

2025-26



STUDENT/PARENT  
HANDBOOK

Published Summer 2025



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<b>Mr. Brenton Brady</b> <i>Assistant Principal</i>	<b>Mr. Greg Fantazzi</b> <i>Athletic Director</i>	<b>Mr. Mark Peticca</b> <i>Director of Career and Technical Education</i>

**610-593-8223**

**Guidance Counselors**

*Mrs. Bender - Learning Communities 1, 2, and 3*  
*Ms. Devon Amen - Learning Communities 4, 5, and 6*

**School Nurse**

*Mrs. Beth Linnenbaugh*

*Octorara Middle School Student/Parent Handbook*

**Acknowledgement / Signature Page**

*We understand* that it is our responsibility to read this handbook, which can be accessed on the school website, and to become familiar with its contents, giving special attention to Academic Dishonesty and Cell Phone and Electronic Device sections of this handbook located in the Table of Contents under Discipline Code.

*We further understand* that driving to school and riding to school in another student’s car are privileges.. Students will need to provide the Middle School office with written permission from both their parents and from the parents of the student with whom they are riding before they may ride to school.

*We also understand* that medications are to be taken only in the presence of the nurse and that permission for the administration of a medication must be verified in writing with the school nurse.

*We also understand* that as a Middle School student there are many opportunities to have your child’s image, works or accomplishments, captured on video or photographed. It is not uncommon for such items to be released to a news agency such as a local newspaper, television, or on-line.

The Octorara Area School District requests that you, as parent or guardian of this student, give consent to the use of photographs/video taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via digital billboard, newspaper, internet or other media sources). If you DO NOT give consent for use of your student’s image and likeness, please initial below.

         **No, I do not authorize the Octorara Area School District to utilize my child’s image for any school purpose and/or event.**

*We also understand that to accommodate* special needs as required by state and federal law, certain students in my child's classroom might have the right to audio record, or to receive teacher-made audio recordings of, discussions that occur during instructional activities. These recordings could include the voice of my child. The child making the recording or for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the district for any purpose.

*We also understand* that internet access is designed for educational purposes and that the OASD has taken precautions to ensure its appropriate use. However, we also recognize that it is impossible for the OASD to restrict access to all inappropriate or controversial materials and will not hold them responsible for materials this student may acquire while connected to the internet. Further, we accept full responsibility for supervision when my child’s internet use is not in a school setting. We hereby give permission for this student to access the internet while on school property.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**Please return this form with proper signatures to the office, or to your Advisory teacher by September 12th, 2025.**



## **Octorara BRAVES**

### **BOLD**

Confident in oneself

### **RESPONSIBLE**

Accountable for choices, actions, and attitude

### **AMBITIOUS**

Motivated to set goals and achieve them

### **VIRTUOUS**

Honorable in words and actions

### **ENERGETIC**

Committed to school and community

### **SELFLESS**

Concerned about the rights and feelings of others **Bold,**  
**Responsible, Ambitious, Virtuous, Energetic, Selfless.**

## **OCTORARA MIDDLE SCHOOL PHILOSOPHY**

Education includes learning to live. Our educational program helps students discover how to learn and how to live with others. This is done by keeping teaching and learning on a personal basis, striving for parental and community cooperation in achieving these ends, and by adhering to the following objectives.

All students should strive to

- Develop self-awareness
- Increase self-esteem
- Cultivate an understanding of others
- Develop citizenship
- Appreciate learning
- Acquire basic and critical thinking skills
- Develop an appreciation of the arts and the humanities
- Develop an awareness of science and technology
- Advance their potential
- Develop lifelong habits for physical and emotional health

### **HISTORICAL BACKGROUND**

The name “Octorara Area Schools” was officially selected at the May 4, 1953 meeting of the Board.

“Octorara” is a Native American word and is the name given to the two major streams that drain the area. Legend reports that the name refers either to “flowing waters” or to “the sun.” The unique design of the proscenium arch above the Middle-Senior High School stage is attributed to the architect’s interpretation of the rising sun.

The Octorara Area School District is a semi-rural community whose boundaries encompass parts of southwestern Chester County and southeastern Lancaster County. Some of the richest agricultural land in the United States can be found in the district.

Octorara Area Middle-Senior High School’s cornerstone was laid on October 15, 1954. Doors were opened to students in September 1956. The building was originally designed to house 900 students.

### **OCTORARA AREA SCHOOL DISTRICT EMBLEM**

The school emblem, designed by Hunter Gaul, appeared on the dedication brochure for the dedication of the first Octorara building on November 19, 1956. Each item on the emblem holds significance.

- Octorara Brave - Centers attention on the shared history of the area. Octorara became the official name of the district; the Brave became the school mascot.
- Stalk of Wheat - Recognizes the agricultural nature of the area and the promise of a future harvest.
- Seven Links of a Chain - Represents the seven local political entities now joined for a common educational purpose. Octorara Area School District covers 93 square miles in two counties: Chester and Lancaster.

## **DISTRICT MISSION**

The mission of the Octorara Area School District, in partnership with community and family, is to foster a culture of high expectations where students are empowered to become lifelong learners who positively contribute to their communities.

## **BELIEFS**

- Everyone is capable of learning.
- A safe and secure environment is essential to a positive school experience.
- Everyone has value, has something to contribute, and is worthy of respect.
- Every student has the right to an education, and the school district has the responsibility to provide every student a high-quality education.
- Individuals are responsible and accountable for their actions.
- The responsibility of learning is shared by students, home, school, and community.
- All students should be encouraged to realize their full potential.
- The freedom to discuss ideas is critical to a quality education.

## **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Pay all financial obligations and fulfill all discipline obligations in a timely fashion. Students not fulfilling these obligations may be placed on probation and/or receive further discipline.

# TABLE OF CONTENTS

## ACTIVITIES

### ATHLETICS

- Fall Sports
- Winter Sports
- Spring Sports
- Academic Performance/Eligibility
- Age Restriction
- Sports Physicals
- Athletic Training Room
- Attendance
- Team Selection
- Athletic Equipment and Uniforms
- Transportation
- Conduct
- Sportsmanship - Spectators
- Parent Expectations
- Acknowledgement of Risk/Waiver
- Athletic Schedules and Scores

### ATTENDANCE

### EXTRA-CURRICULAR CODE OF CONDUCT for ILLEGAL

### SUBSTANCES

### BUILDING AND GROUNDS REGULATIONS

### BULLY PREVENTION AND ADDITIONAL INFORMATION

### CAFETERIA

- Free / Reduced Lunch Program

### CAREER AND TECHNICAL EDUCATION

### CODE OF CONDUCT

### COLLEGE VISITATIONS

### COUNSELING SERVICES

### DANCE REGULATIONS

### DISCIPLINE POLICY

- Philosophy Statement
- Special Education Statement
- Types of Discipline
- Administrative Disciplinary Levels
- Suspension
- Referral to Law Enforcement Agency
- Class Cutting
- Failing to Sign in at the Office
- Leaving Class Without Permission
- Leaving School Without Permission
- Transportation Discipline Policy
- Academic Dishonesty
- Dress Code
- Smoking
- Students - Corporal Punishment
- Cell Phones and Electronic Devices ●  
Chromebooks

### DUAL ENROLLMENT

### DRUG / ALCOHOL POLICY

### EDUCATIONAL TRIPS

### EMERGENCY ALERTS

### EMERGENCY DISMISSAL PROCEDURES

### EMERGENCY DRILLS

### FIELD TRIPS

### FUND RAISING

### GRADUATION REQUIREMENTS

- Pathways to Graduation for the Class of 2023 and beyond
- Promotion

### HALL PASSES

### HEALTH SERVICES

- Health Screenings
- Physical Examinations
- Health Suite Protocol
- Illnesses
- Injuries
- Confidential Nurse Form
- Medications
- Chronic Illnesses and Disabilities
- Dental Services
- Dental Evaluations

HONOR ROLL  
INTERVENTION SPECIALIST TEACHERS  
INTERNET (ACCEPTABLE USE POLICY)  
LIBRARY PROCEDURES  
LOCKERS  
LOST OR DAMAGED BOOKS / EQUIPMENT  
MTSS  
OBLIGATIONS  
PARENT-TEACHER CONFERENCES  
PBIS  
REPORT CARDS, GRADES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN  
RESTRICTIONS  
SEARCHES  
SENIOR PRIVILEGES CRITERIA  
SENIOR OUTDOOR PRIVILEGES  
SPECIAL NEEDS SERVICES  
STUDENT ASSISTANCE PROGRAM  
STUDY HALL  
SUMMER SCHOOL  
STAFF AUTHORITY  
TELEPHONE PROCEDURES  
TRANSPORTATION  
    • Bus Discipline Policy  
VISITORS  
WEAPONS POLICY  
WITHDRAWAL  
APPENDIX  
    • SR/JR HIGH BELL SCHEDULE  
    • DRESS CODE  
    • OCTORARA HOMELAND SECURITY & PROTECTIVE SERVICES and TCHS ROTATION/IN-SERVICE SCHEDULE  
    • OCTORARA JUNIOR SENIOR HIGH SCHOOL BEHAVIOR EXPECTATIONS

## **ACTIVITIES (Including clubs, plays / musicals, and any other extracurricular activities)**

The school offers a wide range of activities for students to participate in during their school years. If you are interested in participating in any activities listed (see sections on "Athletics" and "Clubs and Organizations"), it is suggested that you contact the sponsor, coach, or director of that activity. It would also be helpful, if you are interested in participating in any activities listed, to listen carefully to the daily announcements for further information. We strongly urge that all students participate in our extra-curricular activities so that they can benefit from this aspect of our school program.

**A student must be in school by 9:00 a.m. on the day of an event to be eligible to participate.**

## **ATHLETICS**

The Athletic Department is overseen by the Athletic Director Mr. Fantazzi. Octorara is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the students are eligible for interscholastic competition under the rules of this association. As a member of the Lancaster-Lebanon League students will have the opportunity to participate in the following sports.

### Fall Sports

#### High School

- Cheerleading Grade 9-12
- Cross Country (Boys/Girls) Grade 9-12
- Field Hockey Grade 9-12
- Football Grade 9-12
- Golf (Boys/Girls) Grade 9-12
- Soccer (Boys/Girls) Grade 9-12
- Tennis (Girls) Grade 9-12
- Volleyball (Girls) Grade 9-12

#### Middle School

- Cheerleading Grade 7-9
- Cross Country Grade 7-9
- Field Hockey Grade 7-9
- Football Grade 7-9
- Soccer (Boys/Girls) Grade 7-9
- Volleyball (Girls) Grade 7-9

### Winter Sports

#### High School

- Cheerleading Grade 9-12
- Basketball (Boys) Grade 9-12
- Basketball (Girls) Grade 9-12
- Wrestling Grade 9-12
- Girls Wrestling Grade 9-12

#### Middle School

- Cheerleading Grade 7-9
- Basketball (Boys) Grade 7-9
- Basketball (Girls) Grade 7-9
- Wrestling Grade 7-9
- Girls Wrestling Grade 7-9

### Spring Sports

- Baseball Grade 9-12
- Softball Grade 9-12
- Tennis (Boys) Grade 9-12
- Track and Field (Boys/Girls) Grade 9-12

#### Middle School

- Baseball Grade 7-8 ( Ches-Mont League)
- Softball Grade 7-8 ( Chest-Mont League)
- Track and Field (Boys /Girls) Grade 7-9

The Octorara Area Middle and Senior High Schools will respect the constitution of the Pennsylvania Interscholastic Athletic Association (copies of the constitution are available in the offices of the principal and the athletic director) and the following guidelines:

## **ATHLETIC PHILOSOPHY**

The Octorara Area School District provides students with the opportunity to participate in a wide variety of athletic and other extracurricular programs. We are extremely proud of our students and grateful to our parents and community for their support. We have been able to achieve local and statewide recognition for excellence for our programs. We believe that participation in these activities is an integral part of the overall development of our students.

As our young people participate in sports competitions, they learn lessons in sportsmanship, teamwork, competition and how to win with dignity and lose gracefully. Through this participation, our students have the opportunity to learn many important character traits such as self-discipline, dedication, determination and cooperation that are important to success in life. Athletics play a vitally important part in the experiences that our students gain from school.

However, participation in athletics is a privilege, not a right. Because these students are in a unique position to represent our school, we expect

that they will maintain academic and behavioral standards. Students who are not meeting these standards will not be eligible to practice and/or play until such time as these deficiencies have been addressed.

**Athletic Department Position Statement: Encouraging Athletes to Participate in Multiple Sports** The Octorara Athletic Department recognizes the value of athletes participating in multiple sports activities and actively promotes this philosophy to athletes and parents. One of the missions of our athletic program is to provide a positive experience for all participants and to encourage physical, social and emotional growth. Through a beneficial sports experience we hope our student-athletes are better prepared to successfully meet the challenges of post-secondary education opportunities and ultimately are better able to provide a positive contribution as community members.

Presented in this section of the Student Handbook is information that will help you and your student/athlete as you prepare to be part of our program. This information was developed so that you will have a better understanding of our expectations from you and so that you are better prepared about what to expect from us. **We encourage you to review the entire OCTORARA AREA MIDDLE-SENIOR HIGH SCHOOL STUDENT/PARENT HANDBOOK** to obtain further information regarding rules and procedures for the school district.

**What We Expect from Our Athletes:**

The following have been adopted as minimum standards for the athletic department. Individual coaches may apply rules to their teams that are stricter than these. An athlete who is in violation of these rules may be penalized by having his/her playing time reduced or forfeited or be suspended from the team.

**Academic Performance/Eligibility**

The School Board recognizes the value of athletic participation for our students and believes it to be an integral component of the program offerings that we provide. The Board also realizes that participation in athletics is a privilege. Students must maintain satisfactory performance in the classroom to participate on an athletic team.

Academic performance is monitored on a weekly basis through the office of the athletic director. An academic eligibility report is distributed to the coaching staff every Friday during the season. Each coach is responsible for notifying the ineligible athlete and applying intervention measures.. This notification must happen prior to 12:00 p.m. on Friday of each week. If a student is academically ineligible as of Friday, they will not be able to participate beginning the following Monday until the following Saturday.

According to P.I.A.A. rules and school policy, any student athlete with two (2) or more failing grades on the weekly report the **first** time during a season are ineligible to participate in athletic contests. Student athletes who are determined to be ineligible on the weekly report a **second** time during a season may not practice or compete in contests. Student athletes who are determined to be ineligible on the weekly report a **third** time during a season will be dismissed from the team for the remainder of that sports season.

Student athletes who have two (2) or more failures on their **report card** will not be permitted to practice or compete for the first 15 school days of the next marking period.

At the end of the school year, any student athlete who is **not promoted to the next grade level** will not be able to compete in a fall sport, but may apply to the athletic director for permission to compete in the winter and spring seasons upon a review of academic progress. The exception to both the promotion rule and the 4th marking period rule will be students who successfully complete summer school courses to improve their academic standing and achieve promotion. See chart below for further detail on timelines.

**STUDENTS WITH TWO (2) OR MORE FAILURES**

Marking Period	Result
1 <sup>st</sup>	Suspended from competition for the first 15 school days of the second marking period starting the day report cards are mailed.
2 <sup>nd</sup>	Suspended from competition for the first 15 school days of the third marking period starting the day report cards are mailed.
3 <sup>rd</sup>	Suspended from competition for the first 15 school days of the fourth marking period starting the day report cards are mailed.
4 <sup>th</sup>	Suspended from competition for the first 15 school days of the first marking period starting the first full day of school. Students may not compete in any game or scrimmage before the first day of school but may practice.

**Sports Physical**

All athletes must receive a physical exam prior to playing a sport (this includes try-outs).. The physical must be completed using the PIAA physical form. All pages (6 sections) must be completed to be accepted. A recertification form (Section 7) is required prior to each subsequent sport. Forms are available in the main office, nurse’s office, athletic director’s office, as well as on the website.

A fully completed form including all medical history information, emergency and insurance data and parent/guardian signature must be on file with the athletic director’s office before an athlete can participate in a sport. The physical exam must be done June 1<sup>st</sup> or after and is valid for a full calendar year from the date it was performed and must be performed by a licensed physician, licensed physician’s assistant, osteopath or certified nurse practitioner. Therefore, it is not necessary to have an exam for each season.

**Athletic Training Room**

All athletes have access to a certified athletic trainer for emergency first aid purposes, injury evaluation, treatment, and rehabilitation. When indicated, the athletic trainer will communicate directly with the parent in order to facilitate emergency care, a physician referral, or follow-up care. The athletic trainer is available every afternoon during the sports season from 2:30 p.m. until 4:30 p.m. The athletic trainer is also in attendance or available during home athletic events.

## Attendance

- Athletes are expected to be present and on time for all practices and games. If you will be late or miss a practice or game, you must notify the coach and receive permission in advance. Failure to do this will be considered an unexcused absence. An excused absence may be granted due to illness, death in the family or emergency. A student who will miss a practice or game because of a school sponsored activity must submit a written request to the coach at least three days prior to missing in order to be eligible for the event in question.
- If a student leaves school due to illness, he/she may not return that day to practice or play in a game.
- **A student must be in school by 9:00 a.m. in order to practice or play in a game unless he/she has written approval from the principal or athletic director.**
- When attending an evening athletic event, athletes will not arrive more than 15 minutes early or depart more than 15 minutes after the contest has ended.
- Athletes remaining at school for late practices or evening contests are to report to their coach and remain under their supervision until the practice or contest begins.
- Athletes may not participate in more than one sport per season without the consent of both coaches.

## Transportation

Transportation will be provided by the school district to all athletic events. Students are expected to utilize school provided transportation to and from all athletic events. Students may be excused from using the school transportation if permission is granted from the coaching staff. A signed note should be given to the coaching staff prior to the event.

## Conduct

- All athletes are expected to present a neat and well-groomed appearance at all times.
- All athletes are expected to conduct themselves in an exemplary manner at all times.
- All athletes are expected to treat administrators, faculty, coaches, parents, teammates, and opposing players and officials respectfully. • All athletes are expected to refrain from the use of profanity, taunting and fighting at all times.
- All athletes are expected to support their coaches and teammates at all times.

## Sportsmanship - Spectators

Our goal is to provide a safe and enjoyable environment for all athletes, spectators, and officials. In order to accomplish this goal, it is important to define our expected behavior. In situations where this behavior is violated, individuals may receive a warning, be asked to leave the event, or may be banned from attending future athletic events.

### Acceptable Behavior

- Applause during introduction of players, coaches, and officials
- Applause recognizing player's performance during play
- Applause after the event recognizing the efforts of both teams
- Accept all decisions of officials without comment
- Cheerleaders and fans working cooperatively to cheer and support the team
- Athletes and coaches exchanging handshakes and congratulations after an event, regardless of the outcome
- Showing concern for an injured player on either team

### Unacceptable Behavior

- Disrespectful or derogatory yells, chants, songs or gestures
- Booming or yelling derogatory comments at players or officials
- Taunting or name-calling an opponent or fan
- Refusing to shake hands or congratulate opponents after an event
- Blaming a loss on an official, coaches, or teammates
- Use of profanity or displays of anger
- Inappropriately entering the field or area of play during a contest
- Approaching a coach, player, or official in a confrontational manner
- Booming or taunting an injured player

## Team Selection

Coaches have the right to select team members according to the needs of the team.

## Athletic Equipment and Uniforms

Athletes may be issued equipment and uniforms as members of a team that must be returned to the coach at the end of the season. Athletes who fail to return equipment and/or uniforms will be billed for the items at the current replacement cost. Athletes will not be permitted to participate in another sport until they have returned the equipment/uniform or have paid to replace it.

## Parent Expectations

We are extremely grateful for the sacrifices that parents make to permit their children to participate in our athletic programs. We appreciate the support provided to our program by attending athletic events and participating in booster club and fund-raising activities. Our goal is to have an athletic program that our entire community can be proud of.

Both parenting and coaching are tremendous responsibilities that can be challenging at times. By developing an appreciation for and understanding of each of these roles, we are better able to accept the actions of the other and work together to provide even greater benefits for our student athletes.

As parents, you have a right to understand the expectations that we place upon your child when they participate in our athletic programs.

- **Communication A Parent May Expect from A Coach:**
  - o Coaching philosophy
  - o Coach's expectations for his/her players
  - o Practice and game schedule including times and locations
  - o Team requirements, i.e., off-season conditioning, fundraising activities, camps, special equipment needed and expenses
  - o Procedure for handling sports injuries

o Student disciplinary action imposed that results in reduced playing time or expulsion from team

● **Communication a Coach May Expect from Parents:**

- o Concerns about the program should be expressed directly to the coach in a respectful manner and at an appropriate time.
  - Concerns regarding the coach's philosophy and/or expectations for your son/daughter
  - Advance notification of any schedule conflicts
- o As students become involved in our athletic programs, they may experience some of the most memorable and rewarding times of their lives. There will also be times when things don't go exactly the way that you and your child had hoped they would. It is during these time periods that we feel it is essential to keep the lines of communication open and encourage you to discuss your concerns with our coaches.

● **Appropriate Concerns to Discuss with A Coach:**

- o The treatment of your child
- o Concerns and/or questions regarding your child's behavior
- o Ways that you can help your child improve
- o It may be difficult for parents and athletes to accept when players are not getting as much playing time as they had hoped. Our coaches have to make decisions based on what they believe will be best for everyone involved with the program. As you have reviewed the list provided above, certain concerns should be discussed with a coach. However, there are other items that need to be left up to the discretion of the coach.

● **Items That Are Not Appropriate to Discuss with a Coach:**

- o Playing time
- o Team strategy
- o Play calling
- o Other student athletes

● **If a situation arises that necessitates a meeting between the coach and parent, we request that you follow these procedures**

- o Call to set up an appointment: Octorara Area Middler-Senior High School 610-593-8254
- o We ask that you contact the coach first, but if you are unable, please call the athletic director 610-593-8254.
- o Please do not attempt to confront a coach before or after a practice or game. These can be emotional times for both the parent(s) and coach and are not an appropriate time to resolve a problem.

## **Acknowledgement of Risk/Waiver**

Participation in all sports and physical activities involves an element of risk and regardless of the care taken; it is impossible to ensure the safety of all participants. All sports are physically demanding and require a substantial level of fitness to compete without injury. Additionally, many sports activities involve the use of sticks, bats, rackets, and balls, which may strike a player and cause injury.

Each member of the Octorara coaching staff develops a pre-season conditioning program designed to meet the particular demands of his/her sport. Additionally, a certified athletic trainer is available to all school district athletes to help prevent and manage injuries.

A consent form will be provided by the coach and must be signed by both the parent and student. A student may not participate in practices or games until this form is submitted. This form will be considered valid for the entire **2025-2026** school year. It will not be necessary to repeat this procedure for each sports season. The form will be issued to each potential student athlete.

## **Athletic Schedules and Scores**

We encourage you to use the Octorara Middle Senior High School Athletics Website to check schedules and scores and to obtain news and information about our sports programs.

## **EXTRA-CURRICULAR CODE OF CONDUCT for ILLEGAL SUBSTANCES**

The privilege of representing Octorara and our community requires a higher standard of personal conduct in school, in the community, and while participating in extracurricular activities. Students who participate in extracurriculars are held to the highest standards.

### **Terms associated with extracurriculars:**

- **Activity** – An activity is school-sponsored and not an academic requirement (examples: sports team, club, theater productions).
- **Activity Season** – An activity season is the time from the start of an activity until the end of the activity (example: fall sports season, winter sports season, spring sports season, full-year club).
- **Condoning** – Condoning is showing acceptance of a behavior by knowingly and/or willingly remaining in association with the illegal possession and/or illegal use of illegal substances. Example: If one is to ask the question, *could I have removed myself from a situation in which there were illegal substances being used and I chose not to*, and the answer is *no, I did not remove myself*, then this is condoning. An example of *condoning* is arriving at a party and staying at the party after discovering that illegal substances are being used, sending electronic messages promoting illegal behavior. It is *not condoning* if one is at a family gathering and parents, aunts and uncles are drinking alcohol.
- **Illegal Substance** – This term refers to alcohol (for anyone not of legal age), controlled drugs, and prescription drugs for which the consumer does not have a doctor's order. Nicotine products are not included in this definition of illegal substances.

**Enforcement Calendar:** This policy is in effect from the first day of the PIAA fall training season to the last day of school for students.

### **Enforcement When Under the Supervision of the School:**

If it comes to the attention of an administrator that any student participating in an activity has been using or condoning the use of an illegal substance at school or at a school-related event, no matter where the event is held, that student will, on the first offense, be suspended from participating in either his/her current activity, or if out-of-season, his/her next activity season in which that student is a participant, for ten (10) school days starting either a) the date of the suspension or b) the next activity season. The next activity season may be in a new school year.

A second offense during a student's Junior-Senior High School career will result in the student being removed from eligibility to participate in activities for one calendar year from the date of the second offense.

All activity participants found to have been using or condoning the use of an illegal substance at school or at a school-related event will be required to complete the standard district drug and alcohol assessment. Students will not be permitted to return to their activity until they provide documentation that they have received an intake date for the drug and alcohol assessment. Students will be required, before they may participate again in an activity, to provide the following:

Documentation of completion of the drug and alcohol assessment

- Documentation that the student is participating in the recommendations from the counseling service, or has completed all recommendations from the counseling service, or that there were no recommendations made by the counseling service. (Note: The athletic director may adjust this timeline in the event of a late activity season violation that prohibits the completion of the assessment in a timely fashion before the start of a new activity season.) Documentation must be submitted to the athletic director and his/her approval must be given in writing to the activity coach/supervisor BEFORE the student is permitted to return to the activity or start a new activity.

#### **Enforcement When Outside the Supervision of the School:**

If it comes to the attention of an administrator that a student participant in an activity has been using or condoning the use of illegal substances off campus at non-district related events, the student will be 1) suspended from participating in the activity for five (5) school days and 2) referred for a drug and alcohol assessment. Students will not be permitted to return to their activity until they provide documentation that they have received an intake date for the drug and alcohol assessment. Students will be required, before they may participate again in an activity, to provide the following:

- Documentation of completion of the drug and alcohol assessment
- Documentation that the student is participating in the recommendations from the counseling service, or has completed all recommendations from the counseling service, or that there were no recommendations made by the counseling service. (Note: The athletic director may adjust this timeline in the event of a late activity season violation that prohibits the completion of the assessment in a timely fashion before the start of a new activity season.) Documentation must be submitted to the athletic director and his/her approval must be given in writing to the activity coach/supervisor BEFORE the student is permitted to return to the activity or start a new activity.

#### **Burden of Proof:**

Eyewitness testimony, nurses' evaluations, pictures and videos, and any evidence found during investigation by the administration are some of the acceptable forms of proof. If a parent or student questions the reasonableness of the proof in a case, the superintendent is the final appeal in the process.

## **ATTENDANCE**

Students are expected to come to school to learn. Being in school daily and in a timely manner is important to student success. Compulsory attendance laws require that all students, 16 years of age and younger, attend school unless authorized to be exempt. Parents or guardians are responsible for ensuring that their children comply with these laws. Failure to comply may result in prosecution or other actions as prescribed by Pennsylvania State Law and/or the Octorara Area School District.

Parents/students have the right to request that absent days be waived due to extenuating circumstances. This is done via the principal and at his/her discretion.

#### **• EXCUSED ABSENCE**

- School attendance is the cornerstone of academic success. Excessive absences for any reason may jeopardize a student's opportunity to receive a passing grade in a course. Student absences will be considered excused in cases of emergency, illness (with a parent note up to and including 10 days of absences), death in the immediate family, court appearance, educational field trip (pre-approved by the principal or his designee), college visitation, suspension or celebration of religious holiday by a bona fide religion. The mere fact that a parent has sent a note to school does not necessarily mean the absence is "excused." An absence becomes "excused" only when the principal or his designee has classified the absence as such.
- A doctor's note needs to be provided for every day absent over 10 days (exceptions do apply).

#### **• STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL**

- Upon returning to school, the student must submit a note from a parent, physician, or court official indicating the date and reason for the absence. The student shall submit this note in the main office upon return to school.
- Failure to present a legitimate written excuse within **three (3)** days of the student's return to school will subsequently be considered unexcused or unlawful.
- When a student is unexpectedly absent from school, they have one day for every one day absent to make up and submit their assignments if the absence is considered excused. For planned absences, students should get their work in advance and complete it within the time limits specified by the instructor.

#### **• EARLY DISMISSAL**

- Students must submit a written note from a parent or guardian specifying the reason for early dismissal request. This note should be handed into the office prior to the beginning of Advisory class.
- All notes will be verified with a parent or guardian before approval is given. Students must sign out in the office when leaving school.
- Requests for unapproved reasons or for personal convenience will not be honored and students who leave will be charged

**TRUANCY** - Students cannot receive a quality education if they are not in school. Truancy, or missing school without approved excuses, is not acceptable. By School Board policy and state law, once a student has accumulated ten absences (with or without a doctor's note), a doctor's note is required for each additional absence for the absence to be considered excused and to avoid truancy citations.

- **Truancy of students who are under 18 years of age:** A letter shall be sent by the building administrator to the parent/guardian of any student who has missed three (3) unlawful days of school; the letter requests that a parent or doctor's note be submitted for each additional absence. On the fourth (4th) unlawful day of absence, a certified warning letter shall be sent by the building administrator to the parent/guardian. The letter states that on the fifth (5th) and every additional absence, a truancy citation will be filed for the parent and the student (if 13 or older) with the local district court as required by state law.
- On the 4th day of unexcused absence, a Student Attendance Improvement Plan meeting will be scheduled in order to develop strategies to improve the student's attendance in school.

## **TARDINESS**

### ● **EXCUSED TARDINESS**

- Typically, excused tardies include: illness, family emergencies, doctor or dentist appointments. A note should accompany the student upon arriving at school. The note should be given to the main office.

### ● **TARDINESS TO CLASS**

- Classroom teachers are responsible for disciplining students who are tardy to class. Discipline will occur according to the following chart:

- 1-2 Lates Warning
- 3 Lates Teacher contacts parent
- 4 Lates Teacher detention
- 5 Lates Referral to office
- 6-8 Lates 5:05 for each occurrence
- 9 Lates 1-day ISS

★ Additional offenses will be handled on a case-by-case basis by administration. (Late to class is calculated per semester.)

### ● **TARDINESS TO SCHOOL** - lates to school are calculated per semester.

- Students who report to school after the "late" bell (7:45) must report directly to the main office and sign in. ○ Only a doctor's note will be accepted to excuse a lateness to school. All other lates are considered unexcused. Students may be late to school five (5) times per semester without penalty.
- On the sixth (6<sup>th</sup>) unexcused late, and any thereafter, students will be issued lunch detentions. On the tenth (10<sup>th</sup>) unexcused late and thereafter, it will be left to the administrator's discretion.
- **Seniors may lose senior privileges if they accumulate unexcused lateness to school. These privileges will be lost for the remainder of the semester.**
- **Students late to school beyond the 10th day may be assigned Social Restriction at administrator's discretion. Students who drive to school may lose driving privileges if they accumulate unexcused lateness to school in a semester. These privileges will be lost for the remainder of the semester. This will be implemented at the administrator's discretion.**

## **STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)**

- A SAIP meeting is held after the 4th day of unexcused absence. If it is a student with an individualized education plan (IEP), an official invitation will be mailed to the parent regarding the date and time.
- The meeting will include the student, parent/guardian, a counselor, teacher, case manager and/or administrator ● The meeting is designed to remove the hurdles that cause the student to be absent or late to school and to identify and implement strategies to overcome those difficulties.
- A plan is developed, recorded and shared with the student, parents/guardians, and school personnel.

## **BUILDING AND GROUNDS REGULATIONS**

No student and/or unauthorized persons are permitted to enter, or be in any part of, the school building unless under the direct supervision of a faculty member at any of the following times:

- Prior to 7:30 a.m. on school days.
- After 3:15 p.m. on days that school is in full session. Students who remain in the building after bus dismissal in places such as detention, library, gym, and the classroom should be under direct supervision. Unsupervised students who are waiting for transportation must wait in the lobby and not be elsewhere in the building.
- On the school grounds between the hours of 10:00 p.m. and 6:00 a.m. without permission.

**Persons in violation of these regulations may be subject to prosecution under the Pennsylvania State Law Section 955 "Trespassing on grounds of State Institutions."**

## **BULLY PREVENTION AND ADDITIONAL INFORMATION**

In a concerted effort throughout the district, this program seeks to create a safe and healthy school environment through the encouragement of prosocial behaviors and the prevention of bullying, harassment and other forms of antisocial activity. School-wide, classroom and individual instruction and interventions on acts of bullying, the bullies, their victims and observers of bullying are integrated into the school environment.

What is bullying and cyberbullying?

"Bullying or Cyberbullying" happens when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child. Students are often motivated by anger, revenge or frustration. Sometimes they do it for entertainment because they are bored and have many tech toys available to them. Because their motives differ, the solutions and responses to each type of bullying incident have to differ. Unfortunately, there is no "one size fits all" when bullying is concerned.

The methods used are limited only by the child's imagination and access to technology. Children often change roles, going from victim to bully and back again. Cyberbullying is usually not a one-time communication. Children usually know it when they see it, while parents may be more worried about bad language used by children than the harmful effect of rude and embarrassing posts.

School can be very effective in working with parents to stop cyberbullying situations. They can also educate the students on cyber ethics and the law.

What steps has the district taken to protect students from cyberbullying?

- We have developed rules and policies that prohibit the use of district computers and technologies at school to bully others. ● Teachers have been trained through Common Sense Education.
- We have procedures for reporting bullying and for intervening and addressing bullying as it occurs and when it's reported. ● We continue to work with local law enforcement and other appropriate agencies to address these issues when needed.

What steps can parents take to protect their children from cyberbullying?

- Parents need to be the one trusted place that children can go when things go wrong online and offline. Most children, though, will avoid telling their parents about a cyberbullying incident fearing they will only make things worse. Avoid overreacting. ● Take it seriously. Parents need to be supportive, knowing that cyber-attacks can have a lasting, negative effect.
- Let the school know so the school counselor can keep an eye out for in-school bullying.
- Two things to consider before responding to a cyberbullying incident: 1-Is your child at risk of physical harm or assault? 2-How are they handling the attacks emotionally?
- "Friend" your child on Facebook and/or other social media accounts.
- Check your child's cell phone regularly for pictures and texts.
- If your child is being harassed via text message, instant message, voicemail or email, DON'T erase or delete. ● Contact the website, server, or cell phone company and file a complaint.
- If your child is being threatened or a crime has been committed, contact law enforcement.

Below are websites with more information and resources on cyberbullying:

- [www.cyberbullying.us](http://www.cyberbullying.us)
- [www.tolerance.org](http://www.tolerance.org)
- [www.stopcyberbullying.org](http://www.stopcyberbullying.org)
- [www.olweus.org](http://www.olweus.org)
- [www.common sense.org](http://www.common sense.org)

Octorara Area School District's Rules Against Bullying

- **We do not bully others.**
- **We help students who are bullied.**
- **We include students who are left out.**
- **We tell an adult at school and an adult at home when somebody is being bullied.**

## CAFETERIA

The school offers a variety of lunch options. Menus are posted on the district website. Students are expected to conduct themselves in an orderly manner in the school cafeteria. The lunch period should be a relaxing break for all concerned. Unmannerly or rowdy behavior, including "cutting" in lines, will not be tolerated. The proctors assigned to a lunch period have complete charge of the cafeteria. The following rules must be followed:

- Students must follow all directives of the adult supervisors on cafeteria duty.
- All students must eat in the cafeteria, except those in lunch detention. Food may only be taken from the cafeteria and consumed elsewhere with special written permission from the teachers/administration (for example, lunch detentions).
- Students must remain in line at the serving or disposal stations. Places in the lines or seats at the tables may not be reserved for other students. All seating is on a "first come, first served" basis.
- Talking is permissible at conversational levels. Loudness is not tolerated.
- Students must remain seated at their tables except when being served in the lunch lines or disposing of refuse or with permission of a teacher.
- After students have eaten, they may go to the outside play area (if weather permits) following directions from the teachers in charge. Prior to dismissal, the table top and the immediate floor area must be **clean** (table surface must be wiped down).
- Due to the scheduling of consecutive lunch periods, it is important that consideration of others be shown by leaving the cafeteria clean and in good order. Students who show continued disregard for basic table manners and cleanliness may have their lunch privileges altered.
- Students wishing to leave the cafeteria to go to the restroom or office during lunch must obtain verbal permission from duty staff.

Lunch Recess Rules

- Students must follow all directives of the adult supervisors on recess duty.
- Students are not permitted to engage in rough play (no physical contact).
- Students may not climb on or over the fence to retrieve equipment. Notify the supervising staff if equipment goes beyond or behind the fence.
- Any inappropriate behavior will result in a loss of recess privileges and possible disciplinary consequences. The supervising adults/administration will determine this.

**Students are not permitted to remove food or drink from the cafeteria. Food and drink are not permissible, regardless of its origin, in the library, the classroom, or elsewhere in the building.** Exceptions may be granted by the administration to faculty members requesting temporary permission to waive this rule.

The Octorara Area School District participates in the Community Eligibility Provision as of the 25-26 school year. Breakfast and Lunch will be provided at no charge to all students without the need to fill out an application of any kind. Students are encouraged to take both meals every school day.

Questions should be directed to the food service director at 610-593-8238 ext. 30588.

All students are given an ID number which they will be required to use to purchase a la carte/snack items from the cafeteria. The student must have money with them or money in their accounts to purchase items from the cafeteria. Deposits can be made online at [www.schoolcafe.com](http://www.schoolcafe.com) or the student may turn money in directly to the cashier.

Students caught stealing food or beverages from the cafeteria will be prosecuted as required by School Board policy.

## **CODE OF CONDUCT**

The students of Octorara Middle School are expected to maintain good order and discipline in the school environment. Good order and discipline may be described as the absence of distractions, frictions and disturbances which interfere with the optimum functioning of the student, the class and the school. It is also the presence of friendly, yet businesslike rapport in which students and school personnel work cooperatively towards mutually recognized and mutually accepted goals.

The Code of Conduct applies to all activity on school property, wherever school sponsored or sanctioned events are held, or vehicles that are provided for student transportation. Any offense that adversely affects the good order, maintenance, or discipline of the school environment will initiate the discipline procedures.

## **COUNSELING SERVICES**

The guidance staff members are an integral part of the school's educational program. Octorara Middle School has 2 counselors.

- The Middle School counseling program supports the growth process of the students in the areas of academics, social relationships, responsibility, and career aptitudes and interests. Individual and group counseling services are available. Students are free to confer with their counselor through appointments made in the guidance office. Arrangements should be made before school begins or during the lunch period.

The Counseling Department coordinates a variety of activities in the areas of personal, academic, and career counseling. This allows for continuity for both the student and the counselor. Students are encouraged to contact their school counselor with questions and concerns. Parents are always welcome to call or visit their child's counselor to discuss academic progress, as well as any special problems or concerns. If you wish to visit a counselor, please call 610-593-8254 to make an appointment.

## **DANCE REGULATIONS**

- Dances afford students a recreational opportunity. As such, attending dances is a privilege, not a right.
- Students must attend school on the day of the dance.
- Dance tickets must be purchased in advance.
- Students in attendance at the dance are subject to all school rules.
- Those students who do not conform to the rules will be asked to leave by the person in charge and may be referred to the administration for further disciplinary action.
- Students who are suspended or on probation may not attend dances.
- Students with outstanding obligations (detentions, bills, fines, etc.) may be prohibited from attending dances. • Students are not allowed to leave the building at any time. No one who leaves the dance will be permitted to re-enter the school building.
- For Senior High dances, junior high students will not be permitted to attend. For junior high dances, senior high students will not be permitted to attend.
- Senior High School Students ONLY may bring a pre-approved guest. All guests must have achieved ninth grade status but not have reached his/her twenty-first birthday. A picture I.D. is required.
- Students may not loiter in the parking lot before or after the dance.
- **Any student on social restriction will not be permitted to attend dances, including the Junior/Senior prom. • Administration reserves the right to refuse admittance to students and guests who violate school policy. •**

# DISCIPLINE POLICY- OCTORARA MIDDLE SCHOOL

## PHILOSOPHY

Student conduct is closely related to learning. Therefore, an effective instructional program requires an orderly, healthful, and safe environment in which students may learn to their fullest potential in harmony with others.

The goal of the Octorara Area Middle School Discipline Policy is to establish guidelines for student conduct that reflect consideration for the rights of others and cooperation with all members of the school community. This policy encourages behavior that will prepare students to become productive and contributing citizens in a democratic society.

## STUDENTS-SPECIAL EDUCATION

The application of this discipline policy to special education students will be done in compliance with current state special education regulations and standards, and related guidelines.

## TYPES OF DISCIPLINE

### ● RESTORATIVE PRACTICES - School Wide

The purpose of restorative practices in school is to build, maintain, and when necessary, repair relationships. The idea is to understand the harm that has been done, through structured conversation vs. traditional punitive actions, which don't always change negative behaviors. The principals and teachers will work together to get students talking about any difficulties they may be having with another individual and work to solve the problem by a set of questions, such as: *What happened? What were you thinking about at the time? What have you thought about since? Who has been affected? How were they affected? What needs to be done now to make things right?*

- Utilization of restorative practices:
  - Acknowledge that relationships are central to building community within our school.
  - Focuses on repairing the harm done as opposed to the consequence.
  - Engages in real problem solving.
  - Gives a voice to the individual(s) harmed in the incident.
  - Empowers change in behavior and growth through empathy for others
- Examples, (not limited to these examples) of strategies of restorative practices:
  - Building relationships
  - Peer Mediation
  - Restorative Circles
  - Consistent, Restorative Language - Affective questions and statements

### ● DETENTIONS

- Detention (teacher) - **Teachers are the people most frequently and most directly in contact with students. Therefore, teachers are charged with the responsibility of maintaining discipline at the first level.** Any teacher may require students to remain after school. This is a teacher detention.
- Detention (school) - Assigned by administrators for violations of general rules. Detentions are held until 3:15 PM and must be served on the day scheduled. Students may ride the late bus home, except for those who have detentions due to a bus referral or where no late bus is available.
- Lunch Detention - Lunch detention will be used for students who misbehave while in the cafeteria and for those students who are continuously late to school (see tardy policy).
- Extended Detention - Assigned by the administration for level I /II misbehaviors. Students will stay until 5:05 PM on the day assigned. Students must make arrangements for transportation home.
- Saturday Detention- Assigned by the administration for level II/III misbehaviors. Saturday detentions will be served from 8:00-11:00 AM at the Senior High School. **ANY STUDENT WHO FAILS TO SERVE A SATURDAY DETENTION WILL BE SUSPENDED OUT OF SCHOOL FOR 3-5 DAYS.**

**DETENTIONS WILL NOT BE RESCHEDULED UNLESS A REQUEST TO DO SO IS RECEIVED FROM THE PARENT EITHER IN WRITING OR VIA PHONE AT LEAST 24 HRS. IN ADVANCE OF THE SCHEDULED DETENTION. RESCHEDULING WILL BE UP TO THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPAL. IF NOTIFICATION IS NOT GIVEN IN ADVANCE AND THE STUDENT DOES NOT SERVE THE DETENTION, IT WILL BE CONSIDERED A FAILURE TO SERVE AND THE APPROPRIATE CONSEQUENCES WILL FOLLOW.**

### ● Time-Out

- Time-out will be used at the discretion of the administration to remove students from a situation that may cause further disciplinary action if not addressed.

### ● Out-of-School Suspension

- Assigned by the administration for continuation of behaviors or for specific level II / III offenses. Parents will be notified of all suspensions.
- Temporary Suspension - three days maximum - no informal hearing required.
- Full Suspension - more than three days - informal hearing required - A meeting will be required with an administrator, counselors, and teachers prior to a return from a suspension longer than 3 days..
- **If a student is on suspension and the school day is canceled due to school closing, the suspension will be rescheduled the next day school is in session.**

- **Expulsions** - The Octorara Area School Board may either expel for a period exceeding ten (10) school days or may permanently expel

from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.

## ADMINISTRATIVE DISCIPLINARY LEVELS

The following list is not intended to be inclusive of all acts of misconduct. Any disruption of the education process will be treated as a violation of the Middle School Discipline Policy. Repeated instances of any misbehavior listed will increase the discipline at the discretion of the administrator involved. The discipline levels and disciplinary responses are a guideline. Restorative practices may be used as an alternative to the disciplinary levels listed below. In addition to the utilization of disciplinary levels and restorative practices, alternative consequences may be used. These include, but are not limited to, special assignment, conflict mediation, parent conference, counseling, referral to outside agencies, temporary removal from class, or alternative school.

### ● **Level I - Student Misconduct, Disciplinary Response: Teacher/School Detentions/Extended Detentions/Saturday Detentions**

Unacceptable behavior

- Violation of dress code
- Removal of food from cafeteria and/or possession of food outside the cafeteria
- School/Hallway/Classroom disturbance
- Inappropriate use/possession of electronics including cell phones during the school day. **(Forfeiture until returned to parents) Refusal to relinquish device will result in a Level II violation and a suspension.**
- Unexcused late to school (see tardy policy)
- Late to class
- Class Cut - 1st Offense
- Academic dishonesty (cheating)
- Outspoken disrespect
- Inappropriate display of affection
- Lying/forgery
- Horseplay

### ● **Level II - Student Misconduct, Disciplinary Response: Extended Detentions/Saturday Detentions/In-School & Out-of-School Suspensions**

- Out of Area - Sr. High students in jr high when not attending classes there and the other way around.
- Continuation of Level I offenses
- Failure to serve teacher/school or extended detentions
- Misuse/abuse of school property (restitution made if applicable)
- Obscene gestures/profanity-minor
- Class cuts - Subsequent Offenses
- Insubordination
- Harassment/threatening of a student (including the use of social media)
- Obscene gestures/profanity-major
- Possession or use of tobacco products (see smoking code) **(fines apply)**
- Possession or use of electronic vaping or smoking products **(fines apply)**
- Failure to sign in when late to school
- Leaving school without permission
- Leaving class without permission
- Physical/Verbal altercation
- Violation of social restriction
- Misbehavior for substitute teacher
- Instigating conflicts with/between other students
- Trespassing (on school premises before/after regular school hours without permission)
- Gambling (any game or action that results in an exchange of money, goods, favors, etc.)

### ● **Level III - Student Misconduct, Disciplinary Response: In-School & Out-of-School Suspensions (Minimum of 5 days for most offenses)**

- Continuation of lower level offenses
- Obscene gestures/profanity directed toward a staff member
- Assault
- Violation of the district's drug and alcohol policy (see drug & alcohol policy)
- Arson or false alarms
- Theft (including any theft from cafeteria/lunch)
- Bomb threats
- Falsifying documents/tampering with records
- Threatening a teacher or staff member
- Fighting
- Making terroristic threats (verbal, drawn, written)
- Vandalism
- Ethnic, religious, racial, sexual slurs; written, verbal or drawn (meant to be demeaning to others)
- Inappropriate comments referring to a person's physical or mental disabilities
- Any act punishable under the PA Crime Code or any other legislative enactment, state or federal.
- Possession of dangerous or deadly weapons (MANDATORY 1 YEAR EXPULSION)

★ **Level III violations are of a nature that their commission represents a violation of the law and are subject to civil and/or criminal penalties. A local law enforcement agency shall be notified about offenses in this category. The administration may consider an offense in the level III category serious enough to be a threat to the health, safety or welfare of others. In such cases, a recommendation will be made to the School Board for expulsion for the first offense. If need be, restitution for damages will be required.**

## **STUDENTS SUSPENDED FOR LEVEL III MISBEHAVIORS ARE SUBJECT TO THE FOLLOWING:**

- The first suspension will normally be out-of-school for 1-3 days. Parents will be contacted by letter or telephone.
- The second suspension will normally be out-of-school for 3-5 days and will require a parent conference (informal hearing).
- The fourth suspension will normally be out-of-school 5-10 days and will require the development of a written action plan.
- The third suspension will normally be out-of-school for 5-10 days and will require a parent conference with the superintendent.
- The fifth suspension will normally be out-of-school for 5-10 days and could result in a recommendation for expulsion.

- ★ At the discretion of an administrator and depending on the frequency and seriousness of the violations, the length of suspension and probation may increase and the process leading to recommendation for expulsion may be accelerated.

## **REFERRAL TO LAW ENFORCEMENT AGENCIES**

Students will also be reported to law enforcement for acts of misconduct believed to fall under the category of criminal actions. Upon conferring with the law enforcement agency, a citation or other action may be issued to the student and his/her parents or guardian, which could result in a fine, juvenile court referral or other appropriate disposition. Any offenses that are punishable under local, state or federal crime codes will be reported.

## **CLASS CUTTING**

A student who “cuts” class is one who has entered the building and for some unauthorized reason does not report to his/her regularly scheduled activity.

- First occurrence: All verified first cuts of class will be Level I offense (teacher detention).
- Additional occurrences: this will be a Level II offense of continuation of behavior, resulting in additional suspensions.
- When a Class Cut is escalated to a Level II offense, the student will be placed on social restriction for a period of 15 school days. This will occur each time a student commits a Class Cut after his/her initial infraction.

## **FAILING TO SIGN IN AT THE OFFICE**

- Any student who arrives at school late (after 7:45) should report to the office to sign in to school prior to going to class. Students who fail to sign in will be charged with class cutting.

## **LEAVING CLASS WITHOUT PERMISSION**

- This will be treated as an act of insubordinate conduct and students will be assigned extended detentions or suspensions.

## **LEAVING SCHOOL WITHOUT PERMISSION**

- Leaving school without permission will be treated as an unexcused and/or illegal absence subject and will be considered a class cut (s), which will result in extended detentions or suspensions.
- **Students who are ill or feel they must leave school must obtain permission from the school nurse or the principal or his designee before leaving school.**

## **TRANSPORTATION DISCIPLINE**

(See District Bus Discipline Policy)

## **ACADEMIC DISHONESTY**

### **Definitions:**

- **Academic Dishonesty** is any attempt by the student to avoid responsibility for his/her own learning. Copying, cheating on a test, or plagiarism is an attempt to get credit that has not been earned by hard work and honest endeavor. It is wrong. Academic dishonesty reflects on the character of the student and warrants disciplinary action. Any student who willingly provides his/her work for another student to copy is also academic dishonesty.
- **Plagiarism** is using someone else’s ideas or work without proper or complete acknowledgment. Plagiarism includes copying a passage straight from a book or other media into a paper without quoting or explicitly citing the source. In addition, completely re-wording someone else’s work or ideas and using it as one’s own is also plagiarism. It is very important that students properly acknowledge all ideas, work and even distinctive wording that are not their own.
- **Multiple Submission** is the use of work previously submitted for one class to fulfill a requirement for another class. Slightly altered work that has been resubmitted is also considered dishonest.
- **Misuse of Internet Resources:** Internet resources are quickly becoming popular materials used for research papers. Students should check with teachers to determine if the Internet resource is reliable. Also, proper citation is absolutely necessary.
- **Cheating on a Test** includes copying answers from a neighbor, using a “cheat sheet” of any kind, gaining prior access to a test or test answer key and using or sharing or selling such information.
- **Copying Homework or Class Work** answers from another student or directly from a textbook is academic dishonesty.
- **Using an On-line Translator** in any world language class is cheating.
- Any student who willingly provides his/her work for another student to copy is also academically dishonest.

### **Consequences:**

- Copying Homework, Using an online translator, Misuse of Internet Resources, Multiple Submissions:
  - First Offense Cheating on a test (same as for plagiarism)

- ★ Discipline records will be reviewed by an administrator to determine if a student is a repeat offender.

## **DRESS CODE (See Appendix)**

It is well documented that student decorum and dress are intricately related. A strong correlation exists between the appropriateness of a student's attire for an educational setting and the appropriateness of his/her behavior in that setting. Any clothing, jewelry, or article which disrupts the educational process or interferes with the health, welfare or safety of any individual will not be permitted under this policy.

- Students should be neat and well-groomed in school.
- Muscle shirts, spaghetti straps, halter tops, tank tops, tube tops, low cut tops, beachwear, netting shirts, or articles which expose the bare midriff or excessive skin are not permitted.
- Shorts are permitted during periods of warm weather, at the discretion of the principal, but must be appropriate in length and style. Short-shorts, mini-skirts, cut-off shorts and other attire not appropriate for an educational setting are not permitted. Shorts and skirts that are considered too short are considered so no matter what is worn under them. The length of such attire will be explained to students at the beginning of the school-year by an administrator.
- Undergarments or anything resembling undergarments should not be worn as an outer article of clothing. Pajamas like loungewear are not permitted.
- Buttons, jewelry, patches, emblems or articles of clothing displaying indecent, suggestive or offensive writing, symbols, illustrations, or pictures are not permitted to be worn in schools. Any button, jewelry, patch, emblem or article which refers to alcohol, drugs, sex, tobacco or the occult is not permitted in the Octorara Area Schools. Messages which may be offensive to any group or individual are not to be displayed.
- Appropriate footwear must be worn always. Any shoe that poses a safety hazard is not permitted. Shoes with laces must be tied. Sandals and flip-flops are permitted unless prohibited by a specific class activity as determined by the teacher. In classes where safety equipment is normally worn, specific footwear may be required by the instructor for participation.
- Clothing must be clean, in good taste, worn properly and in good repair.
- Jewelry which may impose a safety hazard (chains, spike collars, etc.) to the students or others will not be allowed to be worn in schools.
- Pants, shorts, and skirts must be worn at the waist. A belt or suspenders are required if pants do not normally stay waist-high.
- Covering or partially covering the face with paint or other mediums is not permitted.
- Interpretation of this policy and the enforcement thereof will be at the discretion of the building administration.

## **SMOKING – USE and/or POSSESSION of ELECTRONIC VAPING DEVICES OR TOBACCO PRODUCTS**

The possession and/or use of tobacco and vaping products are prohibited in the school buildings, on buses, and on school property (Act 16B of 1988). Smoking and vaping are discouraged in all schools, at all levels, through an educational program of instruction regarding the effect of the use of these products. Violators of the student smoking policy at Octorara Area Junior /Senior High School are subject to the following disciplinary actions:

Possession of tobacco and vaping devices or products:

- First offense results in one-day suspension and a **\$50** fine payable to the Octorara School District (as per District policy #222). Students will also be required to complete a district designed cessation program.
- Additional offenses result in a suspension and an additional fine.

Use of tobacco and vaping devices or products:

- First offense results in one-day suspension and a **\$50** fine payable to the Octorara School District (as per District policy #222). Students will also be required to complete a district designed cessation program.
- Additional offenses result in a suspension and an additional fine.
- ★ Students who are assessed fines for these offenses will also be placed on social probation and will lose their parking/driving privileges until the fine has been paid. Any unpaid fines will also be recorded as a student obligation. If the student fails to complete the cessation program the social probation will be extended until completion of the program.

## **STUDENTS-CORPORAL PUNISHMENT**

Corporal punishment is not permitted in the Octorara Area School District. A staff member may, however, use reasonable physical force against a student when it is essential for self-defense, the preservation of order, or for the protection of other persons or property.

## **CELL PHONES and ELECTRONIC DEVICES (SEE POLICY SECTION 200)**

### **Cell Phones and Electronic Devices**

Octorara Middle School recognizes parental concerns of safety and well-being while students attend our school for instructional purposes or after school activities. At our school, we are committed to maintaining a safe, respectful, and focused learning environment for all students and staff. In alignment with our School-Wide Positive Behavior expectations—Be Respectful, Be Responsible, Be Resourceful—we strive to reduce distractions, foster meaningful interactions, and promote academic success. To that end, the following policy outlines the use of personal electronic devices, including cell phones, during the school day: Octorara Middle School also recognizes that inappropriate and untimely usage of cell phones during the school day may:

- Compromise the learning environment.
- Disrupt instruction.
- Distract other students from learning.
- Undermine the integrity of student testing.
- Increase disciplinary referrals and consequences.
- Increase the opportunity for police involvement.

Due to these concerns, the following restrictions will be followed. Students may possess cell phones during the instructional day but must adhere to the following restrictions:

- 1. Students may use personal devices before school only, from 7:00 A.M. to 7:39 A.M., during arrival.**
- 2. During the academic school day, including Advisory, Core classes, Exploratory classes, the Cafeteria, and Hallways, all personal devices must be:**
  - **Turned off**
  - **Secured in the student's locker**
  - **At no time should students use personal devices during school hours.**

## **Communication During the School Day**

Parents/guardians should not contact students via personal devices during school hours. Any urgent communication should go through the main office.

### **Guidelines**

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas at any time.[1] The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at activities that are sponsored, supervised, or sanctioned by the district. A district administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device or beeper.[2]

### **6 - 8 Middle School Students**

The Board prohibits the personal use of any electronic device by any 6 - 8 students while in district buildings, on district property and grounds, and at school sponsored activities.[1] An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times. Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by an elementary student because of the student's urgent health and safety needs, or in the event of an emergency. Nothing in this policy shall affect the provision or use of an electronic device by an elementary student as stated in an Individualized Education Program or Section 504 Service Agreement.[3][4] The Board prohibits the personal use of any electronic devices by any Middle School student while in district buildings, on district property and grounds, and at school sponsored activities except as follows below.[1] An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times except as follows below.

### **Exceptions:**

- Middle School students may use personal electronic devices after school hours.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a Middle School student because of the student's urgent health or safety needs, or in the event of an emergency. Nothing in this policy shall affect the provision or use of an electronic device by a Middle School student as stated in an Individualized Education Program or Section 504 Service

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting, social media, and emailing. Because such violations may constitute a crime under state and/or federal law, the district shall report such conduct to state and/or federal law enforcement agencies.

### **Loss or Damage to Electronic Devices**

Students are solely responsible for the safe storage of any electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss, damage, or misuse of any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.[5][6][7] Purposeful damage to district owned devices, as determined by the district's technology staff, will result in full restitution.

### **Consequences of Cell Phone Violations:**

- **1st offense-Possession or use-confiscation of device and returned to the student at the end of the school day. Refusal to forfeit device will result in office referral and administrative consequences.**
- **2nd offense-Possession or use-confiscation of device and returned to Parent/Guardian. Refusal to forfeit device will result in office referral and administrative consequences.**
- **Additional offenses of Possession or use- will result in elevated consequences - Student will be required to forfeit the device to the Main Office at the beginning of each day for a specified time not to be less than 10 school days. Refusal to forfeit device will result in office referral and administrative consequences.**
- **Students should be aware that the practice of video/audio recording during the school day (w/o administrative permission) may result in out-of-school suspension (up to 10 days and possibly expulsion).**

- ★ Students should be aware that any reported or discovered occurrences which are unlawful will be dealt with accordingly, including (but not limited to) the school's discipline code and referral to law enforcement. Such practices (including but not limited to) texting, video recording, audio recording, or sexting (the practice of electronically sending nude or seminude images of themselves or forwarding such images to others) could be felony crimes.

**The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic device when used in violation of this policy.[5][8][9]. All confiscated electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent/guardian for a second or subsequent offense. Building administrators may impose additional disciplinary actions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.**

**Legal 1. 24 P.S. 510**

**2. 24 P.S. 1317.1 3. Pol. 103.1 4. Pol. 113 5. Pol. 218**

**6. Pol. 122 7. Pol. 123 8. Pol. 226 9. Pol. 233**

**Pol. 235 Pol. 815**

#### **Appropriate Cell Phone, Electronic Device use on School Bus**

Cell phones, PCDs, and EDs may be activated, displayed, or used on the school bus by students while they are being transported to and/or from school-sponsored events. Evidence of unauthorized or unlawful use of cell phones and electronic devices will result in disciplinary actions according to the discipline guidelines.

- ★ **Laser Pointers** are strictly prohibited on all school property. Pointers will be confiscated, and students will be disciplined. Any student who points these lights at other individuals may be charged with assault.
- ★ Students should be aware that any reported or discovered occurrences which are unlawful will be dealt with accordingly, including (but not limited to) the school's discipline code and referral to law enforcement. Such practices (including but not limited to) texting, video recording, audio recording, or sexting (the practice of electronically sending nude or seminude images of themselves or forwarding such images to others) could be felony crimes.

#### **CHROMEBOOKS**

Chromebooks are available to students in the Middle School to be used for educational purposes. Students who use these devices for unintended purposes may receive disciplinary consequences including:

- the device being confiscated
- detentions, suspensions
- being referred to law enforcement for extreme violations (see policy on district website)

Additionally, purposeful damage to district owned devices, as determined by the district's technology staff, will result in full restitution..

#### **DRUG (CONTROLLED SUBSTANCE) AND ALCOHOL POLICY**

**See Board approved Alcohol and Controlled Substances Policy on the district website.**

#### **EDUCATIONAL TRIPS**

- One educational family trip may be taken with prior approval from the building administration.
- Only 5 days per family will be excused per school year. Parent permission forms must be completed and on file in the office two weeks prior to the trip.
- Students shall assume responsibility for assuring that all required assignments and make-up work are completed within time limits specified by school policy.
- Student academic performance may be a determining factor in the approval of any educational trip.
- Any absence due to a non-approved trip will be recorded as an unexcused and/or illegal absence.
- **Educational trips will not be approved during PSSA/Keystone testing.**

#### **EMERGENCY ALERTS**

Snow season brings with it disruptions in the school day that are erratic and often unpredictable. The safety of children is the prime concern of the school staff as education programs are interrupted by the weather. As revisions are made, be they delayed openings, school cancellations or early closings, parents will be notified via the telephone notification system and announcements will be made on local radio and television stations.

#### **EMERGENCY DISMISSAL PROCEDURES**

Early dismissals caused by poor weather and/or road conditions present special problems for both parents and school personnel. In such situations we frequently encounter significant delays in bus schedules due to snow, ice, floods, etc. These guidelines are designed to foster both the safety of our students and the peace of mind of parents during an emergency.

- Students will be transported home on their regular bus or will follow an individual emergency plan previously approved by the principal.
- If a bus cannot complete its regular run, and/or some students cannot be taken to their regular bus stop, the students remaining on the bus will return to their school.
- Students who have been brought back to school will remain at school until they can be transported home safely. Parents may make their own transportation arrangements for their students if they desire to do so.

Increased demands on administrative time, a heavy volume of incoming phone calls, and the increased possibility of error when hastily changing emergency plans make it impractical for us to honor parents' verbal requests for a change of bus assignment on the day of the early dismissal.

## **EMERGENCY DRILLS**

All emergency drills will be scheduled. During fire, severe weather alert and active shooter drills, students will be under the direction of their teacher. In the interest of safety, all directions should be followed in an orderly and timely fashion. These drills are conducted and practiced during the year to ensure the safety of all. Failure to do so may result in a discipline assignment.

## **FIELD TRIPS**

Field trips are valuable educational experiences where students can make first-hand observations of curriculum-centered material. Field trips are extensions of the regular school day and location. School and district policies and regulations are in effect always during these experiences.

- Students should dress appropriately for the activity and proper behavior is expected. The conduct of all students on these trips must be exemplary.
- Signed parental permission forms are required for all trips taken during and after the school day.
- Students on restriction or having excessive suspensions may be prohibited from going on field or class trips.
- Students with poor/failing grades or frequent absences may be prohibited from going on field trips, if, in the opinion of their teacher, they cannot afford to miss class time (administrative decision).
- Students are responsible for making up work in classes they will miss.

## **FUND RAISING**

Sales are allowed in school only under the direct authority of the principal. Under no circumstances should students or faculty members initiate sales without receiving permission from the principal (through proper and timely submission of fundraising request form).

## **HALL PASSES**

- It is the TEACHER'S responsibility to be sure that students have a signed hall pass when out of class.
- Pre-printed passes will be used for appointments or for faculty-initiated requests for a student to leave a classroom. One, uniformed color pass will be used for all students while attending class in the middle school.
- STUDENTS should go directly to where the pass indicates and not linger or stop at other places.
- STUDENTS should understand that teachers can only excuse students for their own immediate classes; they cannot approve a student missing another teacher's class. Requests to miss any part of a class must be approved by the teacher of that class.
- STUDENTS should not ask teachers to allow them to go to another teacher's class unless the other (visited) teacher has given prior permission and issued a pre-printed pass.

## **HEALTH SERVICES**

**PA State Mandated Health Services - Per PA School Code, Chapter 23, required health services include,** medical examinations, dental examinations, vision screening tests, hearing screening tests, threshold screening tests, height and weight measurements, maintenance of medical and dental records.

### **Health Screenings**

Health screenings are done throughout the year and overseen by the school nurse in the school building. Students are screened individually, to assure privacy and confidentiality. Referral letters will be mailed home in regards to any failed screenings. Please have these issues addressed as vision and hearing difficulties may affect a child's academic progress. If there is a financial concern, please contact the school nurse for available resources.

If a parent wants their child to opt out of the state required screenings, please contact the school nurse by September 15th and complete the "Opt Out" form in which case physician performed screenings must be provided to the school.

The following health screenings are administered and monitored for grades 6-12:

- **All grades** –vision, height/weight/BMI (Body Mass Index)
- **Grade 7** – hearing and scoliosis screenings, dental evaluation
- **Grade 11** – hearing screening and physical exam

### **Physical Examinations**

A physical examination is required for all students in grade 11. Students are encouraged to have the physical completed by their primary care provider to maintain continuity of care and immunization updates. If this is not possible, the school physician is available to provide the physical exam with parent permission. However, immunizations cannot be provided. Please contact the school nurse if you wish for your student's physical to be completed by the school physician.

### **Immunization Requirements**

- **FOR ATTENDANCE IN ALL GRADES children need the following:**

- 4 doses of tetanus\* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria\* (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

\*Usually given as DTP or DTap or DT or Td \*\*Usually given as MMR

● **FOR ATTENDANCE IN 7TH GRADE:**

- 1 dose of tetanus, diphtheria, acellular pertussis (TDaP) administered at or after age 11
- 1 dose of meningococcal conjugate vaccine (MCV)

● **THESE REQUIREMENTS ALLOW FOR THE FOLLOWING EXEMPTIONS:** ○

- Medical reason (with documentation from doctor)
- Religious belief
- Philosophical/strong moral or ethical conviction

★ A written exemption must be filed with the school nurse. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

**Students not in compliance with required immunizations may be excluded from school until documentation of missing immunization(s) is provided to the school nurse.**

**Health Suite Procedures**

- Students should report to the nurse when injured or ill. In order to enter the health suite, a student must have a pass from the teacher. A pass signed by the nurse must be presented upon the student’s return to class. It is the student’s responsibility to request a pass or to have one signed. No student is to leave the health suite without the nurse’s permission.
- When there is a need for a student to be sent home because of illness or injury, the nurse will make the necessary arrangements with the parents. The parents are responsible for the transportation of ill or injured students. Students will not be given an excused absence if they do not see the nurse.
- Students should not be sent to school ill to be diagnosed by the school nurse for their illness.
- Students with infections and infectious conditions are excluded from school according to school protocol.

**Illnesses**

Examples of when to keep your child home from school (this list is not all inclusive; contact the school nurse with any questions):

SYMPTOMS	Must My Child Be Kept Home?
Diarrhea Frequent loose or watery stools compared to child’s normal pattern	Yes – if child looks or acts ill; if child has diarrhea with fever or vomiting; if child has frequent episodes
Fever Fever is greater than 100.0F without medication	Yes- student must be without a fever for 24 hours without use of medication before returning to school
Flu Symptoms Fever over 100.0F with cough or sore throat. May have headache and body aches	Yes- symptom and fever free for 24 hours without use of medication
Coughing Severe, uncontrolled coughing or sneezing	Yes – medical evaluation is necessary
<i>Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough</i>	No – may attend if able to participate in learning activities

Rash WITH Fever Body rash without fever usually does not require to be kept home	Yes – seek medical evaluation
Vomiting Two or more episodes in the past 24 hours	Yes – until vomiting resolves or the physician decides it is not contagious. Observe for other symptoms of illness and dehydration
Conjunctivitis (Pink Eye) Pink color of eye AND thick yellow/green discharge, crusting on lashes	Yes – until 24 hours after treatment. A physician note is required.
Fifth’s Disease	No – Child is no longer contagious once the rash appears
Lice Live lice or nits ½” to scalp	Yes - until treated, must be cleared to return by school nurse
Ringworm	No – area must be covered and treated
Strep Throat	Yes – for 24 hours after treatment begins and is able to participate in learning activities

## **Injuries**

- Occurring at school
  - At times students may be injured at school. Minor cuts and scrapes will be treated with first aid. When major injuries occur, such as possible sprains or fractures, head injuries, etc., every attempt will be made to contact the parent. A physician referral will be made if needed. Parents are asked to follow-up with the school nurse with any plan of care issued by the doctor.
- Occurring at home
  - If your child is injured outside of school, notify the school nurse with any care that may be needed through the school day. A physician report is required for any activity restrictions.

## **Confidential Nurse Form**

A new Confidential Nurse form must be completed each school year providing current information, updated diagnoses, and medications. Please complete and return to school as soon as possible. The form can be located [here](#).

## **Medications**

Per PA State law, students may not carry or self administer any medication, prescription or over the counter, unless it is a recognized emergency medication (i.e. rescue inhaler, epinephrine auto injector, insulin or glucagon). All medication prescribed once, twice, or three times a day should be given at home, unless special arrangements can be agreed upon with the health services personnel. Any and all medications that need to be taken during the school day or during school activities must be sent in with signed parent permission and a physician order. The Medication Permission form is available [here](#) or from your school nurse. Please contact your child's school nurse if you have any questions.

The health office carries acetaminophen, ibuprofen, Benadryl and Tums that may be administered to your student, in warranted circumstances, only if you provide consent on the Confidential Nurse Form (see section III).

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

## **Chronic Illnesses or Disabilities**

If your child has a chronic illness or disability that will need care during the school day, please contact the school nurse so that a plan may be developed with you, your physician, and the school nurse. This plan may be an Emergency Action Plan (EAP) or an Individual Health Care Plan (IHP).

## **Dental Services**

According to the Octorara Area School District's Dental Services Program, dental evaluations will be performed on students in grades **1, 3, and 7**, who did not return a completed private dental examination form.

## **Dental Evaluations**

Dental evaluations are done throughout the school year by a certified school dental hygienist. Students are screened individually, to assure privacy and confidentiality. If a parent does not want their child to receive a dental evaluation at school, they must return a completed private dental examination form prior to the start of dental evaluations. If you did not receive a private dental examination form, you may find one [here](#) or contact the school dental hygienist or school nurse. Referral letters will be sent home to students that may have a dental issue. Please have any dental needs corrected and return the completed dental referral letter to school. If there is a financial concern, please contact the school nurse or school dental hygienist for available resources.

## **INTERVENTION SPECIALISTS (IS)**

The intervention specialists strive to support the needs of students as they become more successful, motivated, responsible life-long learners. An intervention specialist teacher works directly with students to assess their needs in the classroom. The teacher also models strategies for teachers, parents, and others who provide direct services and support to a student.

## **INTERNET (Acceptable Use Policy) \*\*For Chromebook Use Policy please refer to the Chromebook Use Handbook\*\***

### **Introduction**

The Octorara Area School District (OASD) has established an Internet connection for use by students and staff. The purpose of OASD's Internet access is to promote education and research and to support the district's curriculum. As such, the Internet offers vast, diverse, and unique resources, some of which may not be educationally valuable and may be deemed inappropriate and offensive. **The OASD has taken precautions to ensure the educational use of the Internet. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.** Students, staff, and parents are advised that some sites may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment regardless of format, will be dealt with according to the discipline policies of the individual school building.

## Users

Use of the Internet is available to OASD students and staff who have agreed to this policy, have been trained in Internet use, and are using it in pursuit of an educational objective related to the district's curriculum. Students may only use the Internet under the supervision of a faculty member, thus minimizing the potential for misuse. The internet will be accessed via a username and password. This will ensure that internet users will be held responsible for the sites they access.

## Terms and Conditions

All users who will be interactive with the Internet must sign an acceptable use agreement. The signature of a parent or guardian is required for students currently under the age 18 (this form may be found at the end of the handbook). **The use of the Internet is a privilege, not a right.** Each user is held responsible for his/her actions and activity on the internet. Some examples of unacceptable use are as follows:

- Displaying or copying offensive or inappropriate messages or pictures, examples of such messages include but are not limited to, those that are sexually oriented or controlled substance oriented;
- Violating copyright laws, including illegal use of copyrighted software;
- Using social media to harass or intimidate others;
- Loading or use of games or unauthorized programs, files or other electronic media is prohibited;
- Uploading, creating, or knowingly transmitting computer viruses;
- Vandalizing, defined as any malicious attempt to harm or destroy, hardware or software;
- Using the network for any illegal activity;
- Gaining unauthorized access to resources or databases;
- Vandalizing the data, files, or e-mail of another user;
- Intentionally wasting limited computer resources;
- Using the network for financial or commercial gain;
- Failing to delete downloaded/saved information from the hard drive after usefulness;
- Using district equipment to access internet for personal reasons unrelated to stated district goals or objectives; ● Utilizing home computer systems to create sites that disrupt the educational environment.

## Netiquette

Users will abide by the following acceptable rules of network etiquette when using electronic mail. These include but are not limited to the following.

- Users need to be aware that electronic mail is not necessarily private. Users should read only their own mail and are responsible for deleting it.
- All users must sign their e-mail messages. **Anonymous messages are prohibited.**
- Abusive language, swearing, or profanity will not be tolerated. "Flaming", the practice of sending abusive e-mail is forbidden. Harassing, insulting, or attacking others is also forbidden. Anyone who receives inappropriate e-mail should forward the message to the Technology Coordinator and/or the building administrator.
- Posting personal communications to a public forum like a news group without the original author's prior consent is prohibited.
- **For safety purposes, do not reveal your personal address or phone number or that of other students or teachers. Never agree to meet an e-mail acquaintance in person unless accompanied by a parent.**

## Security

Security on any computer system is a high priority, especially when the system involves many users. Any security problem, whether real or potential, should be reported to the building administrator.

## Consequences of Misuse

Abuse of the Internet, including e-mail, will result in denied access. Additional disciplinary action may be determined at the building level in accordance with the district's discipline policy. When appropriate, law enforcement agencies will be involved.

## LOCKERS

- Lockers are assigned to all students. Students should not share locker combinations or allow other students to use their locker. Students must make sure that lockers are locked always when not in use.
- If a locker does not function properly, students should report this problem to their Advisory teacher. Students will be charged for repair costs if they deface, damage/destroy their lockers, or if they place stickers on/or in their lockers. If students do not report locker damages/malfunction to the office, they will be charged for necessary repairs.
- Student lockers are district property. Students must have no expectations of privacy while using lockers. If the principal has substantial reason to believe that any locker contains any item or substance, the possession of which constitutes a danger to the health, safety, or well-being of any person or the district, she/he or their designee is directed to search for and seize such item or substance.
- The Physical Education Department offers lockers for the use of storing athletic clothing and personal belongings while in physical education class. It is recommended that no items of extreme value be stored in these lockers. Please be sure the locker is in good working order and immediately notify appropriate personnel in the event of malfunction.

## LOST OR DAMAGED BOOKS AND EQUIPMENT

The Octorara Area School District provides textbooks for student use during the school year. Students are expected to handle textbooks and other borrowed material with care. Books that are lost or damaged are the responsibility of the student. When a student loses or damages a book or other borrowed material, he or she must pay the cost of replacement or repair.

## MTSS

MTSS is a Multi-tiered System of Supports to provide both academic and behavioral support to students. This model is research-based and uses data to identify target academic and behavioral areas where more support is needed. Using academic data (i.e., assessment results, class grades, history of standardized test data) and behavior data (i.e. office disciplinary referrals, attendance records, teacher/parent recommendations, and other data sources as needed), students are placed into a "Tier" which is based on the level of need. There are three tiers: Tier 1 represents the general level of support that most students require; Tier 2 represents more differentiated instruction in the form of small groups; and Tier 3

represents the highest level of support with a deeper level of academic and/or behavior interventions.

The MTSS Data Team meets regularly to review data and to make recommendations for specific student interventions. The team also monitors progress of the assigned interventions to ensure students are receiving the right level of support. Members of the team include: school counselors, building administrators, and intervention specialists. If you have any concerns about your child, you may contact any of the building administrators or school counselors.

## **OBLIGATIONS**

Students are expected to meet all obligations, whether financial (bills, fines, fees, etc.) or personal (returning school property, submitting required district and school forms, etc.). All obligations must be met by the end of each marking period or set deadlines. Participation in field trips, athletic events, dances, graduation exercises, etc., will be refused until all obligations have been satisfied.

## **PARENT-TEACHER CONFERENCES**

- Parent-Teacher conferences are scheduled once a year, in the fall. Conferences can also be scheduled individually, when needed. Conferences are one avenue used by the school to communicate a child's progress.
- Parents may schedule teacher conferences at other times during the year by contacting the student's teachers. Parents should feel free to visit the school. We ask that parents call to arrange a visit, and then report to the office to receive a "VISITOR" pass.

## **PBIS**

Octorara Middle School implements PBIS (Positive Behavioral Interventions and Supports). PBIS is one part of the overall MTSS plan to offer students differing levels of support, based on need. Because PBIS is focused on behavior interventions, the PBIS team reviews data related to office discipline referrals, attendance, socio-emotional health, and more. An important part of PBIS is Restorative Practice, which focuses on relationships, promotes positive behavior and positive classroom environments. An important goal is to engage students in successful problem-solving and reflection when challenges occur.

## **REPORT CARDS & GRADING**

Octorara Area Middle School uses PowerSchool, an online grading and reporting system. Student schedules, attendance and grades are available online for student and parent convenience. Grades in PowerSchool should be as up to date as possible and should be an accurate reflection of students' most recent efforts in class. Report cards will ONLY be sent at the end of the 4th quarter. You may request a parent/student access to PowerSchool by contacting the main office.

### **GRADE % EQUIVALENT GRADE % EQUIVALENT**

A+ 97 - 100 %	C+ 77- 79 %
A 93 - 96 %	C 73 - 76 %
A- 90 - 92 %	C- 70 - 72 %
B+ 87 - 89 %	D+ 67 - 69 %
B 83 - 86 %	D 63 - 66 %
B- 80 - 82 %	D- 60 - 62 %
	E 50 - 59 %
	F 0 - 49 %

## **HONOR ROLL**

Students attaining academic success will be recognized on the Octorara Area Middle School Honor Roll, published quarterly.

There are two categories of honors for students:

- Honor Roll status will be awarded to students with all A's and B's (with no incomplete grades).
- Distinguished Honor Roll status will be awarded to students with all A's (with no incomplete grades).

## **RESTRICTIONS**

- Social Restriction
  - Students who are put on Social Restriction due to Suspension or are sent to the school suspension room, will not be permitted to attend any social events during the time they have been assigned social restriction.
    - Length of Social Restriction will be determined by administration and will not exceed 15 school days.
- Academic Restriction - Students will be notified via email when grade verification begins. Students will also be notified via email and in person when they are placed on academic restriction.
  - Students who receive Academic Restriction due to **2 or more failing grades at the time of grade verification**, students will not be permitted to attend social events until the student has less than 2 failing grades.

Administration will determine exceptions to Academic and Social Restrictions.

## **SEARCHES**

See Board approved Searches Policy on the district website.

## **SPECIAL NEEDS SERVICES**

### **Gifted Services:**

In Pennsylvania, being mentally gifted is defined as having "outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program."

The term mentally gifted includes a person who has an IQ of 130 or higher or other factors (listed below) that indicate gifted ability. Gifted ability

cannot be based on IQ score alone. If the IQ score is lower than 130, a child may be admitted to gifted programs when other conditions strongly indicate gifted ability.

The other factors to be considered include:

- Achievement test scores that are a year or more above level
- Observed or measured acquisition/retention rates that reflect gifted ability (how quickly a child learns new concepts or information, and how long he or she remembers it)
- Achievement, performance or expertise in one or more academic areas that demonstrates a high level of accomplishment • Higher level thinking skills
- Documented evidence that intervening factors are masking gifted ability

The Gifted Program at Octorara Area School District is based on Chapter 16 Rules and Regulations and can look like differentiated instruction in the regular classroom, the provision of alternate assignments, self-directed projects to enrich the curriculum, participation in small-group, topical seminars, accelerated learning opportunities and participation in specialized events such as academic competitions and contests.

### **Special Education:**

A continuum of programs and services exist for students at Octorara Area School District, all of which hinge on the following key principles:

- Collaborative teamwork and systematic problem solving between the home and school community are part of the recipe for student success;
- All members of the school community can teach and learn and experience success;
- Varied instructional practices and learning environments can benefit all children;
- Diversity is an asset.

Special Education programs are provided for all exceptionalities through district-run classes, programs operated with the Chester County Intermediate Unit and private programming. Special education supports and services are provided, to the maximum extent appropriate, within the regular education setting. Examples of these supports and services include instructional and curricular adaptations, alternative assessment, course modifications, and adult assistance.

All Special Education programs are operated in accordance with PA Chapter 14. If a parent feels that his/her student may require special education services, he/she may contact the school counselor, classroom teacher, principal or Office of Student Services. Special education information, procedures, and services are found on the district website (Departments: Student Services).

### **504 Plans (Section 504 of the Rehabilitation Act and the Americans with Disabilities Act):**

The Octorara Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations with are needed to provide equal opportunity to participate in and obtain benefits from the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with an ongoing disability which substantially limits or prohibits participation in an aspect of the school program.

For additional information, contact the counselor, classroom teacher, building principal or Office of Student Services.

### **English as a Second Language Services:**

Octorara Area School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of ESL services is to provide English Language Learners (ELLs) with instructional support that will enable them to participate fully in their educational experience in our schools and in their social lives in our community.

To support our English Language Learners, the ESL teachers collaborate with colleagues to supply the students with the instruction and materials that will allow them to advance in their language acquisition. This support can take place in a small group setting as well as within whole group instruction.

For additional information, contact the counselor, ESL teacher, building principal or Translation Specialist.

### **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

The Octorara Area Middle School's Student Assistance Program is known as SAP. The mission of SAP is to IDENTIFY students with mental health or alcohol and/or drug concerns; INTERVENE with the student and/or parent to address the concern; and when appropriate, REFER the student for treatment by trained professionals.

### **SUMMER SCHOOL**

It is expected that students who fail required courses during the academic year will attend summer school. Students planning to attend summer school should follow these procedures:

- A. All summer school courses are available through the Octorara Virtual Academy.
- B. Discuss your plans with your counselor for approval.
- C. Pay all fees required associated with your summer school classes prior to registration and enrollment
- D. Complete and return your online registration and contract for your online class to begin.

### **STAFF AUTHORITY**

Students shall comply with all directions given by faculty, administrators, and all school personnel before, during and after school, in classrooms, halls, cafeteria, auditorium and at all school activities including field trip.

## **TELEPHONE PROCEDURES**

A telephone is available in the office for student use. The office phone may be used for valid parental contact reasons only. Students must have a pass from their teacher and have office permission to use the phone. The phone is not to be used to call home to ask permission to go home/stay at a friend's, go to a game, stay for a social, etc. Permission/arrangements for this kind of activity should be taken care of at times other than school hours. If a parent must contact a student, office personnel will take emergency messages and relay them to students at appropriate times (before/after school, during lunch).

## **TRANSPORTATION**

The legal responsibility for each individual student on a school bus falls on the bus driver. He/she can safely carry out his/her responsibilities only if all students cooperate fully. The bus drivers are in full charge of the vehicle and as such have the same authority as the classroom teacher. Riding the bus is a privilege and as such can be revoked. Parents will be notified if a student is involved in misbehavior on the bus that results in the suspension of bus riding.

It should be noted that students will not be permitted to ride a bus other than their own unless written permission is granted by Althouse Transportation and the administration. Students must also have written permission from a parent or guardian prior to riding another bus. Late buses are provided for students who stay after school for legitimate reasons. Students may obtain late bus passes from faculty or administration (providing they are not assigned to a full bus).

## **BUS DISCIPLINE POLICY—MIDDLE SCHOOL**

- MINOR OFFENSES
  - 1st - One detention - Parents notified
  - 2nd - Extended detention and/or remove from bus 1-3 days
  - 3rd - Remove from bus 3-5 days and parent conference
  - 4th - Remove from bus minimum 10 days
- MAJOR OFFENSES
  - 1st - Remove from bus 5-10 days and/or suspension
  - 2nd - Remove from bus 10 days minimum and suspension
  - 3rd - Remove from bus remainder of year

The Octorara Area Middle School Discipline Policy applies to bus behavior and will be administered in conjunction with the above procedure. Minor bus offenses are acts of misconduct, which fall into levels I and/or II of the Middle- High School Discipline Policy. Major offenses are defined as acts of misconduct, which fall into levels III-V of the Junior-Senior High School Discipline Policy.

- Before a student may return to the bus the students and his/her parents must meet with the school administration, the bus driver and/or transportation liaison.
- Parents are notified when students are suspended or when bus privileges are denied.
- Students suspended from the bus may not walk to and from school.
- Students riding the late run bus due to a detention or late pass will be allowed to continue this privilege if he/she adheres to bus rules and does not cause disruption on the bus. Students will only be given one warning. Students serving detention due to a bus referral may not ride the late bus.
- Any unfulfilled suspension days will carry over to the next year or attendance days.
  - Any student may be removed from the bus permanently by the principal, transportation liaison or the superintendent.
- No music or audio recordings are permitted to be played through a speaker on the Octorara Area School District buses, with exceptions being made at the bus driver's discretion for (headphones) at a level which does not disturb others.

## **VISITORS**

- School policy is to accept only those visitors who have a legitimate business to attend to at the school. Visitors and guests must register in the main office immediately upon entering the building.
- Requests for students from other schools to attend Octorara as a guest must be made in writing two (2) days in advance of the proposed visit. Such requests will not generally be approved.
- Parents are always welcome to visit if prior arrangements are made with administration. All parents must register in the main office when they enter. It is best to call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.

## **WEAPONS POLICY**

- See Board approved Weapons Policy on the district website.
- SAFE HARBOR PROVISION

**If a student unintentionally brings a dangerous item to school (such as a weapon) and upon recognizing such, the student should immediately go to the main office to meet with an administrator to make the administrator aware of the possession of such an item. This will be considered self-disclosure. If this process is followed, the situation will be handled outside of the discipline code without disciplinary consequences.**

## **WITHDRAWAL**

Students who plan to withdraw are required to return all textbooks, Chromebooks and meet all financial obligations. Parents must officially withdraw the student and should contact the district office for an appointment at 610-593-8238.

Octorara Area School District is an equal opportunity education institution and will not discriminate based on 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, grievance procedures, or services, activities and facilities that are accessible to and usable by handicapped persons, contact the Director of Special Services at the Octorara Area School District, 228 Highland Road, Atglen, Pennsylvania, 19310, tel. 610-593-8238 ext. 3519.

## Octorara Middle School Dress Code

The following information is intended to clarify the Octorara Middle School dress code and should be used as a guide

<p><b>HEAD</b> No hoods, bandanas, sunglasses or other headgear, except with administrative permission.</p>	<p style="text-align: center;"><b>ACCEPTABLE</b></p> 	<p style="text-align: center;"><b>NOT ACCEPTABLE</b></p> 
<p><b>UPPER GARMENTS</b> All garments must cover shoulder to shoulder. All garments must be long enough to clearly overlap the beltline or stay tucked. <b>NO</b> halter tops, tanks tops, spaghetti straps or muscle shirts.</p>	<p style="text-align: center;"><b>ACCEPTABLE</b></p> 	<p style="text-align: center;"><b>NOT ACCEPTABLE</b></p> 
<p><b>LOWER GARMENTS</b> Undergarments and the buttocks <b>MUST</b> remain entirely covered even while seated. Dresses, skirts and shorts must be at least mid-thigh or below in length.</p>	<p style="text-align: center;"><b>ACCEPTABLE</b></p> 	<p style="text-align: center;"><b>NOT ACCEPTABLE</b></p> 



# OCTORARA MIDDLE SCHOOL

## Behavior Expectations



	CLASSROOM	CAFETERIA	RECESS	BATHROOMS	HALLWAYS	BUSES	ELECTRONIC USE
RESPECT	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Give attention to speaker</li> <li>Raise hand to speak</li> <li>Use positive language &amp; tone</li> <li>Use materials as intended and return before leaving</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Keep food on your plate or in your mouth</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Use all equipment as intended</li> <li>Share equipment</li> <li>Use positive language &amp; tone</li> <li>Allow others to join in</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Respect the privacy of others</li> <li>Keep the facilities clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Maintain personal space</li> <li>Use positive language &amp; tone</li> <li>Minimize the disruption to other classes</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Wait in line while entering and exiting buses</li> <li>Share seats</li> <li>Use positive language &amp; tone</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Only have chromebook out when directed by teacher</li> <li>Always keep cellphones off and in lockers</li> <li>Hand in devices when requested by an adult</li> </ul>
RESPONSIBILITY	<ul style="list-style-type: none"> <li>Actively listen and participate</li> <li>Ask for help</li> <li>Bring needed materials</li> <li>Take notes during class</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated seat</li> <li>Clean up your eating area</li> <li>Dispose of trash in appropriate receptacles</li> </ul>	<ul style="list-style-type: none"> <li>Return all equipment used to the basket before leaving cafeteria</li> <li>Leave nature untouched</li> </ul>	<ul style="list-style-type: none"> <li>Go, Flush, Wash</li> <li>Return to class immediately</li> <li>Throw trash in appropriate receptacles</li> <li>Turn off sinks</li> </ul>	<ul style="list-style-type: none"> <li>Carry a valid hall pass</li> <li>Go straight to your destination</li> <li>Use your own locker</li> <li>Pick up litter</li> </ul>	<ul style="list-style-type: none"> <li>Keep your body and belongings inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Handle chromebooks with care</li> <li>Access only appropriate websites</li> </ul>
SAFETY	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Remain in assigned location</li> <li>Never leave class without a pass</li> <li>Chair legs remain fully on the ground</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Wait in line for your turn</li> <li>Touch and eat only your food and drink</li> <li>Use indoor voice level</li> <li>Keep food and drink in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Stay within proximity of adults</li> <li>Refrain from using school walls as backboards</li> <li>Keep food and drink in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Report problems, vandalism, etc.</li> <li>Use the bathroom located closest to your classroom</li> <li>Enter the bathroom with a pass</li> <li>Bookbags stay in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Walk on the right</li> <li>Keep moving with traffic</li> <li>Move with caution through intersections</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands &amp; feet to yourself</li> <li>Enter and exit in an orderly fashion</li> <li>Stay in your seat</li> <li>Report any incidents</li> </ul>	<ul style="list-style-type: none"> <li>Use your own computer &amp; log in</li> <li>Report any incidents</li> </ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	CLASSROOM
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Give attention to speaker</li><li>• Raise hand to speak</li><li>• Use positive language &amp; tone</li><li>• Use materials as intended and return before leaving</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Actively listen and participate</li><li>• Ask for help</li><li>• Bring needed materials</li><li>• Take notes during class</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Remain in assigned location</li><li>• Never leave class without a pass</li><li>• Chair legs remain fully on the ground</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	CLASSROOM
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Give attention to speaker</li><li>• Raise hand to speak</li><li>• Use positive language &amp; tone</li><li>• Use materials as intended and return before leaving</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Actively listen and participate</li><li>• Ask for help</li><li>• Bring needed materials</li><li>• Take notes during class</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Remain in assigned location</li><li>• Never leave class without a pass</li><li>• Chair legs remain fully on the ground</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	CAFETERIA
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Keep food on your plate or in your mouth</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Stay in designated seat</li><li>• Clean up your eating area</li><li>• Dispose of trash in appropriate receptacles</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Wait in line for your turn</li><li>• Touch and eat only your food and drink</li><li>• Use indoor voice level</li><li>• Keep food and drink in cafeteria</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	RECESS
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Use all equipment as intended</li><li>• Share equipment</li><li>• Use positive language &amp; tone</li><li>• Allow others to join in</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Return all equipment used to the basket before leaving cafeteria</li><li>• Leave nature untouched</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Stay within proximity of adults</li><li>• Refrain from using school walls as backboards</li><li>• Keep food and drink in cafeteria</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	BATHROOMS
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Respect the privacy of others</li><li>• Keep the facilities clean</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Go, Flush, Wash</li><li>• Return to class immediately</li><li>• Throw trash in appropriate receptacles</li><li>• Turn off sinks</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Report problems, vandalism, etc.</li><li>• Use the bathroom located closest to your classroom</li><li>• Enter the bathroom with a pass</li><li>• Bookbags stay in classrooms</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	HALLWAYS
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Maintain personal space</li><li>• Use positive language &amp; tone</li><li>• Minimize the disruption to other classes</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Carry a valid hall pass</li><li>• Go straight to your destination</li><li>• Use your own locker</li><li>• Pick up litter</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Walk on the right</li><li>• Keep moving with traffic</li><li>• Move with caution through intersections</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	BUSES
RESPECT	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Wait in line while entering and exiting buses</li><li>• Share seats</li><li>• Use positive language &amp; tone</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>• Keep your body and belongings inside the bus</li></ul>
SAFETY	<ul style="list-style-type: none"><li>• Keep your hands &amp; feet to yourself</li><li>• Enter and exit in an orderly fashion</li><li>• Stay in your seat</li><li>• Report any incidents</li></ul>



# OCTORARA MIDDLE SCHOOL



## Behavior Expectations

	<b>ELECTRONIC USE</b>
<b>RESPECT</b>	<ul style="list-style-type: none"><li>• Follow directions the first time</li><li>• Only have chromebook out when directed by teacher</li><li>• Always keep cellphones off and in lockers</li><li>• Hand in devices when requested by an adult</li></ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Use equipment as intended</li><li>• Handle chromebooks with care</li><li>• Access only appropriate websites</li></ul>
<b>SAFETY</b>	<ul style="list-style-type: none"><li>• Use your own computer &amp; log in</li><li>• Report any incidents</li></ul>