

HALIFAX AREA MIDDLE SCHOOL

STUDENT HANDBOOK AND CODE OF CONDUCT

2025-2026

HALIFAX AREA MIDDLE SCHOOL

3940 Peters Mountain Road
Halifax, PA 17032

Telephone: 717-896-4052
Fax: 717-896-3976
Email: msoffice@hasd.us

“Every Day Counts”

FOREWARD

This handbook is updated and published annually to acquaint parents and students with guidelines, information, and policies concerning Halifax Middle School.

The contents of this handbook should be carefully read by each student and by her/his parents. It should be referred to for any questions you might have concerning the expectations of our Middle School.

As members of our school community, we each have a responsibility to help our school be an enjoyable, wholesome environment where learning is a top priority. We look forward to partnering with each of you to provide the best possible educational experience for our students.

School District Policy supersedes anything in this handbook.

BOARD OF DIRECTORS

Mr. Dean Hile, President; Mr. Johnathan Bowman; Mr. Scott Corsnitz; Mr. Brad Harker; Mrs. Emily Hoffman; Mr. Edwin Reiner; Mr. Nathan Wilbert, Mr. Micah Reynolds; Mr. Steven Roe.

DISTRICT ADMINISTRATION

Tyler S. James	Superintendent
Tyler S. James	Business & Op Manager
Carla A. Sauer, Ph. D.	Assistant Superintendent
Matthew D. Czaplicki, Ph.D.	High School Principal
Jordyn Moyer	Middle School Principal
Amelia Bellis	Elementary Principal
Jennifer Martin	Director of Spec. Education

HALIFAX AREA SCHOOL DISTRICT is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Carla A. Sauer– Assistant Superintendent, Title IX Coordinator and Section 504 Coordinator, sauerc@hasd.us; 3940 Peters Mountain Road, Halifax, PA 17032, (717) 896-3416.

MIDDLE SCHOOL FACULTY & STAFF

Beaver , Gage	Social Studies 7
Bell, Amanda	Check & Connect Mentor
Bower, Elizabeth	Social Studies 5,6
Burrows, Jill	Grade 5
Carmichael, Kenneth	Phys. Ed., Health
Diehl, Jennifer	Science 8
Dobbin, Summer	Secretary
Eagleson, David	Band 6,7,8
Enders, Kori	Special Education
Eyster, Heidi	STEM, Gifted
Frantz, Heather	Science 6
Funk, Clint	Music, Chorus
Goodrich, Lacey	School Counselor
Harner, Krista	Language Arts 6
Herb, Ryan	Algebra I, Math 8
Hess, Megan	Grade 5
Jordan, Keri	Grade 5
Kerstetter, Erin	Phys. Ed., Health
Kramer, Jared	Band 5
TBD	Math 7
McCarron, Julie	Language Arts 7
McGuire, Jessica	Science 7
Mock, Kirsten	Special Education
Nestler, Amber	Language Arts 8
Palmer, Maria	School Nurse
Rummel, Shana	Math 6
Spiroff, Joshua	Tech Ed.
Stuck, Gerald	Social Studies 8
Thomas, Michele	Art
Walden, Beth	School Social Worker
Westfall, Brynn	Special Education
Wise, Jennifer	Special Education

TABLE OF CONTENTS:

After-School Activities……..…4
Assemblies……....4
Attendance, tardiness ……4-5
Backpacks…….……6
Bell Schedules…….....6
Books/Supplies…….6-7
Bullying Policy…….7
Bus Procedures and Policies…….7
Cafeteria/Food Services…….7-8
Cell Phones and Electronic Devices. …8
Changing Contact Information……..8
Character Education……8-9
Closings/Delays…….……9
Controlled Substance/Alcohol Policy…9
Dress Code……...…….9-10
Educational Field Trips……10-11
Electronic Device Use and Care…....11
Eligibility…….11
Extra-Curricular Activities……...…11
Financial Obligations……..….12
Fire Drills/Severe Weather Drills…….12
Flex Period……12
Fundraising……12
Grading, Homework, Assessment.…12-13
Guidance Services……..14
Hall Passes……..15
Health Services…….....15-16
Homeless……..……..16
Honor Roll/Silver Medal Honors Award 16-17
Lockers…….17
National Junior Honor Society…… 17-18
Office Phone & Messaging……..18
Physical Education……..18
Random Drug Testing…….18
Records…….……..18-19
Six Day Cycle……..…19
Standardized Testing……..19
Student Assistance Program……..19
Student Confidentiality Policy…..…19-20
Student Council….…….20
Study Hall ……..……..…..20
Tobacco Policy……21
Water bottles…….…..21
Weapons Policy…….……21-22
Wellness Policy…….…….22
Withdrawal from School……22-23
Visitors……...…23

APPENDICES

Student Code of Conduct ……..23-27
Acceptable Use Policy……28-33
Annual Notice to Parents……34-36

AFTER-SCHOOL ACTIVITIES

- After-school activities are for Halifax MS students only.
- Anyone who leaves the building or area will not be readmitted.
- The Code of Conduct will be in effect for all after-school activities.
- Parents will be called if a student leaves early.
- Attendance in school is required the day of in order to participate.

**NOTE TO PARENTS: Please cooperate with us by picking up your child or arranging for pick-up at the stated end time for the dance or activity.

ASSEMBLIES

Assembly programs are an important supplement to the educational experience at Halifax. Discovery teachers are responsible for escorting students to the auditorium and seeing that students are seated in the assigned areas. Students are required to be cooperative and behave respectfully and appropriately.

ATTENDANCE

Pennsylvania School Law requires the attendance of all children in school between the ages of 6 and 18 years. Regular attendance at school is essential if the student desires to maintain a good scholastic standing. Further details concerning student absences are:

- Within three days of the child returning to school, A WRITTEN OR EMAILED NOTE SHOULD BE PRESENTED AT THE MIDDLE SCHOOL OFFICE. The note should
  - be signed by the parent or guardian
  - include date and reason for absence
  - Emailed notes should be sent to msoffice@hasd.us.

Excused Absences

Excused absences include the following:

- Illness
- Doctor/Dentist Appt.
- Recovery from accident
- Required court attendance
- Religious Holiday
- Educational Trips
- Death in the family
- Exceptionally urgent reason

The term "exceptionally urgent reason" shall be strictly enforced and shall not provide a license for irregular attendance. The following reasons shall constitute examples of exceptionally urgent reasons:

- Stranded away from home
- Family emergency (principal will interpret)
- The absence will be logged as unexcused/unlawful until an approved note is provided to the office.
- Three (3) days of consecutive absence from school will require a doctor's note for the absence to be excused.
- Student absences are reviewed routinely.
- After the tenth excused absence, a note from a licensed practitioner will be required in order to excuse further absences.
- Parents will be notified by the school regarding unexcused absences.
- After three unexcused absences, an Attendance Improvement Conference will be scheduled. If attendance does not improve following this meeting, a letter may be sent to the District Justice and fines may be imposed.

- 9:45 a.m. is considered the cut off time for being tardy to school. For example - students entering after 9:45 would be considered absent for ½ day. Students who leave for an early dismissal before 12:30 p.m. and do not return to school will be considered absent for ½ day.
- Attendance at school is required for participation in extracurricular activities.

Early Dismissals

While the need may arise for students to be dismissed early from school to attend an approved special activity or doctor's appointment, parents should make every attempt to schedule such activities after the school day. Please note - Students who leave school before 12:30 p.m. and do not return will be considered absent for ½ day. However, if an early dismissal is required, the following procedures will be followed:

1. Students/parents/guardians must present a written or emailed note to the middle school office signed by the parent or guardian indicating the reason for early dismissal. If the request is for a doctor or dentist appointment, the name and location of the doctor's office should be included.
2. Parents are strongly encouraged to notify the school of an early dismissal through written or emailed note as soon as possible.
3. Students will be instructed to report to the office at the time indicated for dismissal on the written note and be dismissed once the parent/guardian arrives.

Further details concerning early dismissals are:

- Students should inform their teachers whose classes will be missed ahead of time. Students are responsible for any missed work.
- Students will be granted an excused early dismissal for significant reasons only. Shopping, hair appointments, going with a friend to an appointment, etc., are not considered reasons to be excused from school.
- Under no circumstances is a student to leave school without permission unless given through the middle school office.
- The expectation is maintained that when an early dismissal occurs, the student will be in school prior to the appointment or return to school after the appointment within reason and constraints of the school day. For example, if a doctor's appointment is scheduled for 11:00 a.m., it is expected that the student will be in school during the morning and would return after the appointment.

Truancy

Truancy is defined as being absent from school without a legitimate excuse. Truancy could result in the need for disciplinary measures. Students and or parents/guardians may require meeting with the principal to develop an attendance plan. Habitual truancy could result in the filing of a criminal complaint with the District Justice.

TARDINESS

School begins at 7:30 a.m. with attendance in Discovery. Students entering the Discovery classroom after 7:30 a.m. must report directly to the Middle School office.

Further details concerning student tardies are:

- An email will be sent to the parent/guardian notifying them of each unexcused tardy.

- Beginning with a student's 4th unexcused tardy to school, the student may be responsible to serve a detention for each unexcused tardy arrival. Continuous tardiness may result in additional consequences.
- Apart from late bus arrival, illness, or family emergency, tardiness to school will be logged as unexcused. Car problems, oversleeping, missing the bus, etc. are not acceptable reasons to be tardy to school.
- 9:45 a.m. is considered the cut-off time for being tardy to school. Students who enter after 9:45 a.m. will be considered absent ½ day.
- If a student accrues excessive tardies, the Principal or Counselor will contact home to discuss solutions to support timely attendance.
- The amount of time lost from the school day due to unexcused tardies can be counted towards unexcused absences and subject to attendance meetings and fines from the District Magistrate.
- See Board Policy 204 for further details.

BACKPACKS

Students are permitted to carry backpacks to and from school. Backpacks are required to remain in lockers during the school day.

BELL SCHEDULES

Regular Day

7:30-7:35 AM: AM Discovery
7:38-8:28 AM: Period 1
8:31-9:21 AM: Period 2
9:24-10:14 AM: Period 3
10:17-10-27 AM: Study Hall 5 & 6
10:28-10:58 AM: Lunch 5 & 6
11:00-11:30 AM: Study Hall/Band/Chorus 5 & 6
10:17-10:58 AM: Study Hall/Band/Chorus 7 & 8
11:00-11:30 AM: Lunch 7 & 8
11:33-12:23 PM: Period 4
12:26-1:16 PM: Period 5
1:19-1:59 PM: FLEX
2:02-2:30 PM: PM Discovery

Two Hour Delay

9:30-9:34 AM: AM Discovery
9:37-10:10 AM: Period 1
10:13-10:46 AM: Period 2
10:49-11:19 AM: Lunch 5 & 6 / Study Hall 7 & 8
11:22-11:52 AM: Lunch 7 & 8 / Study Hall 5 & 6
11:55-12:34 PM: Period 3
12:37-1:16 PM: Period 4
1:19-1:59 PM: Period 5
2:02-2:30 PM: FLEX

BOOKS/SUPPLIES

Halifax Middle School will provide students with necessary books and supplies for class. Expectations regarding school-issued supplies are as follows:

- Books and other reusable supplies (such as calculators) shall be issued by teachers on a loan agreement.
  - Such items are identified by number. Teachers keep an inventory of lent supplies.
  - Students are responsible for returning the borrowed items in the same condition in which they were received.
  - If borrowed items are lost or damaged, the student will be

responsible for the replacement cost.

- Students will also be provided with consumable supplies such as binders, folders, pencils, and highlighters.
    - Students are expected to treat these items with reasonable care.
    - Students may provide their own supplies if they so choose.
    - If students misuse, destroy, or lose such school-issued supplies, they may need to supply their own.

BULLYING/CYBERBULLYING (Policy 249)

The Board recognizes that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by students.
All HASD Board policies are available at www.hasd.us.

BUS PROCEDURES AND POLICIES

All bus policies and procedures, and information on bus stop change requests and delay or early dismissal forms, are available on the transportation link at hasd.us/domain/288. Students are expected to follow the Code of Conduct on all school provided transportation.

CAFETERIA AND FOOD SERVICES

Breakfast is available from 7:10 to 7:25 a.m. in the cafeteria and is free for all students for the 2025-2026 school year pending Commonwealth approval. Students may also "grab-and-go" breakfast to eat in their Discovery rooms.

During lunch all students will eat in the cafeteria, even if they pack their lunch. Students are expected to abide by the following while using the cafeteria:

- Students must proceed directly to the cafeteria from their prior class.
- Students may not bring any personal items to the cafeteria except for a packed lunch.
- When entering the cafeteria, students may sit at any table unless otherwise directed. Students will be dismissed to the lunch line by a staff member when ready.
- Students are expected to keep the tables, chairs, and floor clean and observe good table manners.
- Students may not leave the cafeteria without prior permission.
- Students will be permitted one visit to the restroom during lunch. The only restroom which should be used at lunch is the restroom in the front lobby.
- When finished eating, students are to return trays, dishes, and other items to the dishwasher counter and place silverware, excess food and trash in proper containers.
- Food and drink must be consumed in the cafeteria. Unopened items may be stored in lockers and taken home at the end of the day. Only bottled, unflavored water may be consumed outside of the cafeteria unless otherwise authorized by the principal.
- At the end of lunch, students will be dismissed by table. Students may stop at their lockers and then report directly to their next class.

Students who neglect to follow these expectations may be given an assigned seat or other consequence as determined by the principal.

Cafeteria General Guidelines

The Halifax Area School District recognizes that proper nutrition is essential for the social, emotional, physical, and educational needs of our students. Our goal is to provide a nutritional, well-balanced breakfast, and lunch for every student. In order to offer free and/or reduced priced meals to the families within our district, the school district must participate in the "National School Lunch Program." The program provides funding to help cover the expense of the food prepared within the school so that each child has the opportunity to receive a well-balanced breakfast and lunch on a daily basis. Consequently, the school is required to follow the nutritional guidelines set forth by the federal government. These guidelines require students to take a particular number of items for each meal, one of which must always be a serving of a fruit or a vegetable.

The Halifax Cafeteria system uses School Cafe to manage student cafeteria accounts. This system allows student information to be kept confidential and eliminates the need for daily deposits or lunch tickets. Each student is assigned a Student ID number that stays the same through their entire time at Halifax. MORE INFORMATION AND BUILDING LEVEL MENUS CAN BE FOUND ON THE DISTRICT'S WEBSITE.

CELL PHONES/ELECTRONIC DEVICES

Upon arriving at their lockers at the start of the school day, students are to turn off their cell phones & electronic devices. These devices are to remain in their lockers for the remainder of the school day.

- If found on a student, the device may be confiscated, stored securely in the office, and returned to the student at the end of the school day.
- Students with multiple infractions or who are caught using cell phones during the school day may receive additional consequences as outlined in the Code of Conduct.
- Exceptions may be made on an individual basis with approval of the building principal.

Smartwatches are permitted, provided they are not a distraction to the learning environment.

- Students may be asked to remove smartwatches during assessments.
- Students are not permitted to text, call, or access social media using their smartwatch during the school day.
- Students who neglect to follow these expectations will be subject to consequences as outlined in the Code of Conduct and may lose the privilege of wearing their smartwatch during the school day.

CHANGING CONTACT INFORMATION

It is imperative that student contact information is kept up-to-date for safety considerations and to facilitate communication between school and home. Changes to student or parent/guardian names, addresses, telephone numbers, and email addresses must be reported to the Middle School office as soon as possible so that school records can be updated accordingly. An emergency contact and work number at which a parent/guardian can be reached is ESSENTIAL.

CHARACTER EDUCATION

The Halifax Middle School community is committed to providing our students with a positive school environment and a supportive school culture that expects each student to take responsibility for his or her actions and to do his or her best, as well as to have the courage to hold others accountable for their

best. Our Middle School Character Education Initiative, which we call our Discovery Process, is now in its 29th year, and in 2001 our school was especially honored as we were identified as a National School of Character by The Character Education Partnership in Washington, D.C.

Through our Discovery Process all students are involved in the following:

- Teacher-lead discussion groups which focus on issues of character and how to apply it both in and out of school
- Intramurals to promote a sense of team work
- Community service projects and school-wide jobs to promote concern for and responsibility to the larger community
- Performing Arts to explore the opportunities afforded when we are willing to step out of our comfort zones

To implement these activities, our entire student body has been organized into Discovery groups consisting of fifth, sixth, seventh and eighth grade students (with these groupings purposely arranged to better promote a larger sense of community in our school.)

We are encouraged by the support that we have received from our community, and we have noticed that through our Discovery Process, we can make a positive difference in our school and in our students' lives.

CLOSINGS/DELAYS

School closings or delays are announced on WHP 580AM, WINK 104FM, LOVE 99FM, Channel 27 WHTM, Channel 21 WHP, and NEWS 8 as well as on the district website and media outlets. Messages are sent from the district office via the messenger system to alert families to changes to the schedule. Be sure to keep your contact information current with the school office and PowerSchool.

Remote Day

If the school district has a remote day, students should take attendance on their school devices by 9:30am to be counted as present for the day. Teachers will post class assignments for students to complete on Canvas.

CONTROLLED SUBSTANCE/ALCOHOL BOARD POLICY #227

For detailed information on controlled substance/alcohol see Board Policy #227 at www.hasd.us.

DRESS CODE

School attire must adhere to the guiding principles of being safe, not causing disruption, and being modest/moral. The following guidelines serve as standards determining the appropriateness of clothing:

- Clothing must be worn as it was designed and intended as understood by administration.
- Messages on clothing which are vulgar or offensive, have sexual connotations, or advertise or advocate the use of tobacco, alcohol or drugs are inappropriate for school.
- Shorts, skirts, and dresses need to be at a modest and practical length where students can move, sit, and walk without risk of showing undergarments or body parts. Shorts, skirts, and dresses may not have holes or rips that expose skin. Shorts and skirts must be visible (not hidden underneath a shirt or sweatshirt)

- Clothing should be modest by adequately covering backside, midriff, chest area and all undergarments.
    - Pants, skirts, and shorts may not be worn low enough to expose undergarments or the student's backside.
    - Shirts should cover the top of the shoulder and entire midriff. Tops that expose the midriff, low cut tops that expose the chest area, see-through tops, camisoles, halter tops, and tops with spaghetti straps may not be worn unless they are under another shirt that will remain on all day.
- Holes in pants are permitted at a modest height on the leg. If holes are above short length or are too revealing, it is expected that leggings, tights, or shorts be worn underneath. Tape or other materials that stick on this skin are not allowed to cover holes in pants.
- Shoes must be worn at all times, but flip-flops are discouraged for safety purposes.
- The following are not to be worn indoors: gloves, hats, bandanas, hoods, sunglasses, or other head gear.

Individual classes may impose specific dress codes for student safety (such as PE or Tech Ed).

Administration makes the final interpretation based on the guiding principles. Students in violation of the above guidelines may be asked to change or alter their clothing. Multiple dress code infractions could result in school disciplinary actions. Parents/guardians may be contacted to supply suitable clothing.

EDUCATIONAL FIELD TRIPS

It is the practice of the Halifax Area School District to permit student educational field trips if it can be shown that the student's educational obligations will not be totally interrupted during the period of absence. To have an excused absence for educational purposes, a parent should complete an educational field trip request form found on the website or in the Middle School office. The request should state the educational purpose of the trip and the dates the student will be absent.

REQUESTS SHOULD BE MADE AT LEAST TEN (10) SCHOOL DAYS IN ADVANCE TO ALLOW TEACHERS TIME TO OUTLINE ASSIGNMENTS FOR THE PERIOD OF ABSENCE.

The student is expected to keep up with the assignments while on the educational trip. Generally, make-up work will be due TWO days upon the student's return to school. Adequate time will be given to complete assessments upon return.

NO EDUCATIONAL TRIPS WILL BE PERMITTED DURING PSSA TESTING. THE DATES OF THESE PERIODS WILL BE COMMUNICATED TO PARENTS AT THE BEGINNING OF THE SCHOOL YEAR. Parents may also check the school calendar on the district website for PSSA testing dates.

ELECTRONIC DEVICE USE AND CARE

All students are issued a District-owned device to support instruction in the classroom. In addition to provisions found in the Electronic Device Guide and District Electronics Policies, please be reminded of some key items:

- Devices should be charged AT HOME and brought to school fully charged

each day. Persistent failure to do so may result in consequences as outlined in the Code of Conduct.
- Students are permitted to bring their chargers into school, but they are responsible for replacing chargers that are lost or stolen.
- Students should **never** share passwords or log-in credentials with other students.
- Students are expected to use their devices responsibly throughout the school day for academic purposes only.
- Students who misuse devices may have their privileges revoked, device confiscated, or student accounts locked.

Please refer to the Device Agreement for complete details. The District Acceptable Use Policy is attached at the end of this handbook.

ELIGIBILITY

Academic Eligibility

Grades for all students will be checked weekly and at the end of each marking period. All students will be subject to weekly eligibility requirements for participation in any non-graded extracurricular activities. Any student who is below 70% in any two (2) or more graded subjects will not be permitted to attend any non-graded extracurricular activities, such as dances, club meetings, etc. A week is defined as Sunday through Saturday. In cases where a student's grade is below a 70% in any two subjects at the end of the marking period, said student shall be ineligible to participate in non-graded extra-curricular activities for the first fifteen (15) school days of the next grading period.

Athletic Eligibility

Athletes are required by standards of the Pennsylvania Interscholastic Athletic Association to be reviewed for academic progress on a weekly basis. An athlete becomes ineligible to participate in a school athletic event when that student is reported to be failing more than one subject. The review is normally done on Friday and is in effect for one full week starting Sunday through Saturday. More detailed information is available in the Student Athletic Handbook.

EXTRACURRICULAR ACTIVITIES

Various activities are provided for Middle School students. Interscholastic teams are provided for elementary basketball and wrestling (grades 5 and 6), basketball, cheerleading and wrestling (grades 7 and 8), and archery (grades 6, 7 and 8). Musical programs are also available.

Attendance Requirement for Participation:

- For a student to be eligible to participate in extracurricular activities, practices, etc. a student must attend school on the day of the activity. A minimum day of attendance is 9:45 a.m. to the close of school. For students to be eligible for Saturday activities, the student must be in school the preceding day. This procedure is necessary to encourage students to keep up with their studies and ensure that students can participate in each activity.
- Coaches and advisors should communicate this procedure to students and routinely check absentee reports to be aware of who is absent on a given day.
- Exceptions to this policy may be made through the principal's office and in advance of the given activity.

FINANCIAL OBLIGATIONS

- Students should bring enough money to school to purchase necessary supplies, lunch, etc.
- Students are required to deposit all money collected for school-related activities on the day the money is collected. Money should not be left in classrooms or lockers.
- Students must have written approval from the principal or faculty advisor before any purchase of goods or services is made on behalf of the school. Students who incur debts without prior written approval will be liable for the unauthorized purchase.
- Students are expected to clear all financial obligations owed to the school district prior to the close of school.

FIRE DRILLS/SEVERE WEATHER DRILLS

Fire drills will be held throughout the year. The purpose will be to acquaint students with safe and proper procedures for evacuating the building in an expedient manner.

1. Each room has a poster indicating the location of the emergency exit for persons in that room. If an assigned exit is blocked, the group's leader will turn and move toward the next nearest exit.
2. Teacher will instruct students to close any open windows.
3. The last person leaving the room should close the door.
4. Students must walk rapidly and stay to the right.
5. Students should report to the assigned location outside the building and wait to be told when to enter.
6. Teachers will take attendance at the designated reporting area.

FLEX PERIOD

FLEX period will be a scheduled time for students to receive enrichment and remediation throughout the school year. Teachers will regularly review data to determine which quarterly class placement is most appropriate for students.

One day each five-day week, students will use flex period for additional time in their Allied Arts classes.

FUNDRAISING

No item may be brought to school to be sold unless it is part of a school-approved fundraiser. Please reference board policy #229 if your organization wishes to conduct a fundraising activity.

GRADING, HOMEWORK, REASSESSMENT

The 180 days of required school attendance are divided into four grading periods with report cards issued following each grading period.

The purpose of grading is to provide students and parents with a snapshot view of a student's proficiency on academic standards and skills at a particular time. The foundational beliefs of this system include:

- Academic grades are dependent upon student proficiency on academic standards and are not influenced by non-academic factors.
- Academic grades, reported in percentages, will reflect the student's level of proficiency attained on identified academic standards, as measured by specific assessments aligned to the standards.

- Skills for successful learning are integral to the learning process and will be assessed and reported separately using a defined rubric using the following performance indicators:
    - 3 – Consistently
    - 2 – Sometimes
    - 1 – Rarely
- To ensure accuracy in reporting what students know and can do based upon identified academic standards, extra credit will not be offered
- Homework is a tool that helps learning but will not be used to calculate a student's academic grade.

Skills for Successful Learning

Proficiency in this area is critical to the overall success of our students. Skills for successful learning are taught explicitly through the Discovery Program and are reinforced throughout the school day. Reporting on these skills will be accomplished using the rubric below:

RESPECT	RESPONSIBILITY	ENGAGEMENT
-Appropriate interactions with adults -Appropriate interactions with peers -Respect for school property	-Prepared for class -Organized materials -Timely completion of assignments	-Attentive in class -Active participation -Efficient use of class time

Students will be scored in these three areas during every period of the school day.

Homework

Halifax Middle School defines "homework" as practice in the learning progression toward proficiency on identified learning targets. Homework should be considered a "tool" in the learning process rather than assessment of the student's mastery of learning targets/content. Therefore, homework will not be included in the calculation of a student's academic grade. Instead, homework completion will influence a student's score for the Skills for Successful Learning Rubric found on student progress reports and report cards.

Homework completion will be recorded in the gradebook and can be viewed using the PowerSchool Parent Portal.

In the event students fail to complete homework, they may need to complete the assignment in lunch detention, after school detention or during extra activities planned throughout the school year.

Reassessment

Halifax Middle School strives to ensure that all students master their grade-level learning targets. However, it is understood that all students do not learn at the same pace. Therefore, we may need to offer students additional opportunities to demonstrate proficiency on identified content. In relationship to our position on reassessment, we commit to the following statements:

- Reassessments are allowed on all assessments that are included in academic grades.
- A student qualifying for reassessment must demonstrate new evidence of learning since taking the initial assessment. This requirement is meant to support learning, not to deter reassessment.
- Depending on the number of students reassessing, this may occur during a normal class period. However, there may be circumstances where reassessment may need to occur during other times, such as study hall or after school.

- If student scores lower on the reassessment than on the original assessment, the most recent evidence of learning will be reflected in the gradebook.
- Teachers have the flexibility to design reassessment in differentiated forms to reassess the weaker learning targets.
- Reassessment may need to occur within a specified amount of time to allow students the opportunity to relearn material necessary to master the next unit or concept.

GUIDANCE SERVICES

The concept of the Middle School focuses on facilitating the development of the pre and early adolescent. It is a place where most of the girls are bigger than the boys, where some of the boys sing soprano and some sing bass, and where a tremendous idealism and enthusiasm for learning and exploring characterizes most of the students. It is also the place where a guidance program is specially centered on that stage of growth concerned with those developmental tasks which begin prior to the onset of puberty and extend through the early stages of adolescence -- usually the ten- to fourteen-year-olds.

These developmental tasks generally considered applicable for this age group become the focal point for our Middle School Guidance Program: (1) becoming accepted by their peers; (2) beginning to achieve physical maturity; (3) beginning to withdraw from the protection of adults and learning to regulate themselves; (4) developing a sense of justice and learning to resolve conflicts related to independence, conformity. and sexual behavior; and (5) relating their interests and activities, their likes and dislikes to future careers.

Counseling, whether it be individual or group, is but one component of the Middle School Guidance Program as the students find their way into their peer group to be extremely important. At this stage of development, the Middle School students will often show up as a group of three or four to explain the problem of one of the group. Their concerns are often involving conflict with peers, parents, or teachers -- common at an age when they are turning to their peers and away from adults. Moreover, counseling functions to aid the student in answering such questions as “Who am I?”, “Where am I going from this point in my life?”, “What curriculum should I choose?”, “How do I explore careers?”. Thus, this facet encompasses not only an immediate, crisis basis but also, hopefully, is an arm for preventive, developmental counseling as well.

Consulting; giving help to a parent, teacher, administrator, peer or other person for a student’s benefit is an extremely important part of the program. Whether there be the discussion of test results in a student’s best interest with teachers or talking with a parent about the student’s current progress in a given subject, communication is so important in benefiting a student.

Coordinating services, too, allow for the referral of a student to a more appropriate or skilled person or agency. In addition, these services include working with the staff and all interested persons in identifying children for special services and opportunities.

In essence then, the Middle School Guidance Program aims toward providing for the ideal of continued development from the elementary stages of the school’s program as needs and interests of students emerge. It emphasizes flexibility and exploration; it provides for testing and evaluation; and it hopefully results in everyone working together to benefit our students in their growth.

HALL PASSES

Students will sign out using E-HallPass on their devices and must receive teacher permission prior to leaving the classroom. Teachers may outline appropriate sign-out times during the class period to preserve instruction. Students who misuse the privilege of signing out may have their passes limited.

HEALTH SERVICES

A certified school nurse, along with a health room assistant is available to assist in screening programs and to care for minor illnesses and injuries under the supervision of the school nurse. Health problems and health records are reviewed periodically, and individualized health conferences are scheduled.

Visiting the Nurse's Office

Students are required to submit an E-HallPass to the nurse and have it accepted before going to the nurse's office. The only exception to this would be for emergency injuries or acute illnesses. If the school nurse or assistant is not available immediately during an emergency, the student and/or teacher should contact the Middle School office.

In the case of illness, students should report directly to the nurse's office. Students should not call their parents from the Middle School Office or their cell phone requesting someone come to school to pick them up. Only the school nurse, health room assistant, principal (or in the principal's absence, school secretary or guidance counselor) may give permission for a student to leave school.

If the nurse determines a a student should be sent home ill from school:

1. Parents/guardian will be contacted.
2. Health office will notify the Middle School office.
3. The student will wait in the Health or Middle School office until the parent/guardian arrives to take them home.

It is important that emergency health information be kept current so that parents can be located if an emergency occurs. A pupil will not be permitted to go home for illness without parental permission or by the direction of the school nurse or nurse's assistant.

School Accidents

All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately.

Keeping Students Home from School

If your child is sick, please strongly consider keeping them at home. Reasons may include:

- Fever of 100 F or greater
- Vomiting or diarrhea within 24 hours of school day
- Rash
- Sore throat and/or excessive coughing
- Stomachache or headache not relieved by medication

By having your child stay home, not only are you ensuring adequate rest and healing for your child, but you are also preventing the spread of infection to other students/staff members at school.

If your child has a fever (100 F or greater), vomits, or reports diarrhea in the nurse office at school, they may be sent home and asked to stay home for 24 hours from their last fever and/or episode of vomiting/diarrhea. The nurse office will excuse the day immediately following the day they are sent home from school. Any subsequent absences will require a note from a parent/guardian or a doctor's office.

Medications

Medications/treatments cannot be administered or implemented to your child without a doctor's order except for the over-the-counter medications in which the nurse has parent permission and standing orders from our school physician.

- This includes prescription, non-prescription, inhalers, Epi-Pens, herbal medications, etc.
- Parents must send medications in their original containers along with the doctor's order.
- **Students carrying medications without a doctor's order are in violation of the school medication policy 210.**

Health Screenings

Mandated health screenings for Department of Health are performed as followed:

- Hearing in grades K, 1, 2, 3, 7, 11
- Vision in grades K-12
- Scoliosis in grades 6 and 7
- Height & weight with BMI calculations in grades K-12

Pennsylvania School Health Law requires the nurse offices to request and collect exam reports in the following grades:

- Physical exams in grades K, 6, and 11
- Dental exams in grades K, 3, and 7

School exams with our school doctor and school dentist are held every year. Notifications will be mailed after multiple attempts to collect private exam reports via mail and e-mail.

HOMELESS

The District is required under federal regulations to ensure that homeless students have access to the same educational programs and services provided to other District students. Students determined to be Homeless have specific rights including free school meals and consideration for remaining in the school the student was attending at the time he or she became homeless. Homeless students are generally defined as individuals lacking a fixed, regular, and adequate nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations
- Living in emergency, transitional, or domestic violence shelters
- Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence
- Living as runaway children, abandoned, or forced out of homes by parents/guardians or caretakers; or separated from parents/guardians for any other reason

If a student or parent believes they meet any of these conditions, they should contact their school counselor immediately.

HONOR ROLL

Students are listed for honors at the end of each marking period. The administrative team and professional education task force have adopted the following criteria for all Halifax Area School District students:

- Honors: GPA of 86%-94% with no grade lower than an 86%.
- Distinguished Honors: GPA of 95%-100% with no grade lower than an 86%.

Silver Medal Honors Award

8th grade students who have attained a 93% average during each year in 5th, 6th, 7th and 8th grade will receive the Silver Medal Honors Award.

LOCKERS

A locker will be assigned to each student for storage of school supplies and personal property. Students are to be aware that these lockers are school property loaned to students for their use. As such, school authorities have the right to inspect and search lockers at any time, whether to check on general appearance and care or to assure that lockers do not contain materials which could endanger the health or welfare of individuals. A locker is a privilege that may be revoked at any time for reasons such as misuse, late to class, contraband, etc.

Locker expectations:

- Students are to keep their lockers locked. It is not permitted to prop lockers open in any way.
- Students must keep their locker combination confidential; this will avoid having personal items removed without knowledge or consent.
- Students are only permitted to access their assigned locker. Sharing lockers is not permitted without the principal's authorization.
- Students are to keep their locker organized to ensure proper use. Backpack straps, clothing, or school materials should not be sticking out of a closed locker, as this can damage the locker.
- Students who damage lockers due to misuse may need to pay to cover the cost of repairs.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is a prestigious organization that recognizes outstanding middle school students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. Membership in NJHS is both an honor and a commitment, reflecting a student's dedication to academic achievement, involvement in school and community service activities, and the demonstration of strong leadership and ethical behavior. The NJHS fosters a sense of community and responsibility, encouraging members to develop their potential and contribute positively to their school and society.

Halifax Middle School NJHS Induction Process

- All cumulative GPAs are looked at mid school year for 7th and 8th grade students. The students must have earned a 93% cumulative GPA since 6th grade.
- The list of names is forwarded to the principal so that all discipline records may be compiled.
- The faculty committee (comprised of 5 teachers other than the advisor) looks at student discipline records and determines if the student moves on to the next step.
- Eligible students receive an application packet during a meeting. The requirements are explained, and a

deadline is given for the return of the packet.

***Requirements**:*

- (1) school and/or community service club
- Evidence of leadership either within school or community activities or in class
- (6) hours of community service within the year
- (2) letters of recommendation from teachers

Once applications are received by the deadline date, the faculty committee meets again and makes the determination based on the information provided, whether a student will be inducted into NJHS. If a student does not meet all requirements, they receive a letter detailing suggestions for improvement so that the induction process can be met for the next school year.

Students who meet all requirements will receive a congratulatory letter and an invitation to attend the induction ceremony.

OFFICE PHONE AND MESSAGING

The office telephone may be used with permission from the secretary or the principal. Telephone calls should be limited to school-related issues. Students will not be called out of class to receive a message unless the situation is an emergency. Non-emergency messages will be delivered during non-instructional times when possible.

PHYSICAL EDUCATION

- Students are expected to follow the communicated dress code for PE classes for maximum safety and participation.
- A student may only be excused from and return to gym and all other physical activity during the school day with a healthcare provider (with the credentials MD, DO, PA-C, or CRNP) signed note. If a note is received to excuse a student from gym, a note to return is expected unless the initial note received indicates specific date(s)."
- Students should not chew gum or wear jewelry, including watches, during physical activity in the gym.
- Additional physical education policies and procedures will be explained by the physical education teachers at the beginning of the school year.

RANDOM DRUG TESTING

Students participating in extracurricular activities will need to have “Permission for Random Testing” forms signed by parents(s)/guardians(s) and self. Because these tests are random, a student’s name may be selected more than once throughout the course of the school year.

RECORDS

Guidelines on student records for the Halifax Area School District have been approved by the Pennsylvania Department of Education and adopted by the Halifax Board of Education. These guidelines are on file in the principal’s office in each building. They are available to parents for inspection and review.

Included in these guidelines are: a rationale for student records, classification of records, a description of pupil records, consent procedures for the collection of data, a description of the maintenance and security of records, review procedures, longevity of

records, and dissemination of information from records including release procedures and access policies.

SIX-DAY CYCLE

Our school operates on a six-day cycle (not according to the day of the week). August 19 is Day 1 in our cycle while August 20 is Day 2, August 21 is day 3, etc. On the sixth day of school, August 26, the cycle will end. A new cycle will begin on August 27 (Day 1) and will run continuously throughout the year. In most cases, when school is not in session, days are not counted as days in the cycle. The day of the cycle is always announced in the morning and posted in the office. The six-day cycle allows more flexibility in scheduling as well as consistency in scheduled time.

STANDARDIZED TESTING PROGRAM

The standardized testing program in Halifax Area Schools is based on the philosophy that every pupil has a right to receive additional information to help assess their educational progress. The use of standardized tests is based on the premise that these results are only one indicator of a student's progress or achievement.

Students will participate in the following assessments each year:

Grade 5

- PA State Assessments in ELA, Math, & Science

Grade 6

- PA State Assessments in ELA & Math

Grade 7

- PA State Assessments in ELA & Math
- Iowa Algebra Aptitude Test

Grade 8

- PA State Assessments in ELA, Math & Science
- Keystone Algebra Exam (Algebra students)

Individual psychological and diagnostic tests will be administered as needed.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program is designed to accept referrals of students who are experiencing barriers to learning and school success; provide prevention-based activities and programs; monitor identified students and gather data necessary for assessment. The Student Assistance Program utilizes a systematic process by which school personnel can determine which students are having problems and refer them for help. The heart of the program is a Student Assistance Core Team, which consists of a group of school personnel who are specially trained to work with these students. If you believe your child would benefit from the services of the Student Assistance Program, contact Mrs. Maria Palmer or Ms. Lacey Goodrich.

STUDENT CONFIDENTIALITY POLICY #216

The Halifax Area School District protects the confidentiality of personally identifiable student information. Children with disabilities, students eligible for special education services, and protected handicapped students are also provided additional protection in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws. The school district will provide a copy of its confidentiality policy upon request. Should you feel the district is not providing the rights as guaranteed by the Family Educational Rights & Privacy Act of 1972, you may file a letter with the U.S. Dept. of Education at 400 Maryland Ave., S.W.,

Washington, DC 20201. More information can be attained on the
school district's website pertaining to FERPA at
www./hasd.us.

Audio/Video Surveillance
Students, parents, and other visitors are advised that audio or visual surveillance may occur at any time on any school property or school sponsored transportation.

STUDENT COUNCIL

The purpose of the Halifax Middle School Student Council is to represent the student body on school matters, plan assemblies and programs, and be the group to whom the students and faculty can turn to for assistance in school-related activities. The group will meet at least once a month to deal with student concerns. All dealings will be handled in conjunction with the rules of the school and along with the policies of the administration.

The Governing Body
The governing body will consist of a President and an Executive Council who will share the duties of secretary & treasurer.

Responsibilities of Student Council Section Representatives:

- Attend all meetings.
- Inform your assigned classrooms of student council business and activities.
- Volunteer willingly to serve on committees.
- Attend all student council activities.
- Bring any student complaints or requests to the student council meetings.

Responsibilities of President & Executive Council

- Attend all meetings.
- Keep all officers and advisors informed on all matters that may concern the council and its business.
- Attend all student council activities.
- Accrue four hours of community service during the school year

Loss of Membership:

- Any officer or Executive Council member who misses two (2) consecutive student council meetings without a legal excuse (absence from school, special excuse, or a signed note from the teacher), will be dropped from the membership roll.
- Lack of participation and disorderly conduct in student council activities will result in a loss of membership.
- Failure to follow the standards set forth in the Student Handbook will result in loss of membership.

STUDY HALL

Study hall is meant to be an intentional academic time. Study hall is not to be considered a "free period."

Student expectations during study hall are as follows:

- Bring necessary academic materials
- Maintain a quiet and focused environment
- Use time wisely to engage in academic efforts, whether that is working on specific assignments, studying for assessments, or working with a teacher

Students should not be using study hall time to play non-educational computer games. Students who neglect to follow this

expectation may have internet privileges restricted.

TOBACCO/VAPE PRODUCT BOARD POLICY #222

Student use or possession of tobacco/vaping products on school property is not permitted. Violations accumulate from year to year. The following procedure will be used for tobacco/vaping violations:

- 1st Violation - Student may be suspended for three (3) school days. Suspension may be avoided if the parents and student meet the principal to discuss the incident. If this is done prior to the start of the suspension, the student will be re-admitted. Parents may walk in between the hours of 7:30 a.m. and 2:30 p.m. within the three-day period for an admittance conference.
- 2nd Violation - Automatic three (3) day suspension and a conference with parent, student, and principal. A conference must be held to re-admit the student before the end of the three-day suspension.
- 3rd Violation - Automatic five (5) day suspension. A conference between 8:00 a.m. and 3:00 p.m. is required before the conclusion of the suspension.
- 4th Violation - Request by principal to board of education for disciplinary review including possible expulsion.

Possession or use of tobacco/vape products by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than $50.00 for the benefit of the school district in which such offending pupil resides, and to pay court cost, or to be assigned to an adjudication alternative.

Tobacco is defined in this legislation as "A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form."

WATER BOTTLES

Students are permitted to use water bottles during the school day.

- ONLY water is permitted in water bottles.
- Water refilling stations are available at various locations in the building.
- Staff / Administrators may check to ensure the contents of water bottles.
- Students carrying any liquid other than water will be required to dump the contents of the water bottle.
- Repeat offenses may lead to loss of privilege.

WEAPONS BOARD POLICY #218.1

The school board and administration recognize that the possession of a weapon on school property is a criminal offense in the Commonwealth of Pennsylvania. Halifax Area School District will strive to prevent the presence of weapons and if weapons are found, will intervene to remove the weapons, and prosecute those individuals responsible for handling the weapon.

Possession of a weapon at school-sponsored activities, or knowing and not reporting, before or during the course of an investigation of possession of a weapon in the buildings or grounds, or at school-sponsored activities, or in any conveyance providing transportation to school is a serious violation of the rules and regulations. Objects which have the appearance or characteristics of

weapons, which are not necessarily operable, shall be considered weapons, and possession of such objects or knowledge without proper reporting of possession of such weapons, shall also be a serious violation of this policy. Students should be aware that violation of this policy will be considered a very serious matter and may result in expulsion. Reporting of such violation to the appropriate law enforcement officials will take place immediately.

WELLNESS POLICY

In March of 2006, the Halifax School District adopted a Local School Wellness Policy, a requirement of the State and Federal Government. The Wellness Policy addresses such issues as child nutrition education programs, life-long physical activity education, dietary guidelines for all foods and beverages made available in school during the school day, and community wellness education.

It has been a long-standing tradition for the parents of school age children to provide snacks for their child's classroom during holiday and birthday celebrations. These practices have been modified to still allow your child to enjoy school celebrations but with their health and well-being in the forefront.

From this time forward, all grades from 5th through 12th are asked to provide one combined birthday celebration per month and only one holiday celebration per month for any classes that celebrate these events.

Parents are also asked to provide healthy snacks that follow the district's approved recommended snack list and not to provide, at any time during the school day, including packed lunches, items that are determined by the USDA as foods of minimal nutritional value.

Recommended Snack List:

Fresh fruit or vegetables, crackers & cheese, dried fruit i.e., raisins/apples, pretzels, popcorn, Chex Mix, graham crackers, animal crackers, granola, yogurt, apple sauce, fruit cups, string cheese, baked snack foods such as Sun Chips or Baked Lays.

Homemade baked goods are certainly welcome, however please be considerate to avoid high sugar content items.

Beverages can include 2%, 1%, or skim milk, 100% fruit juice products or water. Students are strongly discouraged from bringing energy drinks to school whether for lunch or any other occasion.

Please no artificial sweeteners, no items that have sugar listed as their main ingredient and no foods of minimal nutritional value such as soda and candies, including hard candy (such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops).

Guidelines for Food Choices:

When holding celebrations involving food, we ask that healthy food or drink choices always be included. For example, if baked goods are provided as a treat, please also provide healthy choice foods or drinks as an alternate selection.

WITHDRAWALS FROM SCHOOL

Students are required to attend school by state law until age 18. Parents of students who wish to withdraw from school, or students of any age who plan to transfer to another school must:

1. Contact the Middle School office (717-896-4052) and set up an appointment to discuss the withdrawal.
2. Submit a written and signed statement including the name, grade of student,

date of withdrawal and reason for withdrawal. If student is entering another school, the name, address of the new school will be required.

3. A withdrawal form will be given to the student by the office and presented to each teacher to verify all books have been returned. In addition, a signature from the library, cafeteria, technology, middle school office and health office is required.

VISITORS

All visitors must secure permission from the office to visit students and school personnel. Those wishing to visit with school personnel are strongly encouraged to make arrangements ahead of time; unannounced visitors are not guaranteed the ability to meet with the requested staff member that same day.

STUDENT CODE OF CONDUCT

Schools can operate effectively when students and staff work together in an environment of cooperation and helpfulness.

School officials believe that each student has the right to be able to learn and work in an environment and atmosphere free of disruption. Therefore, students and adults have the responsibility to respect the rights of others and to maintain a high degree of self-discipline.

It is the responsibility of each Middle School student to learn the behavior expected while attending the Halifax Area Schools. Behavioral requirements may be different from those at home, but students are expected to conform to the school requirements while in attendance at school.

Students who cannot conform to these rules will be disciplined to preserve other students' rights to learn and teachers' rights to teach. Disruption will not be tolerated.

Violation of these general provisions may result in punitive measures. The general list of offenses
and consequences below is intended to be a guideline rather than specific policy. **The Principal reserves the right to formulate, amend and announce specific violations and penalties when deemed necessary.**

LEVEL I BEHAVIORAL REQUIREMENTS

All students are expected to:

- Use honesty & truth to guide their actions
- Be on time to school, appointments, classes,
  meetings, and special assignments.
- Complete assignments on time and to the best of your ability without a defiant attitude.
- Pay attention in class.
- Conduct oneself in a quiet and orderly manner in the hallways and at lockers.
- Use proper language with fellow students and staff and show due respect.
- Not eat or drink anything but water outside the cafeteria unless it is part of a planned and approved activity.
- Secure proper passes to move in the halls during class periods.
- Not participate in any activity considered detrimental to persons or the educational process.
- Demonstrate good manners and etiquette.

- Show respect for school property.
- Follow the established class rules as given to you by your teachers and/or teams.
- Be prepared for class by bringing pencil, pen, charged electronic device, notebook, textbook, etc.

LEVEL I DISCIPLINARY MEASURES

Pupils who do not follow the above expectations will receive appropriate disciplinary action by the reporting staff member or school principal. The measures may include

- Reprimand
- Phone call home
- Teacher conference
- Loss of privileges
- Lunch detention
- Assigned seat
- After school detention

LEVEL I

The following are examples (not an exhaustive list) of several types of violations of Level 1 behavioral requirements when it is necessary for a teacher to make a referral to the office. As with all Level 1 expectations, circumstances may be such that a student may first benefit from redirection by the classroom teacher, and teacher contact with parent(s) before the situation is referred to the middle school office. The principal has final discretion on disciplinary measures and can utilize appropriate alternative methods based on the circumstances.

- Late to class (after 3rd occurrence)
- Unprepared for class
- Delinquent assignments
- General horseplay (pushing, shoving, tripping)
- Name calling
- Use of improper or vulgar language
- Disruptive or disrespectful behavior
- Out of assigned area
- Unacceptable behavior in the cafeteria
- Display of belligerent or inappropriate attitude when speaking to adults or other students
- Inappropriate attire
- Bus misconduct – minor
- Public display of affection
- Unapproved use of electronic devices or cell phones

If a student has been referred more than three times for the same violation, more severe consequences may be administered. Continuous infractions in any area may result in an Initial Line of Inquiry as deemed necessary by staff.

LEVEL II BEHAVIORAL REQUIREMENTS

- All students are expected to use honesty and truth to guide their actions.
- Resolve problems or conflicts without fighting, hurting, or threatening others.
- Use appropriate language and not use abusive or belligerent language.
- Respect the property of others.
- Attend classes according to the assigned schedule.
- Remain in assigned area.
- Remain in school until dismissed.
- Wear appropriate clothing free of suggestive or vulgar material.
- Follow rules of safety in school, on the bus, and while traveling to and from school.
- Follow the rules and policy which prohibits the use or possession of tobacco of any form.
- Be responsible for excuses, homework, passes, or other material.

- Learn from your mistakes and do not repeat misconduct.
- Use considerate judgment so that other students, school staff, or school property are not placed in a dangerous situation.
- Positively interact with teachers, staff & others.
- When a student is being spoken to about an offense, that student should not respond in a negative way, whether passive or overt.
- Any form of harassment, whether verbal or physical, will not be tolerated.
- Any form of threat to do or cause harm to another person will not be tolerated.

LEVEL II DISCIPLINARY MEASURES

Students who do not follow LEVEL II requirements will receive at least a detention and/or other appropriate action which could include In-School Discipline or Suspension as assigned by the principal.

LEVEL II

The following are several examples (not an exhaustive list) of violations of Level II behavioral requirements. As with all Level II occurrences, teachers will refer all violations to the middle school office.

- Lying, deception
- Plagiarism, cheating
- Vandalism/destruction of other's property
- Theft
- Truancy
- Leaving school without permission.
- Tobacco/vaping use or possession **(All tobacco/vaping violations are reported to State Police)**
- Fighting
- Verbal threats
- Bullying, harassment, intimidation
- Bus misconduct – major
- Insubordination
- Failure to report for after-school detention

LEVEL III BEHAVIOR AND DISCIPLINARY MEASURES

When students violate school policy concerning weapons or controlled substances, or when any other violation occurs which could result in violence to another person or property, or which poses a direct threat to the health, safety, or welfare of oneself or others, Level III Disciplinary Measures may be enforced, and law enforcement authorities may be informed and involved.

The following infractions will require contact of the state police and referral to the board of education which may include a hearing on expulsion:

- Acts of violence directed toward a student, teacher, or school employee.
- Alcohol possession or use.
- Controlled substance possession or use.
- Subverting or tampering with student random drug testing.
- Egregious incidents of harassment toward other students or staff.
- Terroristic threats.
- Weapons violation.
- Any illegal activity.

Most misconduct under LEVEL III will be considered for a review by the Superintendent and School Board. It is likely that a formal hearing would be held for a LEVEL III violation. In addition, the principal may impose disciplinary measures which are appropriate. These may include detentions, in-school discipline, and out-of-school

suspension. Expulsion will be handled by the Board of Education.

When LEVEL III misconduct occurs, and law enforcement authorities are involved, any school-related punishment will not constitute double jeopardy.

CHRONIC OFFENDERS:

It is assumed that if a child has received more than ten (10) referrals and/or disciplinary measures for not following LEVEL I requirements, that he or she is not making a true attempt at compliance. At this time the principal will use stricter disciplinary measures.

It is assumed that if a child has received more than five (5) referrals and/or disciplinary measures for not following LEVEL II requirements, that he or she is not making a true attempt at compliance. At this time the principal will use stricter disciplinary measures.

An Initial Line of Inquiry may be initiated for students when they have accrued the fourth disciplinary referral for the same Level II infraction, or if they have accrued a total of 10 disciplinary referrals concerning Level II requirements.

PROCEDURES FOR DISCIPLINARY ACTION

Students are expected to read the entire Handbook. Ignorance of school regulations is not a legitimate excuse when a pupil violates school rules.

Generally, Level I violators will be handled by the reporting staff member.

Level II misconduct will be referred directly to the principal for investigation and disposition.

Level III misconduct must be referred directly to the principal because of the serious nature of these violations.

DISCIPLINARY MEASURES

The following is a description of disciplinary measures used when violations of the Code of Conduct occur. This is not an exhaustive list.

FILE is an indication that a problem with future potential has occurred.

WARNING and/or REPRIMAND is not to be taken lightly; a stricter form of punishment will result in additional infractions.

DETENTION is considered to be a method of punishment; therefore, the school will not provide any transportation. Transportation is the parent's responsibility. Students and parents will be given notice prior to the assigned date, preferably a two-day notice, if possible. Detentions may be either study time or work detail time, or any combination as appropriate for the circumstances. If detention is cut, a double period will be assigned. If reassignment detention is cut, or any additional detentions are cut, an in-school discipline will be administered as well as the initial detentions being rescheduled. Individual teachers have the right to hold their own detention after they notify the principal and parent of the assignment. Students assigned detention must bring academic work from classes to complete. If no homework is assigned, students must bring a book to read. Electronics such as Chromebooks, cell phones, etc. are not permitted in detention unless needed for homework. In addition, students may be given a special disciplinary assignment. If detention is missed due to absence from school, it will automatically be rescheduled the next available day the student returns. Students are required to leave the building immediately after detention. Students should use lavatory facilities before entering detention. Unless it is an emergency, students

will not be permitted to leave the detention room.

IN-SCHOOL DISCIPLINE requires the student to report to the office at 7:30 a.m. to get the in-school discipline assignment sheet which must be completed. All assignments received are required to be completed. The student is also expected not to talk to anyone other than a school staff member and to work on assignments for the duration of the in-school consequence. The in-school disciplined student is required to stay in the assigned area unless given permission by the principal to leave the area.

OUT-OF-SCHOOL SUSPENSION requires the student not to be on school property at any time during the period of suspension. If out-of-school suspension is assigned, additional guidelines will be given at that time.

ASSIGNED SEAT- Students who do not follow cafeteria rules will be seated at another table or in an assigned area and thereby lose the privilege of sitting with friends.

LUNCH DETENTION is typically held in the Middle School office. Students bring their lunch directly to the office and sit at an assigned seat. Students may be required to complete a reflection during this time frame. Students are not permitted to talk to each other during lunch detention.

BATHROOM RESTRICTION is imposed if a student proves they cannot act appropriately in the main bathroom. A student on bathroom restriction may not enter the main bathroom but instead must sign out to the Middle School office to use the bathroom. The time frame of restriction will be communicated to both students and teachers.

Acceptable Use Policy (AUP)

Book Policy Manual
Section 800 Operations
Title Acceptable Use of Internet, Computers and Network Resources
Code 815
Status Active
Adopted June 22, 2007
Last Revised June 11, 2024

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

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]

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.[2]

Computer - for purposes of this policy, district computers include any electronic device owned or leased by the district that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

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:[3][4]

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:[5]
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.

Obscene - any material or performance, if:[5]
1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Board declares that district Internet, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the district's Internet, computers or network resources, including personal files.

The district reserves the right to monitor, track and log network access and use on district computers and network resources; monitor fileserver space and file storage utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the building principal or designee.

The Board establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be accessed by minors:[4]1. Hate speech.[6][7]
2. Lewd, vulgar or profane.
3. Threatening.[8][9]
4. Harassing or discriminatory.[6][7][10]
5. Bullying.[11]
6. (Consisting of/Relating to) Weapons.[12]
7. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be

enforced during use of computers and network resources with Internet access.[3][4][14]
Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.[14]
Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes.[3]
[15]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.
The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]
Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.
Student user agreements shall also be signed by a parent/guardian.
Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.
Building principals shall make initial determinations of whether inappropriate use has occurred, and may consult with the Superintendent or designee and the school solicitor when necessary.
The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:[3][4][16]
1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors on district computers, software, and network resources.
The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]
1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[11][17]

Guidelines

District computers and network accounts shall be used only by the authorized user of the computer or account for its approved purpose.
Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, building administrator or other appropriate school staff.

Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[4][16]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, social networking websites and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including hacking and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.[18][19]
[20]
5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Board policy.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement.
5. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.[6]
[7][11][21]
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
[22]7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.[23]
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Vulgar language or profanity.
10. Transmission of material that a responsible person would know to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
[22]
14. Loading or accessing unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files.
17. Bullying/Cyberbullying.[11][17]
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.

Security

System security is protected through the use of passwords and/or encryption and district security procedures. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:[20][24][25]

1. Employees, students and other authorized users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user.
3. Any user identified as a security risk or having a history of problems with other computer or network systems may be denied access to the district's computers and network resources.

Consequences for Inappropriate Use

Users of district computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate or willful acts.[14]

Illegal use of the district computers and network resources; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules and Board policies for behavior and communications apply when using the district computers, network resources and Internet, in addition to the stipulations of this policy. Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, the district, the Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

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 referral to legal authorities.[30][31][32][33][34]

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.[22][26]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All authorized users publishing content on the district website shall receive appropriate training and comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Accessibility –

District staff who maintain district websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:[6][7][10][27][28][29]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image or conveyed using only color cues.

4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.
5. Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.
All district websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.
Legal 1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 103
7. Pol. 104
8. 24 P.S. 1302-E
9. Pol. 236.1
10. Pol. 103.1
11. Pol. 24912. Pol. 218.1
13. Pol. 218.2
14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 113.4
19. Pol. 216
20. Pol. 830
21. Pol. 247
22. Pol. 814
23. Pol. 237
24. Pol. 800
25. Pol. 830.1
26. 17 U.S.C. 101 et seq
27. 42 U.S.C. 12101 et seq
28. 29 U.S.C. 794
29. 28 CFR 35.160
30. Pol. 218
31. Pol. 233
32. Pol. 317
18 Pa. C.S.A. 2709
24 P.S. 4601 et seq
Pol. 113.1
Pol. 220
Pol. 816
Pol. 824
33. Pol. 417
34. Pol. 517
Policy 815 Revised AUP for Staff.pdf (28

Annual Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, parents may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children age three through twenty-two can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact the staff member identified for their school district of residence, listed at the end of this public notice.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Capital Area Intermediate Unit #15, at 717-732-8400.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school that your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to Capital Area Intermediate Unit #15, 55 Miller Street, Summerdale, PA, 17093.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, and/or charter school staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

The District and to some extent the other services providers may maintain records concerning children enrolled in the District, including students with disabilities. Records are maintained as long as they are educationally relevant. All records are maintained confidentiality and subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable student information is released, except as permitted under applicable law. The age of majority in Pennsylvania is 22.

When educational records, other than those which must be maintained under applicable law, are no longer educationally relevant, the District must notify parents in writing, and may destroy the records, or at the request of a parent/guardian, must destroy the records. For additional information related to student records, please refer to FERPA.

For additional information related to student records, parents can refer to the Family Education Rights and Privacy Act (FERPA).

Retention/Destruction of State Assessment Materials

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

- PSSA and Keystone Exam answer booklets and PASA media

recordings will be destroyed three years after completion of the assessment.

Notice of Destruction of Special Education Records

In accordance with 34 C.F.R 300.624, the federal regulations under IDEA: a) the public agency (ELCO School District) must inform parents when personally identifiable information is collected, maintained, or used under this part is no longer needed to provide educational services to the child.

Special Education records related to the identification, evaluation, educational placement, or the provision of special education in the District must be maintained under state and federal laws for a period of at least 6 years from creation of the record, satisfactory evidence of a student's graduation, and/or from the student's last enrollment in the district. The District intends to destroy special education records pursuant to this six (6) year requirement, unless a parent/guardian or eligible (adult) student notifies the district prior to destruction. A basic record of the student's attendance, academic transcript, and other required records will be maintained for 100 years. Special education records may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult student may request a copy of the records in writing or in person at the following address, prior to destruction:
Jennifer Martin/Director of Special Education
Halifax Area School District
3940 Peter's Mountain Rd.
Halifax, PA 17032

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For preschool age children, information may be obtained and screenings and evaluations may be requested by contacting the Intermediate Unit. For more information or to request evaluation or screening of a public or private school child District, please contact the Office of Special Education or your child's school.

Halifax Area School District
Office of Special Education
Attn: Jennifer Martin/Director of Special Education
3940 Peter's Mountain Rd.
Halifax, PA 17032

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.