Lower Burrell, Pennsylvania 15068, (724) 334-1406, ext. 2096.

Dear Student,

We would like to welcome you to Huston Middle School for the 2020-21 school year. We look forward to a safe and successful year. During your time at HMS, it is important for you to develop good organizational skills. Each student at HMS receives a Student Handbook / Planner as a tool to use. Planners are an essential part of student life at Huston Middle School. You are required to carry your planner with you at all times.

1. **The planner is your homework organizer.** You are expected to record all homework, tests, projects, etc in the planner. You should look over notes, study vocabulary, reread chapters or work on portions of larger assignments every night even if you do not have a specific homework assignment in a class. Homework will also be posted to Skyward and Google Classroom.
2. **All hall passes will be electronic.** When a teacher gives you permission to leave the classroom, you will be asked to fill out the Hall Pass (Google) form with the time, date, and destination. You may be excused from class for the restroom, nurse, and handwashing only. Errands to the Library, Cafeteria, Office, etc should be taken care of during Homeroom times when possible.
3. **The planner is a tool for communication between home and school.** Parents may contact their child's teacher through Skyward, email, or by calling as well.

The School District provides student handbook planners free of charge to all students. They are designed to encourage students to build lifelong organization and time management skills as well as provide effective communication between school and home. They are to be used and brought to school daily. Misplaced planners will be replaced at a cost to the student of \$5.00

Please read through the planner with your parents / guardians. If you need anything, come and see us. Have a great year!

Mr. Ferra and Dr. Turk

**Revised 8/17/2020*

DAILY BELL SCHEDULE

Huston Middle School will be operating on a modified block schedule.

6 th		7 th		8 th	
Student Arrival	8:15-8:26	Student Arrival	8:15-8:26	Student Arrival	8:15-8:26
Homeroom *Lockers 8:30-8:36	8:26-8:30	Homeroom *Lockers 8:30-8:36	8:26-8:30	Homeroom *Lockers 8:30-8:36	8:26-8:30
Period 1	<i>Explore</i> <i>Band/Choir</i> 8:36-9:11	Period 1	<i>Explore</i> <i>Band/Choir</i> 8:36-9:11	Period 1	<i>Explore</i> <i>Band/Choir</i> 8:36-9:11
Period 2	9:13-10:28	Period 2	9:13-10:28	Period 2	<i>Arts & Humanities</i> 9:13-10:28
Period 3	<i>Arts & Humanities</i> 10:30-11:45	Period 3 *Lockers 11:45-11:51	10:30-11:45	Period 3 *Lockers 11:45-11:51	10:30-11:45
Period 4 / 5 *Lockers 11:47-11:53	<i>Period 4</i> 11:53-12:30 <i>Lunch (Pd5)</i> 12:32-1:07 <i>Period 4</i> 1:09-1:46	Period 4	<i>Lunch</i> 11:53-12:28	Period 4	11:53-1:09
		Period 5 *Lockers 1:46-1:52	12:30-1:46	Period 5	<i>Lunch</i> 1:11-1:46
Period 6 *Lockers 3:03-3:10	1:48-3:03	Period 6	<i>Arts & Humanities</i> 1:54-3:10	Period 6 *Lockers 3:03-3:10	1:48-3:03
Student Dismissal	3:10-3:20	Student Dismissal	3:10-3:20	Student Dismissal	3:10-3:20

Guidelines for Effective Home-School Communication

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel:

- Parents/Guardians should communicate first with teachers regarding classroom concerns.
- Appointments for parent conferences with teachers should be made in advance by contacting the teacher or guidance counselor.
- Concerns that cannot be resolved during parent/teacher conferences should be taken to the Principal.

Visitors

All visitors to the building must report to the office. The Burrell School District requires all visitors to have a valid, state issued ID at the time of arrival. The ID will be verified through the RAPTOR ID system and a pass will be issued. All visitors must have a visitor's pass when in the building. Please note that appointments must be made with staff members to ensure their availability when visiting the building.

**Revised 8/17/2020*

Huston Middle School Voicemail Directory Extensions:

Administration

3153 Mr. Brian C. Ferra, Principal bferra@burrell.k12.pa.us
3154 Dr. Autumn R. Turk, Asst. Principal autumn.turk@burrell.k12.pa.us

Guidance

3156 Mrs. Kristy McCurdy kmccurdy@burrell.k12.pa.us
3157 Mrs. Kelly Innocent kelly.innocent@burrell.k12.pa.us

Nurse

3150 Mrs. Angela Dastolfo adastolf@burrell.k12.pa.us
3150 Mrs. Lori Cooper lori.cooper@burrell.k12.pa.us

Secretaries

3151 Ms. Shelly Hartge shelly.hartge@burrell.k12.pa.us
3152 Mrs. Amy Mitchell amitchell@burrell.k12.pa.us

HMS Library

3125 Ms. Melanie Kauffman mkauffman@burrell.k12.pa.us

<u>Teachers</u>	<u>Voicemail</u>	<u>Email Address</u>
Mrs. Barbiaux	3107	cbarbiaux@burrell.k12.pa.us
Ms. Cashell	3221	morgan.cashell@burrell.k12.pa.us
Ms. Williams(choir)	3115	kala.williams@burrell.k12.pa.us
Mrs. Coury	3201	jcoury@burrell.k12.pa.us
Ms. Denicola-Poole	3202	denicola@burrell.k12.pa.us
Mrs. Dwyer	3118	cdwyer@burrell.k12.pa.us
Mrs. Endlich	3120	aendlich@burrell.k12.pa.us
Ms. Foriska	3213	kforiska@burrell.k12.pa.us
Mrs. Giordano	3119	kgiordano@burrell.k12.pa.us
Mr. Heinrich	3122	heinrich@burrell.k12.pa.us
Mrs. Jackson	3206	amanda.jackson@burrell.k12.pa.us
Mrs. Lang	3204	elang@burrell.k12.pa.us
Mr. Legters	3203	clegters@burrell.k12.pa.us
Ms. Hartman	3223	elizabeth.hartman@burrell.k12.pa.us
Mrs. McKeever	3106	smckeever@burrell.k12.pa.us
Mr. Miller	3104	jay.miller@burrell.k12.pa.us
Mrs. Pagnotta	3100	amanda.pagnotta@burrell.k12.pa.us
Mrs. Peters-Roberts	3101	ashlee.petersroberts@burrell.k12.pa.us
Mrs. Prather	3220	jprather@burrell.k12.pa.us
Mr. Querry	3114	bquery@burrell.k12.pa.us
Mr. Roberts	3208	aroberts@burrell.k12.pa.us
Mrs. Scheller	3110	kaylyn.scheller@burrell.k12.pa.us
Mrs. Shields	3109	ashley.shields@burrell.k12.pa.us
Mrs. Sites	3215	asites@burrell.k12.pa.us
Mr. Spohn	3207	mspohn@burrell.k12.pa.us
Mrs. Turcic	3112	rturcic@burrell.k12.pa.us
Mr. Twidwell	3123	andrew.twidwell@burrell.k12.pa.us
Mrs. Williams-Slosky	3102	kwilliams@burrell.k12.pa.us
Ms. Wilkins	3105	lwilkins@burrell.k12.pa.us
Mrs. Wroblewski	3222	mwroblewski@burrell.k12.pa.us

*Revised 8/17/2020

School-wide Expectations

- Respect yourself, others, and the learning environment
- Demonstrate pride in your school community
- Work together effectively
- Be proactive
- Show empathy to others
- Manage impulsivity

824. MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

Policy 824 provides examples of professional boundaries expected. The Burrell School District strives to provide a safe, positive learning environment for students in the schools. Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

Policy on Attendance and Tardiness (refer to BSD Attendance Policy)

Student attendance is a fundamental and integral part of the learning process as well as a part of the PA Public School Code Compulsory Attendance Act. Good attendance is a shared responsibility with both the school and the home encouraging students to meet their maximum academic potential by establishing good attendance patterns. Failure to attend school on the day of a school function or activity will be cause to exclude the student from participation or attendance at the activity.

- All students under age eighteen are required to be in school except for illness or serious family emergencies. The primary responsibility for a student's compulsory attendance belongs to the parent/guardian. **A written statement from the parent/guardian must accompany all student absences.** The statement must include the actual dates missed, the reason for the absence and must be submitted **within three days of the absence.** Failure to submit excuses will result in illegal absences and possible truancy charges.
- The Principal/Assistant Principal must **PRE-APPROVE** student absences for an educational tour or trip taken with the parent/guardian (Educational Trip, Job Shadowing, or Volunteer Service Request form must be submitted)
- When a student is absent from school, **the parent/guardian should**

place a parent request for an absence in Skyward by clicking **Attendance**, then choose **Enter Absence Request**, and add a request for your child. Please include your name, your phone number, your child's name, grade, a reason for the absence, and date of absence. Homework may be requested if your child has been absent for three or more days. Homework requests must be in by 9:30am for pick up after 3pm that day. If you know that you may not be able to pick up the homework, please refrain from making the request.

Absence Law--According to the Pennsylvania School Code, a pupil may be absent from school for one of the following reasons:

- 1. Illness** (a medical excuse is required after 15 parent excused days)
- 2. Quarantine**
- 3. Death in the immediate family**
- 4. Impassable roads**
- 5. Excused due to a Farm or Domestic Service Emergency Permit**
- 6. Exceptionally urgent reasons that affect the child and ordinarily do not include work at home**

*Any student absent from school with the permission of the parents for any of the above reasons will be permitted to make up his work.

When a student has been absent from school for ten (10) days, a letter will be sent to the parent/guardian to notify the parent/guardian of excessive absences. The ten day notification will also state that after fifteen (15) days, further absences require a medical excuse. After a fifteen day letter is sent, any additional absence without a medical excuse will be considered illegal. A first letter of truancy will be issued after three (3) illegal absences stating the day(s) missed as unlawful/illegal and a truancy elimination plan will be created. The sixth day that the pupil is unlawfully absent becomes a second offense. The Principal is then notified at once and will turn the case over to a magistrate who may arrest or fine the parent or guardian for violation of the school code.

- **Tardy** – If your child is tardy to school, a parent/guardian must bring the student into the office in order to have the student admitted to school. When a student is illegally tardy to school for the third (3rd) time in a semester, the student will be notified. The next tardy will result in an assignment of a 1-1/2 hour detention for each subsequent tardy to school without medical excuse.
- **Early Dismissals** – To arrange to have your child out of class early, a parent/guardian must send a note with the student. The student brings the note to the attendance office during the homeroom time. Students requesting an early dismissal will receive a purple slip that must be signed by the doctor, etc in order for the absence to be listed as a medical excuse. The parent/guardian must sign the student out in the office at the time of the early dismissal. Please remember that all vacations, trips, etc must be approved PRIOR to the absence.

E-Academy Attendance

Daily attendance is monitored through the eAcademy. This attendance information will be updated and maintained. The following is in accordance to

Burrell School District's attendance policy and applicable to illegal absences:
Students are not permitted to be absent from an individual course(s) seven or more sessions during a nine-week period. Students are not permitted to be absent from an individual course(s) thirteen or more sessions during the semester of the academic school year.

Students whose online coursework shows need of greater attention may be required to make more significant efforts toward the course(s) in question. These efforts may include, but are not limited to, mandatory tutoring, attending and working on coursework at Burrell High School, and home visitations by the Burrell E-Academy staff.

Lockers

- All lockers should be secured at all times. Your locker combination is given to you in confidence. Your homeroom teacher and the office can assist you if you forget it. Students are not permitted to divulge their locker combination to any student. Sharing of lockers is prohibited. If your locker doesn't work, ask your homeroom teacher for help.
- **Combination locks will be distributed on the first day of school. The locks are school property. Combination locks will be collected at the end of the school year. Lost or missing locks will result in a \$10.00 replacement fee.**
- Students are strongly urged to leave money and articles of monetary or sentimental value at home. Lunch money or a small amount for tickets, pictures, etc., are all a student will need in school. These should be kept on the student's person at all times. Losses can be prevented with a little care exercised by the student.
- Your locker and combination lock are furnished to you by the school district and in the event that school authorities have reason to believe that the locker contains something which is prohibited to be therein, such as drugs, firearms, other weapons, alcoholic beverages, and/or other prohibited items, the locker will be searched. Students should not expect privacy regarding items in lockers because school property is subject to search any time by school officials. For more information see the discipline guidelines section of the planner.
- Students are expected to maintain an orderly locker. Students will be responsible for any damage they have caused through negligence. Students who fail to follow the locker guidelines will lose the privilege of using a school issued locker/lock.

Health Office

The health office is open during regular school hours. Except in the case of emergencies, students are required to have a pass to be seen by the nurse. Permanent passes for medications or other concerns requiring daily visits to the health office will be issued as needed.

- No student is permitted to carry medication of any kind. All medications will be kept locked and administered by the school nurse according to district guidelines. Please refer to the "Burrell School District Administration of Medication" Guidelines. Prescription medication must

abide by the school district policy. A written licensed prescriber's order plus a labeled pharmacy bottle and written parent/guardian permission are needed. Over-the-counter medications must be provided by the parent/guardian of the student. If you want any over-the-counter medication to be available for your child, it must be in the original container with written permission from you.

- Pennsylvania law requires a physical exam for every student in the sixth grade and a dental exam for every student in seventh grade.
- Pennsylvania School Code requires that all students entering school for the first time be immunized with four (4) doses of DPT (diphtheria, pertussis and tetanus), three (3) doses of polio, three (3) doses of hepatitis B, two (2) doses of MMR (measles, mumps, and rubella) and two (2) dose of varicella (chickenpox) vaccines. Students entering 7th grade also require Tdap and meningitis vaccines. The parent/guardian must provide the school district with a completed CERTIFICATE OF IMMUNIZATION. The law also indicates that pupils may be excluded from school when the required immunization regulations are not met.
- Additional information is available on the Burrell School District website, under "Health Services"

Athletic Physical Exams

- It is the student's responsibility to listen for announcements and read posted signs then sign up by the deadline. Any student who does not sign up by the deadline or is absent on the day of physical exams will not receive a physical or recertification by the school physician. Those students must go to their own physicians.
- Students who sign up by the deadline and wish to have a school physical are responsible for checking posted physical exam times in the halls, on the Burrell School district website, and the Valley News Dispatch sport section. It is the student's responsibility to report at the appropriate time on the day of physical exams. Paperwork must be returned by the designated deadline. Completed, signed packets are required to have a physical exam. No student will be eligible to try out, practice or play until they have passed a physical and all completed paperwork is returned.
- There is no charge to students or their families for a school athletic physical exam.

FOOD SERVICE – CAFETERIA INFORMATION 2020-21

- The mission and goal of the Burrell School District Food Service Department is to encourage healthy eating for students by providing affordable and appealing meals of high nutrition and quality in an atmosphere of cleanliness, cheerfulness and personal caring. Please review the following information regarding Food Service.
- BSD Food Service serves breakfast, lunch, and a la carte items including milk in each building cafeteria. Breakfast is not served when school is on 2-hour delay. A la carte items are items that are sold separately and not designated as part of the school lunch or breakfast meal.
- A computerized Point of Service (POS) Debit System is in place. Every

student is assigned a unique 5-digit PIN number. This system allows for no status identification. Students enter their own PIN number when they reach the cashier. At that time, money is deducted from the account for cafeteria purchases. Money on account may be used for breakfast, lunch and a la carte items. **A la carte items including milk can only be purchased when there is money in the student's account or cash on hand to cover the full cost.**

- Students may pay cash daily, but it is recommended that an account balance be kept. Any amount of money can be sent in for your child's debit account, either cash or check. Checks should be made out to BSD Cafeteria and include child's name/PIN number in the memo. Payment can be sent in with your child, dropped off at the office, or mailed. Deposits sent with students in grades K-8 will be deposited on student account in full and no change will be given to these students. Payment can also be made online by credit card or electronic check by using the electronic payment system through Skyward. This gives parents the ability to make payments, view current account balances, set up reminders for low balance notifications, and view your child's purchases and activity. More information about the electronic payment system and accessing your child's account information is posted on the district website under Food Service.
- The district participates in the National School Lunch Program which allows for free and/or reduced price meals to qualifying students. Applications for free and reduced status must be done **annually**. Only one application per family is required. You can apply on line at: www.compass.state.pa.us. Applications are also sent home with each child at the beginning of the school year. If you receive a "Direct Certification" letter, no application is required because it automatically qualifies all students within the household for free meals. Students who are eligible for free or reduced price meals may also keep money in their debit account to purchase a la carte items. All purchases, including meals, made prior to being approved for free or reduced status must be paid according to full price. **Free and/or reduced pricing refers to a full reimbursable breakfast and lunch and does not include a la carte items selected separately such as milk.**
- *The POS system is a debit system - not a charge account.* Parents/guardians are responsible for maintaining funds in the account to use the debit system. If your child does not have cash on hand or money in their account, the **SCHOOL MEAL ACCOUNT PROCEDURES** below are in place to provide a school meal to students and to collect payment. *Note: All school meals provided will be charged at full price to the student's account. Parents/guardians are responsible for full payment of all charges incurred as a result.*
- At the end of each school year, any funds remaining in your child's account will carry over to the following year. Parents of graduating seniors should pay any outstanding balance prior to graduation. Funds remaining in a senior account will be transferred to a sibling or a refund may be processed upon request.
- *Please visit the district website Food Service Department page for more information.*

SCHOOL MEAL ACCOUNT PROCEDURES

SCHOOL MEAL CHARGES AND ACCOUNTS

The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures to provide a school meal to students and to collect payment for school meals provided.

- Students may incur charges for reimbursable school breakfast and lunch meals only.
- Students who owe funds will be limited to one reimbursable breakfast and one reimbursable lunch per day.
- Ala Carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling Food Service Director.
- Parents/Guardians are responsible for payment of student purchases.
- Students who cannot pay for a school meal or owe money for school meals may not be publicly identified or stigmatized.

COLLECTION OF UNPAID MEAL CHARGES

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- When payment is owed for at least 5 meals, the District will communicate with parents/guardians regarding the National School Lunch Program (NSLP) application for participation.
- The District shall use the following methods to communicate with parents/guardians regarding outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices to parent/guardian, letters mailed to parent/guardian, and/or submission for collection when other methods have been unsuccessful.

Lost and Found

- Lost books are taken to the office. (When a textbook is issued, the teacher records the textbook number issued to the student and will not accept an unauthorized assigned text. Students are required to sign their name in ink inside the cover of every text assigned to them. Replacement books can be purchased in the office.) In cases where textbooks, library books, or other school materials are lost, damaged, or destroyed, it is the responsibility of the student, parent, or guardian to make restitution for the materials.
- Small items such as keys, glasses, purses, etc. are secured in the office.
- Clothing items, binders, folders, etc. are placed in the Lost and Found area

Hall Passes

- Any student in the hall must have his/her planner. A hall pass written in the planner on the appropriate date identifying the destination, time, and signature of the sending teacher must be carried with the student. Hall passes are issued for emergencies only. Students are asked to take care of restroom needs between classes.

Homework Requests

- Homework is an integral part of successful achievement in all courses in all grades. When your child is absent, it is his/her responsibility to make up missed classwork and homework assignments. Students can see their teachers at the start of class or during the homeroom period. Skyward is required to be updated each Thursday evening. You will find topics, assignments and test for each class located there. Homework may be requested if your child has been absent for three or more days.
Homework requests must be in by 9:30am in the office and it will be available after 3:00pm the same day. Please come to school with your child's locker number and combination so that you can pick up the necessary textbooks and materials. If you know that you may not be able to pick up the homework, please refrain from making the request.

Huston Middle School – Grading System

- Report cards are issued to the student quarterly, at the end of each nine-week grading period. The grading scale is as follows:

<i>A – Outstanding</i>	<i>90 – 100%</i>
<i>B – Above Average</i>	<i>80 – 89%</i>
<i>C – Average</i>	<i>70 – 79%</i>
<i>D – Below Average</i>	<i>60 – 69%</i>
<i>F – Failure</i>	<i>50 – 59%</i>
- Honor Roll Information
 - High Honor Roll is attained by a G.P.A. of 3.5 and above for a grading period.
 - Honor Roll is attained by a G.P.A. of 3.00 to 3.49 for a grading period.

Instructional Requirements

Burrell School District - #215 Promotion and Retention Policy – Students at the middle level may be promoted to the next grade level if the student has passed 65% of his/her total subjects. This 65% must include a year of English, Reading/Literature, and Mathematics.

Academic Awards Ceremony

- In order for a child to be eligible for the Academic Awards Ceremony, students must receive a 93% Grade Point Average or a 3.8 average overall for the 1st through 3rd nine weeks. **THE GPA WILL NOT BE ROUNDED.** Students that take Challenge Reading, English and Geometry will have their Grade Point Average weighted for the Academic Awards Ceremony only.

Field Trips

- Throughout the course of the school year, field trips and other special events will occur. The administration has the right to prevent a student from attending a field trip in the event of failing/borderline failing grades and/or behavioral/discipline issues.

Guidance

- The guidance office is open to all students to help them resolve conflicts, answer questions and make decisions. Students must obtain a pass from the Guidance Office to be seen by the guidance counselor.
- **Students will be permitted to DROP or ADD a class during the first 15 school days. Examples are adding Choir, dropping Algebra to Pre-Algebra, etc. No student is permitted to make a lateral move such as one English class to another of the same curricular content.**

Huston Middle School – Student Assistance Program

The Student Assistance Program (SAP) serves the student population as an early intervention system for any student who appears “at risk.” A student may be considered “at risk” for a number of reasons ranging from a drastic change in his/her appearance or friends to poor academic achievement. Friends, teachers, counselors, administrators, parents or students can refer a student to the SAP team. The parent is contacted and a permission form must be signed for the SAP team to continue. Once parental permission is received the SAP team assesses the child and makes recommendations to the parents as to whether the student may need further professional assessment and assistance in dealing with his/her situation **The team members do not diagnose or treat students.** Throughout the process, parents play a vital role in providing data as well as the implementation of plans to help the student reach his/her potential. Parents may contact the SAP team to request services through guidance.

SAP Team Members: Mrs. McCurdy (Guidance Counselor/SAP Coordinator), Mrs. Innocent (Guidance Counselor/SAP Coordinator), Mrs. Dwyer (Teacher), Mrs. Turcic (Teacher), Ms. Cashell (Teacher), Mrs. Wilkins (teacher), Mrs. Dastolfo (School Nurse), Mr. Ferra (Principal), Mrs. Turk (Assistant Principal), and a SAP liaison from Westmoreland Casemanagement & Supports, Inc.

School Buses

- Riding a school bus is a privilege. Failure to comply with school bus rules may result in suspension from school and/or the bus. Appropriate and safe behavior is expected while the students are on the bus and at the bus stop.
- Students who are assigned bus transportation are not permitted to walk to or from home/school activities without written parental permission.
- Students are not permitted to ride a different bus other than their assigned bus unless an emergency situation should arise.

Library Rules and Procedures

- The library media center is generally open Monday through Friday from 8:15 AM to 3:18PM. The library is available to students for book selection, research, and completing assignments. Students may visit the library during Homeroom, Enrichment, or class with permission from their teachers.

- Books may be checked out for two weeks at a time and may be renewed for an additional two weeks unless they are in high demand. All students will be notified of overdue library materials via their Burrell email and through their ELA teachers. Students may only have 3 books checked out at a time.
- Reimbursement is expected should a student lose or damage a book.
- While in the library, students should:
 - Have a pass from their teacher (ER /Lunch pass or signed planner) to be in the library.
 - Refrain from consuming any food or drink in the library.
 - Follow the technology guidelines as outlined in the Student Handbook.
 - Ask for permission before using personal technology.
 - Be respectful.

Policy 815 - Acceptable Use of Computers, Network, Internet, Electronic Communications and Information

Purpose

The Burrell School District recognizes the Internet, email and network resources as a viable and important educational resource. The Burrell School District provides Internet and network (whether wired or wireless) access to administrators, teachers, staff, students and guests for educational and instructional purposes. The use of the Internet, email and network technology must be in an ethical, lawful and acceptable manner. This policy has been established to provide the guidelines for such use. All users are required to agree to this policy and sign the Acceptable Use Agreement Form.

Authority

The district has established an Acceptable Use Policy to be in compliance with the Children’s Internet Protection Act (CIPA) and Child Online Privacy Protection Act (COPPA).

This Policy clearly defines ethical and safe use of the Internet, email and network resources for our students, teachers, staff and guests.

Delegation of Responsibility

The Superintendent shall designate all members of the Burrell School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, the Protecting Children in the 21st Century Act and the Child Online Privacy Protection Act (COPPA).

Procedures for the disabling or otherwise modifying any district technology shall be the responsibility of Technology Director or designated representatives.

Guidelines

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use for commercial, private advertisement, for-profit purposes and/or non-educational purposes.
2. Use for lobbying or political purposes.
3. Use for any illegal purpose.
4. Use to copy, install or distribute copyrighted materials.
5. Use to access, disseminate, transfer or share (such as sexting, emailing, or texting among others) pornographic, lewd or otherwise illegal images, photographs or materials.
6. Providing your login/password to another person.
7. Use of another person's Internet, email or network account.
8. Use of threatening, obscene, harassing remarks and/or cyberbullying.
9. Use to infiltrate, interfere or alter the district's computer network.
10. Unauthorized access to the network, including "hacking" and/or "cracking."
11. Use or downloading of unauthorized games, programs, files, music or other electronic media, including peer-to-peer applications, encryption software, etc.
12. Intentional destruction, modification, abuse or unauthorized access to network hardware, software and files.
13. Use that invades the privacy of others.
14. Use of personally owned devices in locker rooms, restrooms and nurse's office.
15. Use for non-work or non-educational related work.
16. Disabling or circumventing or attempting to disable or circumvent Internet filtering, virus protection software or the like.
17. Tampering, interfering or intercepting another user's email, network login or any personal information.
18. Disclosing or disseminating any personal information about themselves or others.
19. Use of inappropriate language/graphics or profanity.
20. Quoting of personal communications or works in a public forum without the author's prior consent including plagiarism.
21. Sending unsolicited bulk mail messages.
22. Disclosing names, addresses, and/or phone numbers of minors.
23. Use to access social networking content that is inappropriate and/or harmful to minors.
24. Use to act in a hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory, violent, bullying, terroristic way.
25. Use of the name "Burrell School District", including Burrell High School, Charles A. Huston Middle School, Stewart Elementary School, and/or Bon Air Elementary School, in any form on School District Internet pages or websites, on websites not owned or related to the School District, or in forums/discussion boards, and on social networking websites to express or imply the position of the Burrell School District without the expressed, written permission of the Superintendent.
26. Post false statements, or assume the identity of another person.

Internet Etiquette

All users are expected to do the following:

1. Be courteous and respectful when communicating with others.
2. Use appropriate language. Swearing, vulgarities, or inappropriate graphics are not to be used.
3. Be respectful of other users regardless of race, sexual orientation, religion, age, gender, handicaps, ethnicity, or cultural differences.
4. Respect the privacy of other users.
5. Periodically purge unneeded email messages.

Bring Your Own Technology (BYOT) Usage and Guidelines

Technology has become an essential part of education at Burrell School District. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. With many students owning mobile computing devices and frequently using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school.

A filtered Internet connection on our ***GUEST*** wireless network will be provided for student use. Students may be asked to use phones and devices **ONLY** for educational purposes including word processing, presentation development/delivery, as well as recording of audio and video. Under **NO** circumstances are pictures, audio or video recordings to be shared with others outside of the classroom where it took place. Students may also be asked to use cell phones to participate in polls which may require texting in which case, text charges may apply. Students and parents need to be aware of several rules and requirements before a device is brought to school:

1. The student is **solely** responsible for any equipment that s/he brings to school. The Burrell School District is not liable for lost, stolen, or damaged equipment. Students are encouraged to secure any devices in their lockers.
2. Student devices are to be used **ONLY** in approved classrooms (at teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for non instructional purposes (such as making personal phone calls and text/instant messaging. Inappropriate use of the device may result in confiscation of the device and/or disciplinary action.
3. Students are **NOT** permitted to use their own 3G/4G network as this is a violation of this policy, the Children's Internet Protection Act (CIPA) and the Child Online Privacy Protection Act (COPPA). Burrell School District will **NOT** be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
4. Students should **NOT** share their personal devices with anyone.
5. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
6. The Burrell staff will **NOT** service any non district technology, which includes troubleshooting, software or hardware issues. Students are

- responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.
7. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC policies are broken.
 8. An audio recording made without the permission of the individual(s) being recorded is a violation of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, and could subject the student to criminal prosecution.

Burrell School District Network Procedures

1. Filtering
 - a. The Children's Internet Protection Act (CIPA) requires that filtering is on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Burrell School District has incorporated Internet filtering software. The filtering software is fully compliant with the Children's Internet Protection Act.
 - b. All Burrell School District computers with Internet access shall be equipped with filtering software.
 - c. The Children's Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses. The Act specifically states:
An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes.
Therefore, in keeping with the above guidelines of the Children's Internet Protection Act, the filtering service may be disabled on computers by the network administrator for a bona fide research or other lawful purposes. The filtering service may not be disabled by or for students or other minors for any reason.
2. Monitoring
 - a. The Burrell School District reserves the right to record, check, receive, monitor, track, log, access, and otherwise inspect any and all systems used (including Internet, email and network) and to monitor and allocate file server space. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate uses.
 - b. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S NETWORK**

(wired or wireless), INCLUDING THEIR PERSONAL FILES OR DEVICES.

3. Internet Accounts
 - a. All users will receive a Google Apps for Education account. This is a set of applications to enhance learning. Information is stored in the "cloud" which means over the Internet. All users should abide by all conditions of this policy. Users acknowledge this is a privilege and has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage.
 - b. All users of the Burrell School District who use the Internet, email and network facilities (wired or wireless) must agree to and abide by all of the conditions of this Internet Acceptable Use Policy. These accounts will not be created until the educator/employee has signed the Acceptable Use Policy Agreement Form, which includes a signature from the authorized person in Burrell School District. Students will not be permitted to use district computers until a Student Acceptable Use Policy Agreement Form has been signed by the student and the parent/guardian.
 - c. The Burrell School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The user shall be responsible for any unauthorized charges or fees incurred while accessing the Internet.

District Technology Usage Rules

Students will follow the following rules:

1. There is to be no food or drinks in computer areas.
2. No personal flash drives, downloaded files, etc. from home are to be used without the approval of the instructor, librarian, or Technology Department staff.
3. Students will not alter any setting or move icons on the computer or device.
4. Students are responsible for the computer or device assigned to them. Any problem detected on the assigned computer is to be reported immediately to the teacher.
5. Any student caught vandalizing a computer or device in any way will be referred to the building administrator for disciplinary action which may result in suspension from school and/or payment for damages.
6. Burrell School District reserves the right to monitor all activity on the district's computers, network, servers, Internet, email and Google Apps, etc.

Violations of these rules will result in loss of privileges to use Burrell School District technology, as well as appropriate disciplinary action.

Education, Supervision and Monitoring

The teacher or designated representatives will provide age-appropriate training for students who use the Burrell School District's Internet facilities. The training provided will be designed to promote the Burrell School District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Burrell School District Internet Safety Policy.
2. Student safety with regard to:
 - a. Safety on the Internet.
 - b. Appropriate behavior while on online, on social networking websites, and in chat rooms.
 - c. Cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

Following receipt of this training, the student will acknowledge that s/he received the training, understood it, and will follow the provisions of the district's acceptable use policies.

Policy Enforcement

- Access to the Internet, email and district network is a privilege, not a right.
- Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings
- Despite the use of the filtering software, students and staff may gain access to inappropriate information. In respect to students, educators must monitor and supervise student Internet activity to the best of their ability.
- If an inappropriate site has been reached, it is the responsibility of the student user to report it immediately to the teacher. The teacher and/or other staff member who reaches an inappropriate site is responsible for immediately reporting it to the district Technology Department. The Technology Department staff will block the site using the Internet filtering software.
- The Burrell School District reserves the right to monitor online activities of minors on and off campus.
- The user (student, teacher, staff member) shall be responsible to make full restitution (including all labor costs for repair or replacement) for any damages to equipment, systems, and software resulting from deliberate or willful acts.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

School District Limitation of Liability

The Burrell School District makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district's computers, network, Internet, etc. will be error-free or without defect. The district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, mis-delivered, or unavailable when using the computers, network, Internet, and electronic communication systems. The district will not be responsible for stolen, damaged, or lost personal devices of students, employees, contractors and guests. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the computers, network, Internet, etc.

HUSTON MIDDLE SCHOOL DISCIPLINE GUIDELINES

Section I

A. Locker and Student Searches

The Burrell School District retains jurisdiction, control, and access over all student lockers; students should not expect privacy regarding items placed in lockers since school property is subject to search at any time by school officials. Whenever the administration has a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare and safety of students in the school, students' lockers may be searched without prior warning. An administrator will make a courtesy phone call to the parent when a search has been conducted. These searches of lockers will be conducted by

school officials or trained narcotic dogs from the police department. Furthermore, whenever the administration has a reasonable suspicion that a student's purse, pockets, or bag contains materials, which pose a threat to the health, welfare and safety to themselves or other students, the administration may conduct a student search. Refusal to empty pockets, purses, bags, etc... may result in a suspension of up to ten days and police involvement.

B. Policy on Attendance and Tardiness (see student handbook)

C. Prohibition against the Presence of Weapons – (PA State Gun Free Schools Act of 1994 and Sec. 1317.2 Pa School Code.)

Any student in possession of a weapon (defined as any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, stun-gun, mace, laser or any other tool, instrument or implement capable of inflicting serious bodily injury or disease) or look-a-like weapon on school property including buses and athletic and other facilities or school sponsored activities will be suspended for 10 days, and may be expelled from school for at least one (1) year. The weapon shall be seized by the administration, law enforcement authorities shall be contacted, the parents contacted and the student suspended immediately from school to await an expulsion hearing by the Board of Education. However, the Superintendent may recommend discipline short of expulsion on a case-by-case basis. In addition, students may be subject to criminal prosecution under 18 Pa. C.S.A. 912, which provides that possession of a weapon, is a misdemeanor of the first degree.

D. Academic Integrity Guidelines

Academic dishonesty of any type, including cheating and plagiarism, is unacceptable at Huston Middle School. Cheating is any misrepresentation in academic work, including copying on a test, quiz, homework assignment and any other class assignment. Plagiarism is the representation of another person's work, words or ideas as your own (from various sources, but not limited to: website, books, and other research materials. Consequences for these violations are as follows:

1. Assignment given 0%
2. Record of offense in Skyward
3. Detention Issued
4. Parent Contact

E. Use of Internet & Electronic Devices (see student handbook)

The access of the Internet (wired or wireless) to students is intended for academic purposes. All students will be required to sign an Internet ethics code before they may have access to the internet. Any student found in violation of this ethics code may face loss of Internet privileges, detention or suspension.

Bring Your Own Technology (BYOT) Usage and Guidelines

A filtered Internet connection on our *GUEST* wireless network will be provided for student use. Students may be asked to use phones and devices ONLY for educational purposes including word processing, presentation development/delivery, as well as recording of audio and video. **Under NO circumstances are pictures, audio or video recordings to be shared with others outside of the classroom where it took place.** Students may also be asked to use cell phones to participate in polls which may require texting in which case, text charges may apply.

Students and parents need to be aware of several rules and requirements before a device is brought to school:

- The student is **solely** responsible for any equipment that s/he brings to school. The Burrell School District is not liable for lost, stolen, or damaged equipment. Students are encouraged to secure any devices in their lockers.
- Student devices are to be used ONLY in approved classrooms (at teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for non instructional purposes (such as making personal phone calls and text/instant messaging. Inappropriate use of the device may result in confiscation of the device and/or disciplinary action.
- Students are NOT permitted to use their own 3G/4G network as this is a violation of this policy, the Children's Internet Protection Act (CIPA) and the Child Online Privacy Protection Act (COPPA). Burrell School District will NOT be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
- Students should NOT share their personal devices with anyone.
- Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
- The Burrell staff will NOT service any non district technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.
- Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC policies are broken.
- An audio recording made without the permission of the individual(s) being recorded is a violation of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, and could subject the student to criminal prosecution.

BYOT Zones at HMS

***Includes cell phones, electronics, earbuds, headphones, etc**

RED ZONE	YELLOW ZONE	GREEN ZONE
<ul style="list-style-type: none"> ● An area designated as a Red Zone indicates that any personal device (including earbuds, headphones, etc), permitted or otherwise, <u>is strictly prohibited</u>. ● A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or out in plain sight but turned off and not in use. ● All restrooms and locker rooms are designated as a Red Zone. ● Photographs and videos of students and/or teachers are strictly prohibited unless prior permission is granted ● Texting <u>while walking through the hallways</u> is a safety concern and therefore prohibited 	<ul style="list-style-type: none"> ● An area designated as a Yellow Zone indicates that personal devices (including earbuds, headphones, etc) <u>may be in use in a limited capacity as permitted and directed by school personnel.</u> ● Classrooms are designated as Yellow Zones giving each teacher the flexibility to change between Red and Green depending on the appropriate environment needed for instruction. 	<ul style="list-style-type: none"> ● An area designated as a Green Zone indicates that personal devices (including earbuds, headphones, etc) may be in use for school related tasks <u>as permitted and directed by school personnel.</u> ● At lunch time, the cafeteria will be designated as a Green Zone. ● Hallways will be designated as a Green Zone during non instructional time, meaning use may be permitted between classes.

F. Policy 103 - Nondiscrimination in School and Classroom Practices Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all

students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an

individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Student Services as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to

procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be

reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the

complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

1. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
2. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

G. Policy 249 - Bullying/Cyberbullying

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying behaviors create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying behavior by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is repeated, aggressive, unwanted negative actions towards a student or group of students and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school including feelings of being unsafe and powerless.

Bullying, as defined in this policy, includes cyberbullying.

The Board recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that are not specifically defined as bullying may be deemed bullying in particular situations, on a case-by-case basis, by the school principal under the following

conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.

2. The warning shall be verbally issued to the offending student and shall be confirmed via telephone

conference or school conference to the offending student's parent/guardian.

3. The warning shall advise the student and parent/guardian that the school principal is available to

further explain the purpose of the principal's warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Students shall be informed that they may choose to report bullying complaints to the school principal, teachers, counselors, nurses, and administrators.

Any employee, who receives a bullying complaint, whether verbal or written, shall report such to the school principal. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.

2. Report of bullying incidents.

3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

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

H. Dating Violence Policy 252

The Burrell School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the school to maintain a school climate in which dating violence is not tolerated and to promptly address dating violence when it is reported or observed. The Burrell School District will make efforts to intervene in dating violence when it is brought to the attention of faculty or staff. Students will be encouraged to inform faculty or staff of an instance of dating violence with themselves or another student. Policy number 252 will address dating violence and the Burrell School District's disciplinary guidelines address these behaviors.

***Note - for any reported harassment incidents, the Unlawful Harassment or Discrimination procedure established by Burrell School District will be followed. This documentation may be used for cases referred to the magistrate.**

Section II

A. School-wide Expectations

- Respect yourself, others, and the learning environment
- Demonstrate pride in your school community
- Work together effectively
- Be proactive
- Show empathy to others
- Manage impulsivity

B. Classroom Rules

The teacher is expected to establish clearly posted or distributed classroom rules so students know what is expected from the first day of class. It is the student's responsibility to be aware of the rules of each class or study hall and to abide by those rules.

C. Dress Code Guidelines

Appropriate dress and appearance of students are expected at this age. The criteria for dress and cleanliness will be measured by whether it is disruptive or infringes upon the health and safety of our school. The following code should be adhered to:

1. Students are required at all times to wear shoes. Slippers are not acceptable. Open toe and backless shoes are not permitted in the following areas: family consumer science, woodshop / metalshop, physical education courses, and science labs.
2. Your top garment must overlap the bottom garment. Sleeveless shirts are permitted; however, halter-tops, camisoles, spaghetti straps, etc. are prohibited. Sheer tops, which reveal improper attire, are not permitted. No skin tight or low cut tops should be worn.
3. Shirt tops with larger than normal armholes will not be permitted. Under garments must be covered at all times.
4. Outerwear, i.e. 'winter coats' are not permitted
5. No sunglasses, hats, or hoods should be worn inside the building.
6. No heavy chains or chains on wallets should be worn inside the building.
7. Skirts must be at least mid-thigh length. Shorts/skorts must have at least a 3 inch inseam. Shorts/skirts/skorts worn over top of leggings/tights must comply with dress code. Jeans with holes should not have holes above the mid-thigh (3 inch in-seam or pocket area).
8. Any clothing containing obscene, vulgar, sacrilegious prints, offensive language or images shall not be worn, whether it is wearing apparel, footwear, or accessories. Clothing items that display verbal or visual messages of sex, drugs, alcohol, tobacco, weapons, or violence are prohibited. This also includes statements with double meanings or offensive self-made apparel.

Students who violate the dress code will be required to secure appropriate apparel. A violation of the dress code could result in a detention being issued. Students with repeated dress code violations could be issued detention/suspension. Students who *refuse* to change into appropriate attire will be suspended.

D. Cafeteria Guidelines

Appropriate behavior is expected in the cafeteria.

- We will talk quietly.
- We will remain in our seats.
- We will wait in line in an orderly fashion.
- We will be respectful to ourselves and others.

These behaviors may result in a consequence:

- shouting or running
- taking food/drink out of the cafeteria
- pushing in the lunch line
- being disrespectful to lunch monitors and/or cafeteria staff
- misuse of the hand sanitizer
- throwing food
- leaving food/garbage on or under the tables
- taking or touching another person's food
- wandering around the cafeteria visiting other lunch tables

Students will face the following consequences, based on the discretion of the lunch monitors, if the above guidelines are not followed:

1. seat moved for amount of time determined by the lunch monitors
2. lunch detention and/or after-school detention assigned
3. removal from the cafeteria

E. Bus Guidelines

State regulations do not permit passengers to stand in a moving school bus.

NOTE: The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. CONTINUED DISORDERLY CONDUCT OR REFUSAL TO RESPECT THE AUTHORITY OF THE SCHOOL BUS DRIVER SHALL BE SUFFICIENT REASON FOR THE PUPIL TO BE DENIED TRANSPORTATION IN ACCORDANCE WITH REGULATIONS OF THE BURRELL SCHOOL DISTRICT. POSSESSION OF TOBACCO PRODUCTS AND SMOKING OR OTHER USE OF TOBACCO IS PROHIBITED. THIS INCLUDES "E-CIGARETTES" IN ANY FORM.

Expectations

- Exercise caution, good manners and consideration for other people.
- Obey the driver; his/her first concern is for your safety.
- If you miss your P.M. bus, report to your school office so that transportation home can be arranged.
- YOU MUST BRING A NOTE FROM YOUR PARENTS FOR THE SCHOOL ADMINISTRATION ANYTIME YOU ARE TO GET OFF THE BUS AT A STOP OTHER THAN YOUR OWN.

Waiting for the Bus

- Your bus driver has a schedule to keep. Be at your stop 5 minutes ahead of time.
- Stay a safe distance from the traffic lanes.
- When the bus approaches, get ready to board it in an orderly manner, according to the driver's instructions.
- Pushing and shoving others may cause serious injuries or a fatality.
- Stay clear of the bus until it has come to a complete stop.

Boarding the Bus

- Always use the handrail.
- Go up the steps one at a time. Do not push or crowd others.
- Go directly to your seat. The bus will not move until all passengers are seated.

Conduct on the Bus

- Walk quickly and quietly to your seat and remain seated throughout the entire trip.
- Place books or parcels on your lap. Keep the aisle clear. The bus is not a playground.
- No kneeling on the seat or sitting on your book bag.
- Avoid loud talking and confusion that might distract your driver.
- No profanity, abusive language or obscene gestures will be tolerated.
- No pushing or fighting.
- You can help the driver when the bus approaches railroad tracks by keeping quiet so that he/she can listen for trains.
- Ask the driver for permission before opening windows.
- Keep arms and head inside the bus.
- Students are not allowed to throw anything inside or outside of the bus and are responsible for any violation of this rule.
- The emergency door and exit controls may be used only during supervised drills or actual emergencies.
- Help the driver to keep the bus clean and in good shape. No eating, drinking or chewing gum on the bus. No writing on the seat backs or throwing things on the floor. Vandalism causes unnecessary expense for the District.

Getting Off the Bus

- Remain seated until the bus has come to a complete stop at its destination or your bus stop.
- Use the handrail and take one step at a time.
- Pushing and crowding could cause an accident.
- After you leave the bus go directly to your assigned place or home

School Bus Incident Reporting

- A discipline referral will be issued for infraction of rules. A copy will be given to your school administrators for disciplinary action.
- Parents will be notified and a copy of the referral is sent home with the student

Section III

A. Student Discipline Code

The basic purpose of the discipline code is to not only inform the students and parents of the Burrell School District of their rights and responsibilities, but also to inform them of the possible disciplinary responses that will be taken for irresponsible behavior. These types of misconducts have been categorized according to the levels from the less serious to the more severe. Disciplinary consequences are progressive, repeated or more severe behavior will result in more severe consequences.

<p>Level 1 Misconducts</p> <ul style="list-style-type: none"> ● Inappropriate behaviors that disrupt the orderly classroom procedures or interferes with the orderly operations of the school (talking out, throwing objects, etc.) ● Unauthorized use of school property ● Littering ● Illegal tardy to school (3=warning, 4+=DT) ● Classroom tardiness (3=warning, 4+=DT) ● Class Cut ● Academic dishonesty, cheating, lying, plagiarism ● Use of vulgarity/profanity ● Failure to follow school rules / regulations ● Misuse of internet privileges ● Distribution of offensive literature ● Unauthorized electronic device / BYOT violations (cellphone, watches, Ipods,etc.) ● Dress code violations ● Cafeteria misbehavior and/or gum/food/drinks outside of the cafeteria ● Bus Misconduct 	<p>Level 1 Disciplinary Options / Responses</p> <ul style="list-style-type: none"> ● Verbal warning ● Guidance Conference/Peer Mediation ● Letter of apology/verbal apology ● Student Assistance Program referral (SAP/WCSI) ● Student/Teacher conference ● Assigned seating ● Withdrawal of classroom privileges ● Restriction from school activities (dances, athletic events, etc.) ● Parent/Teacher communication (phone, email, etc.) ● Behavior contract ● Confiscation of device/object ● Lunch Detention (after contact w/parent) ● Detention (after contact with parent) ● Anything else deemed appropriate by school administration
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<p>Level 2 Misconducts</p> <ul style="list-style-type: none"> ● Repeated Level 1 Behaviors ● Inappropriate behavior that disrupts the educational process for others ● Bullying/Cyberbullying ● Class cuts, truancy, tardiness ● Missed detention ● Insubordination - Disrespect to students and staff/adults, failure to comply with teacher directives ● Inappropriate behavior at athletic events, assemblies and other school activities ● Persistent violation of school rules and regulations 	<p>Level 2 Disciplinary Options/Responses</p> <ul style="list-style-type: none"> ● Level 1 disciplinary options / responses ● Student Assistance Program referral (SAP/WCSI) ● Withdrawal of school privileges ● Restriction from school activities ● Parent/Teacher/Student conference ● Principal/Student conference ● Office Referral ● Withdrawal of bus riding privileges ● Lunch Detention ● Detention ● Office Restriction ● Out of School Suspension (OSS) ● Anything else deemed appropriate by school administration
<p>Level 3 Misconducts</p> <ul style="list-style-type: none"> ● Repeated or more severe Level 2 misconducts ● Fighting, wrestling, food fights ● Vandalism of school/bus property ● Theft ● Threatening school, staff, or students (verbal, physical, written or electronic) ● Harassment or intimidation ● Gambling ● Any other acts deemed inappropriate by school officials 	<p>Level 3 Disciplinary Options/Responses</p> <ul style="list-style-type: none"> ● Level 1 and 2 disciplinary options/responses ● Student Assistance Program referral (SAP/WCSI) ● Parent/Student/Principal conference ● Office Restriction ● Out of School Suspension (OSS) ● Referral to law enforcement ● Restitution for any damages ● Anything else deemed appropriate by school administration

<p>Level 4 Misconducts</p> <ul style="list-style-type: none"> ● Repeated or more severe level 3 misconducts ● Racial or ethnic intimidation ● Assault (all types) ● Sexual harassment, indecent exposure, open lewdness, obscene and other sexual matters ● Disorderly conduct, rioting, failure to disperse ● Trespassing, robbery, burglary, extortion ● Bomb threats, terroristic threats/acts ● Possession/using/distributing/selling of a weapon or look alike weapon or any item which could be considered a weapon (cutting instruments, firearms, pocket knives, lighters, matches, etc.) ● Possession/using/distributing/selling of an unauthorized substance (controlled substances, non-controlled substances, look alike drugs, alcohol, drug paraphernalia, tobacco products, e-cigarettes/Juuls, etc.) ● Possession/using/furnishing/selling of explosive devices (fireworks, etc.) ● Arson ● Unauthorized use/pulling of the fire alarm ● Violation of the laws of the Commonwealth of Pennsylvania ● Any other acts of misconduct that pose a direct threat to the safety and welfare of others 	<p>Level 4 Disciplinary Options/Responses</p> <ul style="list-style-type: none"> ● Level 1, 2 or 3 disciplinary options/responses dependent upon severity of the offense ● Student Assistance Program referral (SAP/WCSI) ● Parent/Student/Principal conference ● Referral to Smokeless Saturday program ● Referral to Drug & Alcohol Commission / Behavioral Health & Developmental Services program (SAP Drug & Alcohol Assessment) ● Office Restriction ● Out of School Suspension (OSS) ● Referral to the School Board for Expulsion or Alternative Placement ● Referral to law enforcement agencies ● Restitution for any damages ● Anything else deemed appropriate by school administration
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B. Detention Procedures

1. Detention will be in effect for 1 1/2 hours on Tuesdays and Thursdays.
2. Detention will supersede all jobs and all other extra-curricular activities. Excuses from parents will not be accepted.
3. There will be no sleeping, talking, or socializing in detention hall
4. Students must have some sort of work or assigned reading materials to utilize their time in detention.
5. Students not conforming to the rules of detention hall will be assigned an additional night of detention.
6. Students who skip detention hall will be assigned an additional night of detention. Students who miss 2 (two) assigned detentions will be suspended for 1-3 (one to three) days. All missed detentions will also be made up following the return of the student to school following the period of suspension.
7. **A student who has any outstanding detention assignments may not attend or participate in any school function (dance, sporting event, field trip and/or planned assembly, etc.).**
8. School day is considered extended to 4:45 p.m. and all school rules apply.

C. Suspension Procedures

Suspension is exclusion from school for a period of from 1-10 (one to ten) consecutive days.

1. A student who has been suspended for any reason may return to school only after a conference has been held with the student and his/her parents or guardian. The conference will be held with the principal or his/her designee. In cases involving rare and extenuating circumstances, the conference may be held by telephone.
2. Parents or guardians will be notified of all suspensions in writing.
3. For suspensions of one (1) to three (3) consecutive school days.
 - a. The principal or assistant principal gives oral notice to the student and an opportunity to explain his conduct unless the student poses a threat to the health, safety, or welfare of himself (herself) or others.
 - b. The student has the right to make up missed work and exams according to the school district policy.
 - c. The suspension is not subject to appeal to the school board or court.
4. Suspensions from four (4) to ten (10) consecutive days will carry the same general procedures as the one (1) to three (3) consecutive day suspension with the addition of the following guidelines:
 - a. The principal or assistant principal gives written notice to the parents and to the student that includes the reasons for the suspension and extends the opportunity for an informal hearing within the first five (5) days of the suspension. The re-entry conference may substitute for the informal hearing.
 - b. The principal or assistant principal provides an informal hearing with appropriate school officials where the student has the right to question witnesses present, to speak and to produce his own witnesses.
 - c. The principal or assistant principal can deny the student's right to have a lawyer at this level.

- d. 'The suspension is not subject to appeal to the school board or court.
- 5. Suspensions in excess of ten (10) consecutive school days, which is actually a (temporary or permanent) expulsion, the following guidelines apply:
 - a. The district provides the parents with a written statement of charges sent by certified mail and by regular mail, stating the date, time, and place of the formal hearing.
 - b. The formal hearing will be heard by the school board, a committee of the school board or a duly appointed hearing officer.
 - c. The student and the parents have the right to choose a private or public hearing, the right to counsel, the right to receive the names of witnesses and copies of any statements or affidavits provided by the witnesses, the right to request witnesses to appear in person, the right to confront and cross-examine witnesses, the right to testify and to present their own witnesses, the right to a copy of the transcript at their expense, and the right to appeal to the Court of Common Pleas. All expulsion hearings will be held in accordance with the Student Rights and Responsibilities of the Commonwealth of Pennsylvania found at 22 Pa. Code Section 12.1, et seq.

The members of the Discipline Committee are commended for all of their time, effort, and contributions given to reviewing the discipline guidelines for the Huston Middle School for the 2019 - 2020 school year. The members of the committee are: HMS Student Advisory Board, HMS Parent Advisory Board, and HMS Staff Discipline Committee. Discipline Guidelines are reviewed yearly for School Board approval. *Latest revision: May 2019

**EDUCATIONAL TRIP, JOB SHADOWING OR
VOLUNTEER SERVICE REQUEST FORM**

It is the recommendation of the HMS Administration that students who are not maintaining a passing grade point average or have poor attendance refrain from missing school.

**SECTION 1: TO BE COMPLETED BY PARENT OR
GUARDIAN (Please print or type)**

STUDENT'S NAME _____

TELEPHONE _____

GRADE _____

PARENT'S OR GUARDIAN'S NAME & ADDRESS

Reason for Absence (Select One):

Educational Trip Job Shadowing Volunteer Service

Date(s) student will be absent from school:

EDUCATIONAL TRIP: It is understood that your student must be accompanied by a parent or guardian. For your request to be approved as an educational trip, specific educational value must be listed. Requests will not be approved for students with poor grades or poor attendance (15+ days of parent excused absences).

Destination of trip:

Describe the educational value of trip:

**List any other children who are students in the Burrell School
District that will be participating on this trip:**

Parent's or Guardian's Signature

Date

***COMPLETED FORM *MUST* BE SUBMITTED PRIOR TO THE ABSENCE**

SECTION 2: To be completed by the student/parent/guardian

An educational trip, job shadowing or volunteer service for (name) _____ has been requested from (date) _____ to (date) _____.

The student is responsible for making the necessary class arrangements with all teachers prior to their absence. Please sign below to verify that the student is in compliance with this stipulation.

SUBJECT

TEACHER'S SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTIONS 1 & 2 MUST BE COMPLETED BEFORE APPROVAL IS GIVEN

SECTION 3: ASSISTANT PRINCIPAL'S APPROVAL

____ # Parent Ex. Absences (E-PE) ____ # Unexcused Absences (A)

_____ APPROVED _____ DISAPPROVED

Reason for disapproval:

Assistant Principal's Signature

Date

COMPLETED FORM MUST BE SUBMITTED PRIOR TO LEAVING ON THE TRIP!

*Revised 6/2020