

# Franklin Regional Middle School

## STUDENT HANDBOOK

### 2021-2022

Franklin Regional Middle School  
4660 Old William Penn Highway  
Murrysville, PA 15668-2015  
School Office - 724-327-5456 X2003  
FAX - 724-733-0949

Attention Parents and Students: Read this handbook carefully as it will be used as a reference. Additionally, the student and the parent/guardian will sign a form issued on the first day of school, indicating that they have read and understood the information presented in the handbook.

**Please note that the District is currently updating policies and that the newly approved board policies and associated policy numbers may not be reflected in this handbook. The newly approved board policies will be implemented once they are approved by the members of the Franklin Regional School Board; until that time, the original policies remain in effect.**

#### **WELCOME!**

We wish to take this opportunity to welcome you to FRANKLIN REGIONAL MIDDLE SCHOOL. You are now a middle-level student and thus have certain responsibilities and privileges. This handbook has been designed to help you understand the policies and activities at your school. Please read it carefully, give it to your parent/guardian to read, and then use it for reference when needed.

Our school colors are BLUE and GOLD. The school paper is called THE PAW PRINT. The school building opens at 7:05 A.M. for those in scheduled activities. The front doors open for all students at 7:50.

You will report to your first period class at 7:50. All students must clear the hallways and must be seated in your assigned area when first period begins at 8:08.

You are responsible for knowing the material in this handbook. It should become a source of information for you during the time you are here. The first part of the book provides attendance information followed by general information about the operation of the school. The next section deals with student activities followed by information about Student Services. The next section details your rights and responsibilities, as well as presenting the code of conduct. The final section of the handbook provides a series of appendices with specific policies that all students should know, as well as other helpful information.

We know that working hard and focusing on your studies will add to your experience as a middle-level student. The entire faculty and staff hope that your days here are enjoyable and productive!

#### **Parent Handbook/School District Calendar**

Additional information about the Franklin Regional School District is contained in the Parent Handbook/School District Calendar. These are available online at the district's website: <https://www.frsdk12.org/>.

#### **Policies**

Complete copies of all Franklin Regional School District Policies can be located on the website at <https://www.frsdk12.org/>.

### **Attendance**

The Compulsory Attendance Law of the Commonwealth of Pennsylvania requires each child to attend school until the age of seventeen.

The only legal absences from school are for illness, quarantine, death in the immediate family and state approved religious holidays. All educational travel must be pre-approved by the building principal. Additionally, refer to FRSD Policy 204 for all attendance related matters.

### **Online Options for Absences**

Students using the in-person learning format may access coursework asynchronously. Students on extended absence(s) will be provided the opportunity to check in synchronously with their teachers via Google Meet. This could be during the team's planning/meeting periods or during 9th period I/E.

### **Written Excuses**

Written excuses must be emailed to [FRMSAbsenceReporting@franklinregional.k12.pa.us](mailto:FRMSAbsenceReporting@franklinregional.k12.pa.us) within three (3) days after you return to school. Excuses must state your full name (first and last), the dates for your absence, and the reason. It must be emailed from your parent or guardian. If an excuse is not emailed, the absence will be considered to be illegal. Pictures of doctor's excuses can also be emailed to Absence Reporting.

### **Truancy**

Pennsylvania defines truancy as when a child of compulsory school age does not attend school for three (3) or more consecutive days up to a total of ten (10) for the school year without a valid excuse for the absences.

Charges may be filed with the Magistrate's office or referred to the Children's Bureau for habitually truant students.

### **Being Late to School**

Students not arriving by 8:05 A.M. are tardy. Illness verified by a note from your parent/guardian or an appointment verified by an excuse from the doctor's office are the only excused reasons for being late to school. All other reasons are unexcused tardies. Consequences, including lunch detention, morning detention, Saturday detention, and possible referral to the local magistrate, will be administered to any student establishing a pattern of unexcused tardiness.

Any student absent more than one-half of the scheduled student school day may not participate in activities after school on that day.

### **Early Dismissals**

Early dismissal information should be emailed to [FRMSAbsenceReporting@franklinregional.k12.pa.us](mailto:FRMSAbsenceReporting@franklinregional.k12.pa.us) prior to 8:00 A.M. the day of the dismissal.

### **Homework Requests**

Homework may be requested for extended absences by reaching out via email or phone call to one of your child's house teachers. Calls should be placed before 8:00 A.M and as early as the absence is known to occur. If the students do not already have their assignments on Schoology, the teachers will send the work to the office where the parent may pick it up. **Assignments cannot be supplied for just one day's absence.** Classmates will be able to provide information about work that you missed that day. Students will be given two (2) days for each day they have missed to complete work from their absence. This policy does not apply to students who are absent because they are on approved Educational Travel.

### **Educational Travel**

Written permission must be secured for all trips. Excused trips must have an educational value. In order for a trip to be considered an excused absence from school, parents must file an *Excused Absence for Educational Travel* form, available in the office or on our website, at least ten (10) days in advance of the proposed trip. Students will be required to complete any work missed during an approved trip. No more than one trip and/or five (5) days of absence for educational travel will be approved each school year. Permission may be denied for excessive absences or for poor academic performance. Trips taken without approval will be recorded as unexcused absences.

### **Emergency School Closing**

When the weather conditions or emergency situations make it necessary to close Franklin Regional Schools, the closing will be posted on our website: <https://www.frsdk12.org> and announced on TV stations beginning at approximately 5:45 a.m. In addition, parents can sign up for Constant Contact on the district's homepage to receive calls and texts.

The decision to close school because of weather conditions is made by the Superintendent of Schools on the basis of information received from the bus contractor, Penn DOT, and the police.

Any announcement that the Franklin Regional Schools are closed means that the closing is district-wide, including all elementary schools. An individual school will not be named unless the emergency affects only that particular school.

In extreme situations students may be dismissed early. The information will also be announced on the local radio and TV stations mentioned above; as well as phone calls made through the Constant Contact system.

**All after school athletic practices, club meetings, and school-sponsored evening events are cancelled when school is closed.** If any early dismissal is announced, there will be no after-school activities or evening functions. Away athletic events are under the control of the host school district.

#### **Withdrawals or Transfers from School**

The parent of any student withdrawing from school should notify the office several days in advance of the withdrawal and request any records needed for registration at his/her new school. On the day before his/her last day, the student will take a withdrawal slip to each teacher to receive grades, return books, and pay any fines or debts. **The withdrawal slip must be returned to the secretary at the end of the day.** A copy will be made and given to the student to present to his/her new school. A formal request should be made by the new school district to have an official copy of the permanent records forwarded.

#### **School Property**

Textbooks, supplies and equipment are issued to students for use during the school year by the School Board. Pupils are financially responsible for loss, damage, or excessive wear to equipment and supplies, as well as damage to the building. **Students will be charged the replacement cost for materials that are damaged or lost.**

Students will be responsible for any destruction or vandalism to any school property. This is applied directly to school lockers, which will be monitored on a regular basis.

#### **Report Cards**

Report cards will be issued on a regular basis according to the following schedule:

##### Academic Core:

Course Length	1 year
Course Length	12 weeks

One can check the parent portal of eSchoolPlus for viewing grades online. Middle Core grades will appear on report cards on the 2nd, 3rd and 4th grading periods.

#### **Honor Roll**

Students are recognized for outstanding academic performance by inclusion on the Honor Roll. The Honor Roll is determined for each nine (9) weeks grading period based on the following formula:

The Grade Point Average is compared with the following chart:

- 3.25 to 3.49 equals Honors
- 3.50 to 3.74 equals High Honors
- 3.75 to 3.99 equals Highest Honors
- 4.00 plus equals Highest Honors with Distinction

\*Note: During the first nine weeks period, only the Academic Courses are included

Course Credits are listed on the student's schedule

#### **Valuables in School**

Do not bring unnecessary amounts of money or other valuables to school. Cell phones are a particular concern. Students are not permitted to use personal electronic devices during the school day, unless under the direction of a teacher. Students may not use cell phones in the cafeteria or hallways and must leave them in classrooms when going to the restroom. A violation of these rules will result in the cell phone being confiscated and placed in the office until the end of the school day when the student can retrieve it. In addition, students are prohibited from taking unauthorized pictures of faculty, staff, or students during the school day.

Laser pointers are considered to be a distraction and students are not permitted to have them in their possession. Violations will result in the device being confiscated by the office.

### **Debts to School**

All debts must be paid.

### **Visitations**

All adult visitors must report to the office and sign in. To minimize the possibility of distractions, student visitors (even former students) are not permitted at the Middle School unless arrangements are made in advance with the building principal.

### **Staying after School**

Students are permitted to stay after school only with permission from their parents and a teacher or coach. There must be an adult responsible for supervising any students remaining after school.

### **Book Bags**

Students may carry book bags to and from school. All bags must remain in the student's locker throughout the day. Only mesh or transparent bags may be used to transport gym clothes, etc. throughout the school day.(FRSD 221)

### **Lockers**

Each student is assigned a locker by his/her homeroom teacher. School lockers remain the property of the Franklin Regional School District and may be examined by school officials at any time. Dogs or other technological devices may be employed to assist with a search to assure the safety of our students and staff.

Only your books and belongings should be put in your assigned locker. Other students are not permitted to use your locker.

Any student found opening the door of another student's locker may be considered to be in the act of stealing.

There will be periodic locker checks completed by the building Principals and teachers to determine the cleanliness of lockers. It is the student's responsibility to maintain a clean locker. Use of all forms of adhesive tape or stickers are prohibited. Magnets are recommended for hanging pictures, mirrors, etc. in a student's locker.

Students may place a lock on their locker. Combination locks are recommended. The office does not supply locks. Students are encouraged to provide their homeroom teacher with the extra key or copy of their lock combination

### **Sports Bags**

Students involved in after-school athletics requiring athletic equipment and/or clothing must store their bags in the "Sports Bag Storage Area" near the pool stairs during the school day. Students have access to this area before and after school.

### **Instruments**

Students must put their instruments in their lockers or in the instrument storage area. Instruments cannot be left in hallways.

### **Protective Glasses**

State law requires all pupils to wear protective glasses in all school activities where accidents may occur that endanger their vision. It is the student's responsibility to abide by this regulation.

### **Excused Dismissal from Class**

No student will be excused from class to visit the office, the guidance office or another teacher without an eHallpass.

### **Bus Transportation**

Students must ride to and from school on their assigned buses. Middle School students may **not** ride home on an elementary bus. Bus passes will be granted by the office for emergency situations only. Students failing to adhere to the rules for safe riding established in the Policy may have their bus-riding privileges suspended.

### **Emergency Building Evacuation**

In the event of an emergency, such as a fire, the students must evacuate the building in a quiet and orderly manner.

Classroom teachers will instruct you how and by which route to leave the building from their particular room. An alternate route will also be explained.

It is important that as soon as you leave the building, you report to your assigned area so that we can check the roll to make sure no one has been left in the building. Also, stay clear of any roads and driveways during the evacuation.

### **Phone Messages**

Students will not be called out of class to receive telephone messages. In case of an **emergency**, the message will be taken and delivered to the pupil. **Emergency** calls to parents can be made by using the student phone located in the office.

### **Student Dress**

The faculty and administration believe that student dress is the responsibility of the family. However, some guidelines with respect to appropriate school attire and appearance are necessary. These guidelines shall be the basis for decisions by administrators in case of abuse.

1. Attire must not be destructive to school property.
2. Dress must comply with all health/safety codes.
3. Dress must not interfere with the educational process or the rights of others.
4. Hats and hoods are prohibited to be worn in the building.
5. Winter coats and jackets must not be worn in the hallways or classrooms.
6. Bare midriffs, see-through garments, bare backs, halter tops, low-cut blouses and pants, spaghetti strap tank tops and cut-offs are prohibited.
7. Obscene or profane language, provocative pictures and alcohol/drug-related logos on clothing or jewelry are prohibited. Chains, dog collars, choke chains, or any other inappropriate or dangerous apparel are prohibited.
8. For physical education class, students must wear a shirt and gym shorts. They also should have appropriate footwear and may wear warm-ups during cool weather.

If school authorities decide a student is dressed inappropriately or offensively, that student will have the opportunity to change his/her attire. If a change of clothing cannot be done, the student will be removed from classes until an appropriate replacement of clothing is made. If none can be found, the student may be sent home.

### **Physical Education Dress Policy**

1. Clothes must be changed for class daily. Clothes that are worn to school that day are not considered appropriate. Students who do not dress appropriately (dress code violation) will still participate in class activities but will only receive half credit for the day. Students who do not dress at all, will lose all ten (10) points for the day.
2. Shoes and socks are required. Shoes must be athletic/tennis type shoes with a rubber sole, shoe laces that are tied and completely surround the foot.
3. T-shirts or sweatshirts are required for upper body wear. Shirts must be crewneck and have sleeves that are at least mid-biceps in length. Tank tops, sleeveless shirts and midriffs are not permitted.
4. Athletic shorts, sweat pants, or wind pants are required for lower body wear. Jeans, cut-offs, spandex boxers, shorts or pajama bottoms are not permitted. Bottom wear must be securable around the waist and come to at least mid-thigh in length. All bottom wear must stay above the waistline during play.
5. Swim wear is required during the swimming unit. Two-piece swimsuits are not permitted in any form (bikinis, tankinis, thongs). Male speedo (competitive) swimsuits are not permitted in any form. Swimsuits must be a single solid piece. Swim trunks must tie around the waist and be mid-thigh in length. All swim wear must be lined and not transparent when wet.
6. Jewelry in any form is not recommended for wear during play. If deemed necessary, at the teacher's discretion, students may be required to remove jewelry.
7. Due to allergic reactions, spray products are not permitted to be used in the locker rooms. This includes all spray deodorants, body sprays, hairsprays and like products.

### **Video Cameras**

To better enable district employees, including the school resource officer (SRO), to maintain a safe and orderly environment, Franklin Regional utilizes **security video cameras** in public spaces throughout the District. Video data will be utilized by authorized school and law enforcement personnel in the lawful conduct of their duties, which includes, but is not restricted to, the administration of discipline and legal citations.

### Working Papers

In order to obtain working papers for summer or part-time employment, students must first bring their birth certificates to the office. Forms are then prepared by the secretary that requires the signatures of the prospective employer and parent, as well as a physical exam. When completed and returned to the office, final papers are issued.

### Title IX

The Franklin Regional School District complies with Title IX of the Education Amendments of 1972. The school district does not discriminate on the basis of sex in the educational programs or activities that it operates. This policy includes employment in, and admission to, such programs and activities.

### Student Activities

Franklin Regional provides a number of extra-curricular activities for students who wish to participate. These activities include clubs, organizations and athletic teams.

### Eligibility Requirements

1. Participants are required to maintain a 72% grade average among their four core courses: math, social studies, science, and English. Details will be distributed to each student at the beginning of the season.
2. A student may be declared ineligible by the administration, sponsor or coach for disciplinary reasons.
3. There will be no appeals.
4. In addition to these rules of eligibility, the various coaches and sponsors can add additional requirements.
6. All students in grades 7-12 will pay an activity fee.

### Athletic Participation

**Sports candidates and cheerleaders must have a physical before participation in these activities. A detailed health history must be completed prior to the examination. The exam must be recorded on the school's PIAA approved form and comply with all PIAA regulations.**

**Students must be covered by Health Insurance** or school accident insurance before participation in extracurricular sports.

### Dances and/or Activity Nights

Only Franklin Regional Middle School students may attend our dances. Once a student arrives at the dance, he/she must stay until dismissal at the conclusion of the dance. All school rules apply during the dance. No guests are allowed at the dances; only currently enrolled students may attend.

Please be aware that it is our expectation that all parents will make appropriate arrangements for retrieving their children following our dances. We will not assume responsibility for the safety of any student leaving the immediate parking lot area. Transportation arrangements remain at the discretion of the parents.

### First Aid

Injuries or signs and symptoms of illness must be evaluated by the nurse. If the nurse is temporarily unavailable or out of the building, students are to report to the main office.

### Illness

Students who are ill should report to the nurse. Except in cases of emergency, the student should obtain the teacher's permission to leave the classroom. When an illness occurs between class periods, the student should notify the next period teacher and obtain an eHallpass before reporting to the nurse's office.

Rest for one class period is permitted after which the student will return to class or be sent home (following parental/legal guardian guidelines on emergency card). An early dismissal for reasons of illness must always be initiated by the office or the nurse, **not** the student. **When ill, students should not call home to be picked up. If the nurse should be out of her office, students must report to the main office. Under no circumstances should the student remain in the restroom during the time of illness. They must report to the nurse's office.** A student with signs or symptoms of illness that could be contagious to others may not remain in school. Parents should notify the nurse if the student has a communicable disease, has been hospitalized or has a serious illness.

### Severe Allergies

If a student has a known history of severe allergic reaction to bee/insect stings or food the nurse **MUST** be notified **IMMEDIATELY** and informed if an Epi-pen and/or other medications or treatments are needed (FRSD 209.1, 210.1)

### **Examination and Testing**

Vision/Growth - All grade levels yearly.

Hearing -Seventh grade and any student without record documentation of a hearing screening.

Scoliosis - Sixth and seventh grades

Physical Exams - Mandated for all sixth grade students and those without documentation of a physical. These may be completed by the child's personal physician or by the school doctor after the parent completes the health history and signs permission for the exam to occur.

Dental Exams - Mandated for all seventh grade students and those without documentation of a dental exam. The student's personal dentist or the school dentist may complete the exam.

All school exams are provided FREE of charge. Private physical and dental examinations may be completed up to one year before entry into the specified grade (FRSD 209).

### **Immunizations**

Immunizations – Pennsylvania's school immunization requirements can be found in 28Pa.CODE CH 23 (School Immunization). Students entering 7<sup>th</sup> Grade must provide documentation of 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) by the fifth day of the school year. These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Students with exemption from immunizations may be excluded from school during an outbreak of vaccine preventable disease.

### **Emergency Cards**

Emergency Cards and a copy of the Policy Regulating Administration of Medication and Treatments by School Nurses (to be kept for reference) are distributed the first day of school. The emergency card is to be completed (front and back), signed by the parent/guardian and returned the first week of school. **A student will NOT be permitted to remain in school without a completed emergency card.**

### **Medication**

Prescribed medication for a specific illness/situation may be kept in school for daily or as-needed use only when accompanied by a completed "MEDICATION IN SCHOOL" form (available in the nurse's office at each school). ALL medication must be in the original container and brought to school by a responsible adult.

**All medication must be taken under the supervision of the school nurse and kept in her office.**

### **Student Accident Insurance**

School insurance is available to the student body. Forms are distributed at the beginning of the school year.

An accident in school must be reported to the teacher or nurse immediately. For those students who purchased this additional student accident insurance, claims will not be processed until the teacher in charge submits a report of the accident. Too often students do not inform the teacher of an injury, and this results in payments not being paid promptly.

An accident claim form may be obtained from the office and submitted to the insurance company (FRSD 211).

### **Food Service**

The Food Service Department has the responsibility to provide each student with one-third of his/her daily dietary requirements. The following accomplishes this goal:

**Lunch**--Students have a minimum of four choices which may be purchased with cash or by using the Point- of service- Program: the advertised lunches on the main line, a hot sandwich from the grill line or a soup and salad from the salad bar. Snacks and other drinks are available for purchase from the snack counter.

Details of the Point-of-Service Program will be sent home with the students.

**Breakfast**--A Grab-and-Go Breakfast is served daily from 7:45 am until 8:00 am. Individual or A-La-Carte items are also available. Students eat at their desk during the first few minutes of period one if necessary.

**Lunch Period**--Each student will be assigned to eat one of the three lunch periods. Students will sign up for assigned tables during lunch. These will change at either the nine weeks or semester when students can choose their tables again.

After lunch, tables should be left clean with trays and garbage returned to the dishwashing room. The cafeteria monitors will tell you when to leave the cafeteria.

At times the monitors will ask you to help clean up the cafeteria. You are expected to help keep your cafeteria clean.

Adjustments in food offerings will be made for students with allergies, medical or other dietary problems. Please submit a doctor's note and list of permitted or suggested food items to the cafeteria manager.

### **Free or Reduced Price Meals**

Applications are sent home at the beginning of the school year and are available from the counselors. They should be returned to the office to be sent to Administration.

### **Nondiscrimination**

Children who receive free or reduced price meal benefits are treated the same as children who pay for meals. In the operation of child-feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington DC 20250.

### **Library**

The library is an essential part of the school filled with fabulous print, digital, and makerspace resources. The effectiveness of the library depends upon how well you know the library, its resources and policies.

### **Policies**

1. The library is open daily from 7:50 am to 3:00 pm.
2. Prior to first period, students are encouraged to visit the library and select books. No pass is needed at this time.
3. Students may see the librarian for an early morning pass by visiting the library the day prior and making an appointment request. All attempts will be made to honor this request. However, there are times when there are meetings in the library, or the librarian is attending a meeting out of the library.
4. Classroom teachers schedule their classes and collaborate with the librarian to work in the library.
5. Throughout the day, students and teachers create eHallpasses to visit the library to exchange books, utilize our library makerspace, read, research, study, work with a group, record presentations, use desktops, iPads, and iMacs.

### **Circulation**

1. Library books circulate for a period of two school weeks.
2. Flash drives, reference books, and magazines circulate on an overnight basis.
3. Some of the technology equipment is not circulated. Students need to utilize these items in the library.
4. A student may have up to three resources out at one time.
5. Books may be returned to the library any time within the two-week circulation period.
6. If the book a student would like is checked out by another patron, the student may place a reserve.
7. If a student has an overdue book, the overdue book needs to be returned or renewed before another book may be checked out.
8. All materials should be returned to the library in good condition. If materials are damaged, the student will be required to pay for the replacement of the material.
9. No fines are being charged for late material. Yet, timely return is encouraged so that other students may enjoy the resources too.

### **Conduct**

The library is a place in the school where all students should be able to explore and learn. Respectful behavior is expected at all times. Students need to respect peers, library staff, materials, and computers. If this is not followed, a student will be asked to return to class. Keep in mind that the Internet Use Policy must be followed. All computer use must be directly related to a school project or research. A good library is an asset to any school. With the assistance of all members of the school, we can have an excellent school library.

### **Internet Use (FRSD Policy 7404)**

Rules governing the use of the Internet by Franklin Regional students were established by the Franklin Regional School Board. Any student choosing to use the Internet at school agrees to abide by these rules, which are printed at the end of this handbook.

Policy 7008 requires a student and parent signature on the Internet Agreement Form prior to Internet use.

**Any parent not permitting their child to use the Internet at school must notify the office, in writing, at the**



**beginning of each school year.**

### **Growth and Development Education**

In grades 6 and 8 during the student's Health and Physical Education class, some of the instruction will be focused upon Human Growth and Development on the Pennsylvania mandated instruction of AIDS.

By Policy of the FRSD, parents may choose to provide this instruction instead of having the student participate in the school's program. An Alternative Unit of Instruction will be provided for the student during school without any grade penalty.

**Parents must notify the building principal in writing each year of their desire to have their child exempted from this instruction.**

### **Sixth Grade**

Growth and Development during Puberty--This unit focuses on the physical/emotional and social aspects of the maturing adolescent. The unit will cover changes that are experienced by both males and females. Discussions will center around the changes that adolescents experience and provide suggestions for how to deal with them.

### **Eighth Grade**

Growth and Development--This unit includes a study of the reproductive physiology for both males and females. Discussions of various topics dealing with the physical, psychological, emotional, and social aspects of the maturing adolescent will be a part of the class structure.

The state-mandated AIDS unit will focus on the scope, nature, transmission, prevention, and treatment of the disease.

Copies of the complete curricula may be viewed by parents in the Middle School office.

### **Detention**

Detention is an action taken by the office to consequence students who have not followed school rules and procedures. Students will be assigned time in the detention room. Students missing detention may be assigned additional time or be suspended from school. **The requirement for the detention period is silent study.** All students must bring textbooks and other necessary work materials. Lunch detention runs during the 30 minute lunch period. Students will get their lunch and then report to the designated room. Detention will run from 3:00 P.M. to 5:00 P.M. on scheduled days. Morning detention is from 7:05 A.M. to 8:00 A.M. Saturday detention is held from 8:00 A.M. to 12:00 P.M. at the Senior High School.

This is a time of controlled study and can be very productive if the student comes prepared to work. The student needs to accept responsibility for coming prepared.

### **Harassment Policy**

The District is committed to maintaining a learning and working environment that is free from harassment based on race, national origin, disability, color, sex, age or religion. Harassment is defined as physical or verbal conduct that creates an intimidating, hostile or offensive educational environment and substantially or unreasonably interferes with an individual's work or education or otherwise is sufficiently serious to limit an individual's opportunities or ability to participate in or benefit from the educational program. Therefore, the District prohibits harassment of any student at school or any school sponsored activity. Furthermore, it is a violation of this policy for any school personnel to tolerate harassment of any kind based on a student's race, national origin, disability, color, sex, age or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities (FRSD 8507).

### **Reasonable Force**

Should an occasion arise that demands it, reasonable force may be used by a teacher, principal, or SRO to deal with student behavior. Examples of such situations are to quell a disturbance, to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property or to remove a student who is disruptive or a danger to himself or others.

### **Weapons**

Weapons of all forms are prohibited. As such, students are prohibited from possessing a weapon:

- (a) in any Franklin Regional School District building;
- (b) on any grounds of the Franklin Regional School District;
- (c) in any conveyance (including private) providing transportation to or from Franklin Regional School District;
- (d) at any school function, activity or event whether or not held on Franklin Regional School District grounds; or
- (e) while the student is on his/her way to or from school.

Please refer to the FRSD Policy 218.1 for additional information.

### **Gambling**

Students are not permitted to gamble in school. Gambling of any type is a punishable offense. Students who gamble will have the money and gambling devices confiscated and will receive other appropriate consequences.

### **Videotaping of Students**

Students will be videotaped as part of the normal operation of the school according to the provisions contained in Policy 8601, unless a parent has filed a written exemption with the Principal's office according to the guidelines of the FERPA regulations. Those guidelines are located in the School District calendar that is distributed to all students.

**Release of Student Information-FERPA** Directory information consists of students' names, addresses, telephone numbers, grade, class participation, honors and awards in officially recognized activities, weight and height of members of athletic teams, photographs, e-mails and video tapes. This information is released to the public without parent or student consent. A parent or student may prevent the disclosure of any or all of the directory information by returning their FERPA Notice to the principal of the school the student attends, specifying the information which they wish not be disclosed. FERPA Notices are available in all buildings.

### **Student Assistance Program**

The Student Assistance Program, or SAP, is our Counseling Center's formal, consistent, and systematic approach to the early identification of students who are at risk due to mental health, drug/alcohol, or other personal problems. The SAP Team is comprised of trained school professionals who receive referrals from parents, teachers, students and other school staff. After gathering information to assess the nature and extent of the concern, the SAP Team develops an action plan which may include meeting with parents and/or students, and referral to school or community support services, if appropriate. See New Policy 236 for details.

### **Drug and Alcohol Use**

The Franklin Regional School District recognizes the misuse of drugs in our community. It is the goal of the district to provide the opportunity for students to develop to their fullest potential; therefore, they must be chemically free.

The policy states that students shall not use, distribute or have in their possession any mood-altering chemicals, (or look-a-likes) in school, on school property or at school related activities.

It is the district's intent to prevent and prohibit the use of any mood-altering chemicals by educating, identifying and intervening in order to protect the health, safety and welfare of all concerned.

In the event of a violation of this policy, a student shall be subject to discipline pursuant to the provisions and procedures outlined in this policy. Disciplinary action may also result in permanent expulsion from school by the Board of School Directors after a proper hearing conducted in accordance with the provisions of the Pennsylvania School Code (FRSD 227).

### **Parent and Student Communication with Teachers**

Teachers will communicate the progress of their students.

If a student or parent desires further communication, he/she should follow the steps outlined below.

1. First contact should always be made to the teacher(s) involved, rather than to counselors, principals, other administrators or school board members. If such contact has not been made, students and/or parents will be directed to do so before other parties become participants to the issue(s) at hand. To that end, students should discuss issues of concern with their teachers before involving parents.
2. If contact is made to request a face-to-face meeting, the teacher and/or the parent/student may request to have a counselor present at the meeting. Counselor(s) and teacher(s) will work in conjunction to resolve the issue(s) at hand.

3. Building principals should be contacted only if the issue(s) have not been satisfactorily resolved by the teachers and counselors involved.
4. Central administration should be contacted only if the issue(s) have not been satisfactorily resolved at the building level.

### **Protocol for Parent-Teacher Meetings**

1. A parent-teacher conference may be requested by anyone who is a party to the issue(s) at hand, including teachers, students, parents, counselors and administrators.
2. No conferences will be held without the prior notification of all parties involved. All parties will be given notice of the issues to be discussed in advance so that information can be brought to the meeting to help the student.
3. Conferences will be held by appointment only. Due to teachers' schedules, counselors' schedules and administrators' schedules, there can be no expectation of an immediate appointment.
4. Disagreements with district and/or building policies/protocols are not the responsibility of the classroom teacher. Parents should put complaints regarding district and/or building policies/protocols in writing using the District Complaint Form.

Questions regarding a teacher's rules and regulations should be discussed with the teacher at the time of their relevance (Parents should also see the course syllabus distributed to students at the beginning of the year and to parents during Open House).

5. All parties in attendance must agree to the following guidelines:
  - A) to focus on resolving issues as a team in the best interest of the student; and
  - B) to speak and act professionally as adults.

If/When the tone of a meeting becomes negative or too emotional, and does not follow the aforementioned guidelines, the parties will revisit the guidelines in an attempt to rest the tone in a positive direction. If the meeting needs to be rescheduled, the group will do so when parties can be more productive.

### **Homeless**

#### **Students (Policy #251: Who is Considered Homeless?)**

Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered to be homeless. What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest: continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year; OR for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (11) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms "enroll" and "enrollment" are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program (ECYEH) exists to help homeless children with

a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency, or shelter employee, please contact one of the persons listed below.

Franklin Regional School District Homeless Liaison: Mrs. Ericka Cowell, Assistant to the Director of Financial Services 724-327-5456 x 7625 If you require further assistance, please contact: Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program Pennsylvania Department of Education 333 Market Street, 5th Floor Harrisburg, PA 17126-0333 (717) 772-2066

Franklin Regional School District

Policy 218 Student Discipline/Behavior Standards Attachment

\*Tier 1 examples and response options are not limited to those provided and are at the discretion of the building administrator.\*

<b>Tier 1:</b>	<b>Examples include but are not limited to:</b>	<b>Procedures:</b>	<b>Response Options:</b>
<p>Minor misbehavior on the part of the student which disrupts the classroom procedures or interferes with the orderly operation of the school.</p> <p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p>	<ol style="list-style-type: none"> <li>1. Class tardiness</li> <li>2. Inappropriate language/gestures</li> <li>3. Disruptive behavior</li> <li>4. Lying</li> <li>5. Littering</li> <li>6. Dress code violation</li> <li>7. Public displays of affection</li> </ol>	<p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p>	<ol style="list-style-type: none"> <li>1. Communication with the student</li> <li>2. Verbal reprimand</li> <li>3. Parent contact</li> <li>4. Loss of Privileges</li> <li>5. Detention</li> </ol>

\*Tier 2 examples and response options are not limited to those provided and are at the discretion of the building administrator.\*

<b>Tier 2:</b>	<b>Examples include but are not limited to:</b>	<b>Procedures:</b>	<b>Response Options:</b>
<p>Behavior whose frequency or seriousness disrupts the learning environment.</p> <p>These infractions <b>may</b> require administrative intervention.</p>	<ol style="list-style-type: none"> <li>1. Repeated class tardiness</li> <li>2. School tardiness</li> <li>3. Lack of academic integrity</li> <li>4. Leaving building/property without permission</li> <li>5. Continued disruptive behavior</li> <li>6. Bus misbehavior</li> <li>7. Failure to attend detention</li> <li>8. Inappropriate conduct</li> <li>9. Disrespectful behavior toward faculty/staff</li> <li>10. Bullying behavior</li> <li>11. Slurs</li> </ol>	<p>The student is referred to the administrator with the appropriate form for disciplinary action.</p> <p>The administrator meets with the student and/or teacher and applies the appropriate response.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>The teacher is informed of the offense and the discipline is maintained by administration.</p>	<ol style="list-style-type: none"> <li>1. Communication with the student</li> <li>2. Verbal reprimand</li> <li>3. Parent contact</li> <li>4. Loss of privileges</li> <li>5. Detention</li> <li>6. Attendance improvement plan</li> <li>7. Saturday detention</li> <li>8. Out-of-school suspension (1-5 days)</li> </ol>

\*Tier 3 examples and response options are not limited to those provided and are at the discretion of the building administrator.\*

<b>Tier 3:</b>	<b>Examples include but are not limited to:</b>	<b>Procedures:</b>	<b>Response Options:</b>
<p>These infraction result from a continuation of Tier 1 or Tier 2 misbehaviors. Also included are acts against person or property; some of the infractions might endanger the health and safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled at the administrative level.</p>	<ol style="list-style-type: none"> <li>1. Continuation of Tier 1 and Tier 2 misbehaviors.</li> <li>2. Insubordination</li> <li>3. Threats</li> <li>4. Slurs with aggravating circumstances</li> <li>5. Theft</li> <li>6. Vandalism</li> <li>7. Verbal Assault</li> <li>8. Fighting</li> <li>9. Assault and battery</li> <li>10. Lewdness</li> </ol>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence.</p> <p>The administrator meets with the student and confers with the parent about the misconduct and the resulting action.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>A proper and accurate record of offenses and discipline is maintained by administration based on referral form submitted.</p>	<ol style="list-style-type: none"> <li>1. Out-of-school suspension (1-10 days)</li> <li>2. P</li> </ol>

\*Tier 4 examples and response options are not limited to those provided and are at the discretion of the building administrator.\*

<b>Tier 4:</b>	<b>Examples include but are not limited to:</b>	<b>Procedures:</b>	<b>Response Options:</b>
<p>Acts which result in violence to another person or property which pose a direct threat to the safety of others in the school.</p> <p>These acts can result in the immediate removal of the student from school, the intervention of law enforcement, and action by the Board of School Directors.</p>	<ol style="list-style-type: none"> <li>1. Arson</li> <li>2. Assault and battery</li> <li>3. Bomb Threat</li> <li>4. Possession/use of fireworks</li> <li>5. Tobacco</li> <li>6. Possession/use of alcohol, drugs, paraphernalia, or look-alikes</li> <li>7. Threats to district employees</li> <li>8. Terroristic threats</li> <li>9. Possession/use of weapon</li> <li>10. Slander. Libel, or defamation of character</li> <li>11. Tampering with security or alarm system</li> <li>12. Threats with aggravated circumstances</li> <li>13. Fighting with aggravated circumstances</li> </ol> <p>Continuation of level I, II and/or III unmodified behavior</p>	<p>Administrator verifies the offence, confers with staff involved, and meets with student. Parents are notified.</p> <p>The student is immediately removed from the school environment.</p> <p>School officials contact law enforcement and assist in prosecuting the offender, where applicable.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>A complete and accurate written report is submitted to the superintendent.</p> <p>If board action or expulsion is the administrative recommendation, the student will be provided with a full due process hearing before the Board of School Directors.</p>	<ol style="list-style-type: none"> <li>1. Out-of-school suspension (1-10 days)</li> <li>2. Student Assistance Program referral</li> <li>3. Police Intervention</li> <li>4. Alternative school setting</li> <li>5. School Board hearing</li> <li>6. Expulsion</li> </ol> <p>*Refer to District Policy 218.1</p> <p>*Action taken with accordance with Act 26</p>