

Philipsburg-Osceola Area Middle School

Student Handbook 2021-2022

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Name _____

Grade _____

Welcome to the Philipsburg-Osceola Area Middle School. The purpose of the Student Handbook is to give P-O school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. The planner is also to be used for daily planning and organization. We encourage you to become familiar with the policies and procedures, and we look forward to the upcoming school year.

P-O Area Middle School Staff

The Philipsburg-Osceola School District is an equal opportunity employer and does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

School Calendar

August 25	First Day of School
September 6	No School - Labor Day
October 11	No School for students
November 24-November 30	No School-Thanksgiving Break
December 23-January 3	No School - Winter Vacation
January 4	School Resumes for students
January 17	No School
February 18 and 21	No School for students
April 14-April 19	No School - Spring Break
May 13	No School for students
April 25-April 29	PSSA ELA Assessments
May 2-May 13	PSSA Math and Grade 8 Science Assessments
May 16-May 27	Keystone Algebra I—Spring
May 30	No School - Memorial Day
June 2	Last Student Day

Resources

Website: WWW.SAYSOMETHING.NET

Tip line: 1-800-saf2say

Mobile app: Say Something—anonymous reporting system available on iPhone and Android devices.

Crisis Emergency Services

Centre County CAN HELP: 1-800-643-5432 Clearfield County CAN HELP: 1-800-341-5040

Daily Schedule			
Period	Time	Lunch A	Lunch B
Adv. 1	7:55-8:00	7:55-8:00	7:55-8:00
2	8:03-8:47	8:03-8:47	8:03-8:47
3	8:50-9:34	8:50-9:34	8:50-9:34
4	9:37-10:21	9:37-10:21	9:37-10:21
5	10:24-11:08	10:24-11:08	10:24-11:08
6	11:08-11:38	11:08-11:38	11:11-11:55
7	11:38-11:55	11:41-12:25	
8	11:55-12:25		11:55-12:25
9	12:28-1:12	12:28-1:12	12:28-1:12
10	1:15-1:59	1:15-1:59	1:15-1:59
E/I 11	2:00-2:35	2:00-2:35	2:00-2:35

2-Hour Delay Schedule			
Period	Time	Lunch A	Lunch B
Adv. 1	9:55-10:00	9:55-10:00	9:55-10:00
2	10:02-10:34	10:02-10:34	10:02-10:34
3	10:36-11:08	10:36-11:08	10:36-11:08
6	11:08-11:38	11:08-11:38	11:10-11:42
7	11:38-11:42	11:40-12:12	
8	11:42-12:12		11:42-12:12
4	12:14-12:46	12:14-12:46	12:14-12:46
5	12:48-1:20	12:48-1:20	12:48-1:20
9	1:22-1:54	1:22-1:54	1:22-1:54
10	1:56-2:35	1:56-2:35	1:56-2:35

Activity Schedule (1 hour with E and I or 2 hours)			
Period	Time	Lunch A	Lunch B
Adv. 1	7:55-8:00	7:55-8:00	7:55-8:00
2	8:02-8:34	8:02-8:34	8:02-8:34
3	8:36-9:08	8:36-9:08	8:36-9:08
4	9:10-9:42	9:10-9:42	9:10-9:42
5	9:44-10:16	9:44-10:16	9:44-10:16
9	10:18-10:50	10:18-10:50	10:18-10:50
6	10:50-11:20	10:50-11:20	10:52-11:24
7	11:20-11:24	11:22-11:54	
8	11:24-11:54		11:24-11:54
10	11:56-12:28	11:56-12:28	11:56-12:28
Activity	12:30-2:35	12:30-2:35	12:30-2:35

Contents

Absences-----	5
Academic Achievement-----	5
Academic Integrity-----	5
Arriving at School-----	6
Assault/Fighting-----	6
Attendance-----	6
Awards-----	6
Building Security-----	6
Bullying/Cyberbullying-----	6
Bus-----	7
Cell Phone/Electronic Devices-----	7
Controlled Substances-----	8
Detention-----	8
Dress Code-----	8
Early Dismissal-----	9
Educational Trip-----	9
Extracurricular/PIAA Athletic Eligibility-----	9
Field Trip-----	9
Hallway-----	10
Homebound Instruction-----	10
Homeless-----	10
Honor Roll-----	11
Internet Acceptable Use-----	11
Lockers-----	11
Nurse-Health Office-----	11
Parent-Teacher Conferences-----	13
Prohibited Items-----	13
Sapphire (Student Information System)-----	13
Schedule-----	14
Schedule Changes-----	14
School Dances-----	14
School Messenger-----	14
Searches-----	14
Special Education-----	14
State Assessments-----	15
Student Assistance Program-----	15
Student Behavior Expectations-----	16
Student Services-----	18
Suicide Awareness, Prevention, and Response-----	18
Summer School-----	19
Suspensions-----	19
Tardiness-----	19
Technology-----	19
Terroristic Threat-----	19
Textbooks and School Materials-----	19
Threatening/Abusive Actions-----	19
Tobacco-----	20
Unlawful Harassment-----	20
Weapons-----	20

Absences

Students under the age of 17 are subject to the compulsory school attendance law. Students should bring a written excuse within three days of returning to school and are responsible for making up missed assignments. Obtaining doctor's excuses for absences is encouraged. When a student has been absent ten days, a letter will be sent to parents explaining that a doctor's excuse will be needed for further absences. Failure to bring in doctor's excuses will result in an illegal day. A formal letter will be sent home for each illegal day. Three illegal days will result in a **Student Attendance Improvement Conference**. Any illegal absences after the conference will result in a referral to children and youth services (CYS) and a citation being issued through the district magistrate.

On each day a student is absent school, the OneCall Now system will notify the parents/guardians of the absence.

Academic Achievement

A (Excellent) 93%-100%

B (Good) 85%-92%

C (Average) 77%-84%

D (Fair) 70%-76%

F (Failing) 0%-69%

I (Incomplete)

An incomplete is given only in those cases of illness, family emergency, or by pre-arrangement with the principal that prevents the student from completing his/her assignments. The incomplete work becomes a zero, if not completed by the next marking period or the arranged time period established by the teacher, and will be averaged with the grades of the appropriate marking period for the assignment.

Report Cards are issued at the end of the nine-weeks marking period:

First nine weeks-October 28

Second nine weeks-January 18

Third nine weeks-March 23

Fourth nine weeks-June 2

Dates are adjusted, if needed, to accommodate school closings.

Academic Integrity

This policy covers all school related tests, quizzes, reports, class assignments, and projects both in and out of class. The Philipsburg-Osceola Area School District supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displaying the best academic ethical behavior. Grades should reflect the student's own work.

Cheating is defined as doing and or attempting to do the following:

-Copying another student's work

-A student giving their work to another student to copy and submitting the work as their own without teacher's authorization or author's citation

-Plagiarism—Willful submission of any work that is not the student's own

-Cheating on exams or on major projects

-Forgery/Stealing—Unauthorized access to exam materials, grade book records, or forgery of signatures for academic gain

Consequences for violating Academic Integrity:

<u>First Offense</u>	<u>Second Offense</u>
-Assignment will be recorded as missing/incomplete until completed properly under teacher guidance. Refusal to complete assignment will result in a zero (0%) -Parent and Office notified by teacher and Two (2) hours detention	-As above and referral to support and/or SAP team, parent or guardian signature on assignments -Receive a zero (0%) for the assignment -Four (4) hours detention

Arriving at School

Once students enter the building, they must pass through security measures. After safety measures are followed, students are permitted to go to the cafeteria for breakfast, go to their lockers, turn in notes to the office and report to their advisory. To not be considered tardy, students must report advisory.

Assault/Fighting

No student shall assault, cause, or attempt to cause physical injury to or intentionally behave in such a way as could reasonably cause physical injury to any district employee, student or person in any school building, on any school premises, or school bus, or off the school grounds at any school activity, function, or event before or after school hours. Fighting is defined as two individuals willfully attempting to injure each other in a physical altercation.

Administration shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district.

Attendance

State law requires all children between the ages of 8 and 17 to attend school. Students are expected to be in school unless absent with parental permission. Regular attendance is in the best academic interest of the student and increases the likelihood that he or she will be successful in the classroom.

Awards

The top performing students in each grade level are recognized for their outstanding efforts. Academic awards are given to the students with the highest grade in the four core subject areas. Additional awards are given to select students who demonstrate commendable qualities, positive behavior, and academic success. Community organizations also contribute to this event by awarding 8th grade students, who meet or exceed the organizations' reward criteria.

Building Security

In order to provide a safe learning environment for staff and students all doors will be locked.

-All students and visitors will be required to pass through a metal detector anytime they enter the building. All persons entering the building at any time are subject to search and/or denial of entry into the building. Metal detector procedures are subject to change to benefit the safety of our students and staff.

-Visitors must have a valid driver license to use with the kiosk.

-Once admitted in the building, visitors will be given a visitors' pass and must sign out of the building when leaving.

-Students will not be interrupted during a scheduled class. Emergency situations will be handled with administrative approval.

-Security cameras are used to monitor activity on school property.

Bullying/Cyberbullying

The POMS staff is committed to reducing bullying in our school. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus, et al 2007

Our School's Anti-Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Bus

Student transportation is a privilege; children who have serious disciplinary problems on the school bus may have their riding privileges suspended by the principal/assistant principal. In these types of cases, the parent(s) of the children involved are responsible for seeing that their children get to their designated school safely. Maintaining effective bus discipline is necessary in order for bus drivers to drive safely. Bus Safety includes (but is not limited to):

- Students must be at their bus stops 5 minutes prior to the scheduled pick up time
- Do not distract the bus driver
- Quietly seated on the bus at all times, no profanity
- No fighting or arguing with other students or the bus driver
- Not using tobacco of any kind
- Boarding and departing the bus in an orderly manner
- Following directions and respecting bus driver
- No objects are to be thrown on the bus or out of bus windows
- Head and hands are to remain inside the bus at all times
- Other actions that deem disciplinary action by school administrators

The following actions will be taken by the school when bus conduct reports are received from drivers:

First Report – Student conference, copy of the report to the parent/guardian.

Second Report – Student conference, copy of the report to the parent/ guardian, and attempt to reach the parent or guardian by phone.

Third Report – Bus Suspension: 3 days. A copy of the report sent home.

Fourth Report – Bus Suspension: 10 days, parent/student conference.

Fifth Report – Parent notification: 30-day bus suspension, hearing with School Board to recommend permanent bus suspension.

Additional Reports may result in a permanent bus suspension. A copy of the report will be sent home.

The school board has deemed it appropriate to provide the use of video camera surveillance with sound in its transportation vehicles.

****For all bus suspensions, the parents or guardians are responsible for the transportation of the student to and from school.***

The Philipsburg-Osceola School District Board has authorized the use of video/audio cameras in school facilities and on school buses. These cameras can record both what is said and done. The video/audio cameras will be used to monitor student behavior to maintain order and a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matters as determined by the administration.

Cell Phone/Electronic Devices

Students may be in possession of a cell phone/technology device that is turned off during school hours.

During school hours, the device must be: invisible, inoperable and inaudible!

Cell phones devices may be used as an instructional tool with teacher permission during that teacher's class only.

The use of electronic devices in locker rooms, health suites, restrooms, and other areas where an individual would have a reasonable expectation of privacy is strictly prohibited.

The Philipsburg-Osceola School District is not responsible for lost or stolen personal technology devices.

The inappropriate use of cell phones or other electronic devices could subject the student to school consequences and/or possible police action. Inappropriate use includes, but is not limited to: bullying, harassment, videotaping a fight, or any other action which could be construed to be damaging to the character of another person.

First offense: cell phone/technology turned in to the office, written warning, and return of the device at the end of the school day.

Second offense: cell phone/technology turned in to the office, written warning return of device to parent, 2 hour detention.

Failure to comply will result in loss of cell phone/electronic device privilege. Students are permitted with a pass from their teacher to use the office telephone. Parents who have an urgent message for their child should call the main office and notify the secretaries.

Controlled Substances/Paraphernalia

Students are prohibited from using, consuming, possessing, selling, distributing and being under the influence of any controlled substance during school hours, on school property and at any school sponsored event. This shall mean all dangerous controlled substances prohibited by law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; any volatile solvents or inhalants (permanent markers), such as but not limited to glue, permanent markers and aerosol products; or prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

The consequences for a controlled substance violation are as follows:

First offense

- Out of School Suspension = 10 days
- Notification of parents & police
- Referral to SAP Team- must comply with the recommendations of the assessment
- Failure to comply with the recommendations will result in a pre- expulsion hearing and possible expulsion

Second offense

- Notification of Parents & Police
- Out of School Suspension = INDEFINITE
- Referral to SAP Team-must comply with the recommendations of the assessment
- Pre-expulsion hearing and possible expulsion.

Detention

Detention is held after school hours. Detention Room Rules will be posted, reviewed and enforced. Students must bring schoolwork or a book to detention. Computer access is permitted for academics. Refusal to work, misbehavior, or sleeping will result in additional consequences. Any student who fails to report to detention without a valid excuse will be assigned another hour of detention. Detention takes priority over all school and sports activities. Parents are responsible for the transportation of the student.

Dress Code

The dress code is a standard for proper attire in a public educational facility. Families and guardians should have ongoing discussions about what is considered appropriate clothing for a school setting. The following guidelines will apply to student attire:

- Clothing which exposes the midriff or undergarments at any time is not permitted.
- Clothing that inappropriately exposes one's body is prohibited.
- Clothing with offensive slogans or pictures related to drugs, alcohol, gender, tobacco, ethnic origin, sex, weapons or profanity will not be permitted.
- Hats, visors, sunglasses (unless prescription) and bandannas must be removed upon entering the building and may not be worn until after dismissal.
- Wallet chains are not permitted.
- Students are required to bring a change of clothes for physical education classes.
- Body Piercing is restricted as follows: Teachers will make reasonable requests of students to remove piercings if they pose a danger to student safety or the safety of others during the class.
- Footwear is required.

The dress code will be enforced throughout the school day and at all school sponsored functions.

A student will have an opportunity to correct his/her appearance to be in compliance with the dress code before disciplinary consequences are issued.

The Administration reserves the right to determine if a student's clothing interferes with education or is offensive.

Early Dismissal

Parents are encouraged to make appointments after school hours, if possible. When a student needs to be excused early, the parent or guardian must send a note with the student. The student will submit the note to the office and will be given a pass for dismissal from the classroom and school.

Educational Trip

District policy permits students to take educational trip(s) during the year not exceeding five (5) school days. The parent or guardian must submit a written request to the principal at least one (1) week prior to the trip and the student is responsible for making up all assignments during the period of absence. The principal reserves the right to grant approval for excused days based on the student's attendance record and academic standing. (Students must not be failing any subjects or have missed more than 10 days of school.) ***Excused absences for educational trips will not be granted during state assessment/achievement testing periods.***

Extracurricular Attendance/Eligibility/Participation

- Including but not limited to: Clubs/Activities, Athletics, Field Trips, Drama, Music...
- Students are not permitted to participate in practice sessions or school events if they are absent from school that day. (exceptions are preplanned school visits, other school related functions such as a field trip, educational trip, doctor, emergency or extenuating circumstances approved by the building administrator)
- All students must be in school and attending classes the entire school day (you cannot be tardy or leave early) to be eligible to participate in extracurricular activities that day. This includes practices and rehearsals. Only doctors' excuses or other urgent circumstances will be considered by the Principal in waiving this policy. Appointments in excess of 180 minutes must have an excuse from a doctor stating that it was medically necessary to be out for an extended period, or have bona fide circumstances for excess of 180 minutes. Parent notes are not acceptable excuses for purposes of these guidelines.
- Any student sent home ill from school is ineligible for all activities that day.
- Students must be passing at least four full credit subjects as of each eligibility check (once a week during the season/event). Failing to meet this requirement makes the student ineligible to participate in interscholastic events/extracurricular events for the next week. Students not passing four credits at the end of a marking period will be ineligible for 15 days in compliance with PIAA regulations/school regulations.
- Any student that is disciplined for fighting/assault will be suspended from all extra-curricular activities for 45 days. There will be no participation in any activity and will not be permitted to attend any school functions.

Field Trips

Field trips are an extension of the school day and classroom experience. As such, teachers must be reasonably assured that students will conduct themselves appropriately during the field trip. Students that do not meet conduct requirements for field trips may be denied permission to attend. Field trip criteria:

1. The student may have not have been suspended out of school two or more times during the school year in which the trip is being taken.
2. The student may not have any outstanding disciplinary actions against him/her.

Should the need be warranted and appropriate, school administrators reserve the right to modify discipline criteria and review a student's academic progress to determine field trip eligibility.

Hallway

Students are required to have a hall pass to be in the hall during class time. Hall passes are included daily in this agenda and are the responsibility of the student. This pass must have the time, destination (to and from) and must be signed by a staff member. Students are not permitted to carry open containers in the hallways. Drinks and food should be consumed in the cafeteria or a teacher's classroom.

Homebound Instruction

If a student becomes ill or disabled during the school year, they may receive instruction at home. A letter from a physician must be sent to the Guidance Office requesting homebound instruction. It must explain:

- The nature of the illness or disability
- State that the student will be homebound for a minimum of four weeks.

A parent/guardian should also notify the Attendance Office. Students may receive up to five (5) hours of instruction each week. When approved by the school board, a certified teacher will be assigned. Subjects requiring special skills or equipment such as physical education, technical education, etc. are not available on a homebound basis.

Homeless

Homeless Resources

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program

Helping children and youth experiencing homelessness access PA's public schools by removing barriers to a free and appropriate public education. The goal of the program is to have a student's education continue as uninterrupted as possible while he or she is homeless.

The McKinney-Vento Act

On July 22, 1987, the Stewart B. McKinney Homelessness Act became public law. This was the first comprehensive federal law that addressed homelessness in America. It was included in the 2001 No Child Left Behind Act as the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Public Law 107-110). Subtitle B addresses education for homeless children and youth (Sec. 721-726).

Provisions of the Act

- Homeless Children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.
- Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.
- In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
- Immediately upon enrollment, homeless students are entitled to receive a daily, free school lunch.

Children and youth experiencing homelessness:

- A child is considered homeless if he or she is living with or without a parent:
- In a homeless or domestic violence shelter
- In a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, or campground
- With relatives or friends due to lack of housing
- Outside of his or her home as a runaway or because he/she has been forced out of the home

- In a house for unwed mothers and has no other living accommodations
- In any of the situations listed above as a child of a migrant family

Assistance available through the program:

- Assisting with school enrollment and placement
- Providing agency referrals for clothing, food, shelter, rent, and school supplies
- Coordinating support services
- Providing training on the McKinney-Vento Act
- Increase public awareness of homelessness

Honor Roll

High Honor Roll -93% average or higher

All grades must be at least an 85% to be eligible for high honor roll.

Honor Roll - 85% to 92.9% average

All grades must be at least 77% to be eligible for honor roll.

An incomplete will disqualify the students from honor roll/high honor roll.

Internet Acceptable Use Policy

Telecommunication services are available to students and staff in the Philipsburg-Osceola Area School District. It offers vast, diverse, and unique resources to both students and staff. In providing these services, we are promoting educational excellence in Philipsburg-Osceola Area Schools by facilitating resource sharing, innovation, collaboration, and communication. For terms and conditions of use, please see our homepage (www.pomounties.org).

Copies are also available upon request at the main office.

Lockers

Students in grades 6, 7, and 8 are assigned their own locker. Students are not to store or allow other students to store items/materials in their locker. Students using personal locks must provide the office with a key or combination.

Nurse-Health Office

Concussions

Students who have been diagnosed with a concussion will be given the appropriate accommodations throughout the school day. It is the responsibility of any student placed on concussion protocol to follow the protocol that is put in place. If a student is on concussion protocol and is a member of **any** extracurricular activity, they are not able to participate in any way until released completely from all concussion protocol by a medical professional. Students will need clearance from a medical professional to return to Physical Education classes.

Information You Should Know About Emergency Epinephrine

Emergency epinephrine is:

Used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

Emergency epinephrine administration:

Students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector □
Students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school. Emergency epinephrine is administered by auto injector. **Persons who may administer emergency epinephrine include:** A nurse working in the school building or a trained unlicensed school employee.

Epinephrine Opt-Out:

Act 195 of 2014 provides parents with the right to exempt their student from administration of epinephrine. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

Illness/First Aid:

Students, who become ill, require minor first aid at school, or need to be evaluated for health reasons must report to the nurse. A written pass from the teacher or signed agenda is required to visit the nurse. Students are not permitted to use cell phones or school phones to call parents to be dismissed for health reasons. The nurse will assess the student, provide care according to standing medical orders, determine whether parental contact is necessary, and if the student needs to be sent home. To be in compliance with attendance requirements, if a student has missed 10 days or more and he/she leaves the school due to illness or injury, a doctor's excuse is needed for that absence from the school day. The nurse is not able to provide excuses for students with excessive absences.

Medications:

Medications students are required to take during school must stay locked in the health office medication cabinet. Students are not allowed to store medications in their backpacks or carry medications during the school day unless the physician order states "must carry." Examples of "must carry" medications may include: Metered dose asthma inhalers, Epi-pens, Diabetic supplies, & other medications for medical conditions as specified by the physician.

Prescription and over-the-counter medication (OTC) must be in the original container from the pharmacy or manufacturer.

Prescription medication cannot be given without a written doctor's order and written parent/guardian consent. The nurse cannot accept loose medication in bags or envelopes. If the parent/guardian provides the school nurse with a signed written consent that includes the student's name, medication name, dosage, and time medication is to be administered, the nurse can give over-the-counter medication. For safety reasons, medication not sent in the properly labeled container by the pharmacy or manufacturer cannot be given. Any student carrying medications without a written physician's order on file in the health office and permission from the nurse are in violation of the school's drug policy and may be disciplined according to school policy. These rules and guidelines are for the safety of all students.

Mandated Screenings:

All students must abide by school health law requirements and have the required health screenings and immunizations completed for specific grades. Pennsylvania School Law and Pennsylvania Department of Health mandate the following screenings. Information will be sent home with the students throughout the school year outlining details and dates for specific screenings. Parents/guardians are welcome to be present during their child's screenings. Private Dental and Private Physical forms can be viewed and downloaded from the POMS website –school nurse link.

1. Height, Weight, & BMI yearly for all students in grades 6-8.
2. Vision screening (near and far) yearly for all students in grades 6-8
3. Hearing screening is required for all students in grade 7, and upon teacher or parent request for all other students.
4. Dental Examinations are required for all grade 7 students. Parents have the option of their child receiving the free school exam or taking their child to a private dentist at their expense and providing the school nurse with a copy of the exam prior to the date of the school exam. If a private dental report is not received, your child will receive the free school dental screening.
5. Scoliosis Screenings (curvature of the spine) are performed on all students in grades 6 and 7.
6. Physical Examinations are required for all students in grade 6. This exam will be performed by the school physician only with parent/guardian written consent. Students also have the option of having a private physical exam done by a private physician at their parents' expense and return a copy of the exam to the school nurse.
7. All 5th grade students will receive instruction on growth and development. Written notification will be provided and parental consent obtained prior to the lesson.

Immunizations:

Pennsylvania Department of Health (according to PA School Code) requires all students attending school must be fully immunized. The only exceptions to these regulations are those students for whom immunization is not medically advisable or those for whom immunization is contrary to religious or moral convictions. If your child received a COVID 19 vaccination, please provide a copy of the provider immunization card to the school nurse.

Extra Clothing/Hygiene:

Students are encouraged to carry an extra set of clothes in their backpacks or store in lockers. Many times extra clothes are needed for reasons such as food spills, wet or muddy clothes, menstrual issues, or bowel and bladder accidents. Please be aware that students can be sensitive to strong scents such as odors from animals that may linger on clothing, chemicals, perfumes, and personal body odor. Please address proper hygiene with your child.

Head lice Guidelines

At any time during the school year, the school nurse may exam a student for head lice. If nits or lice are identified, the following procedures shall be implemented:

- The students' siblings and/or close contacts will be examined;
- The parent/guardian will be contacted;
- Information will be provided to the parent/guardian regarding treatment.

Readmission - All students will be reexamined upon their return to school by the school nurse.

Please be sure to update any phone number changes personally through the portal or the student services secretary to ensure you are informed of district happenings.

Parent-Teacher Conferences

Teachers always welcome the opportunity to meet their students' parents and to conference with them regarding their progress. Parents are encouraged to arrange conference times with their child's teachers.

Prohibited Items

Laser pointers, lighters, or any other look-alike items deemed detrimental to the educational environment or the general welfare of students or staff.

Sapphire Parent and Student Portal

Sapphire K12 is our student information system, and is a powerful online resource tool for parents and students to access attendance, assignments, grades, schedules, and discipline information. All students have an account created for them, with their username and password being their 7 digit ID (zero in front). If the student is unaware of what their ID number is, please fill out a support form (as described below).

Navigating to Parent Portal: To access the portal, and to create a new parent portal account, parents can visit www.pomounties.org/, and under the menu Parents, there is a link for Sapphire Parent portal. (For students, there is a similar link under the Students menu on our district site). In the parent portal link, you will be brought to a page with a link to the login page for Sapphire, and a link to our Online Help Form.

Creating a New Parent Portal Account: Navigate to the log in page for Sapphire, and click on the link for "Create a Web Portal Account". You will be asked for a keyword, which is **mounties**. On the form, please enter as much detail as possible. Once you have submitted it someone will review your application within 3 school days and you will then receive your log in information in the email you provided.

Need Help? If you need assistance submitting an application for a new account, or have forgotten your PIN or username, please fill out the online help form, at <http://www.pomounties.org/SapphireParentPortal.aspx>, in as much detail as possible and someone from the iTech department will assist you. Please safe guard student information and keep this information as a reference.

Schedule

Refer to the beginning of this handbook and school website for specific time periods, activity, testing, delay and early dismissal schedules.

Schedule Changes

All changes require faculty consultation, parent/guardian confirmation, and approval from a school counselor.

School Dances

Attending a school dance is a privilege at POMS. As such, proper conduct during the school day and at after school activities is required for attendance. In order to attend school dances, students must meet the following criteria:

1. Not have more than 2 OSS/ISS.
2. Not have any outstanding disciplinary actions pending.

School Dances are for 6th-8th grade students, who are enrolled in the P-O Area School District. School administrators reserve the right to modify discipline procedures during the course of the school year should the need be warranted and appropriate.

School Messenger

In our efforts to improve communications between parents and school, POASD uses the School Messenger telephone broadcast system to notify all households in the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be posted on the school website and a School Messenger notification will be initiated.

Searches

School administrators and/or designees have the right to search lockers and belongings when a reasonable, individualized suspicion exists that a student may be hiding contraband, exhibiting evidence of a prohibited act or creating an unsafe or unhealthy environment in violation of school rules. School officials may seize any prohibited materials. Random searches will be conducted periodically.

Special Education

Pennsylvania State Law and the federal Individuals with Disabilities Education Act entitles each exceptional child the right to a free and appropriate education. In Pennsylvania, the term "exceptional" includes students with physical or mental disabilities and children who are mentally gifted, who are determined by an Individualized Educational Program (IEP) team to need specially designed instruction. In order to ensure that all children suspected of being exceptional are located, the Philipsburg-Osceola Area School District conducts on-going screening and identification activities.

State Assessments

Test	Grades	Dates
ELA	5, 6, 7, and 8	April 25-29
Math	5, 6, 7, and 8	May 2-13
Science	8	May 2-13
PSSA Make-ups	5-8	May 2-13
Keystone Exams Algebra I Spring	Algebra I Students	May 16-27

More information is sent from the school office before the assessment window. ***Excused absences for educational trips will not be granted during state assessment/achievement testing periods.***

Student Assistance Program

In accordance with Pennsylvania Act 211, the Student Assistance Program consists of faculty members who have been specially trained to assist students with drug, alcohol or emotional problems.

The purpose of the Student Assistance Program is to identify and make referrals for students who are experiencing problems with substance abuse and/or mental health concerns. The Student Assistance Program receives referrals from parents/guardians, students, school personnel, or any other concerned individuals. Data will be gathered by the Student Assistance Program, and, if an intervention is deemed necessary, the facts will be presented to the identified student and her/his parent/guardian. Recommendations may suggest involvement with community resources. Strict confidentiality is maintained.

The PA Attorney General in conjunction with schools have created an anonymous tip line, Safe2Say, to increase safety of all students in an effort to reduce violence, suicide and cutting, bullying, drug use and overall victimization with more students getting help.

Website: WWW.SAYSOMETHING.NET

Tip line: 1-800-saf2say

Mobile app: Say Something—anonymous reporting system available on iPhone and Android devices.

Student Behavior Expectations

School Wide Positive Behavioral Intervention and Supports

We are.....Safe, Responsible, and Respectful

The POMS has implemented SWPBIS as a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions that enhances academic and social behavior outcomes for all students. SWPBIS supports the success of all students.

POMS SWPBIS Expectations

Main Office

- Walk, Keep to yourself
- Turn in parent notes before second period
- Quiet voice, Respect Others, Wait your turn

Nurse's Office

- Quiet Voices
- Wait your turn
- Respect Privacy

Classroom

- Actively participate
- Be prepared
- Follow directions

Hallway

- Walk
- Use Quiet Voices
- Stay to the right and go directly to your destination

Restrooms

- Respect privacy and property
- Keep Clean
- Wash Hands

Cafeteria

- Stay in your seat
- Keep Cafeteria Clean
- Follow Directions

Auditorium

- Sit Quietly
- Keep feet on floor
- Keep walkways clear
- Pay attention to presentation

Bus

- Face forward, Stay seated, Keep aisles clear
- Report concerns to driver
- Obey bus driver, Speak kindly and quietly

Gym

- Actively Participate
- Keep gym clean
- Follow directions

Locker Room

- Walk
- Change quickly, Report concerns
- Keep area clean, Value Property/Privacy

SWPBIS consists of a two- fold framework with positive responses to appropriate student behavior along with a disciplinary response for misbehavior. The philosophy behind SWPBIS is teaching students appropriate behavior and rewarding them when they demonstrate appropriate behavior. Positive student behavior is recognized with Mountie Tickets. These tickets are turned in for weekly, monthly and yearly drawings for the students.

Misbehaviors have two classifications...**Minor and Major**

Minor misbehaviors are to be handled by staff member at time of infraction and are not referred to the office. If minor misbehavior continues, the student will be referred to the office. Major misbehaviors are referred to the office. Teachers are to call home when referring a student to the office for misbehavior.

*All disciplinary action is at the discretion of building administrators. School administrators reserve the right to modify discipline procedures during the course of the school year should the need be warranted and appropriate. The consequences are not limited to and may change given context, cooperativeness and administrator discretion.

*Teachers will call parent/guardian for referrals sent to the office.

*Multiple Minor Infractions equal a major infraction.

Minor Infractions	Consequence-1 hour
Non-Compliance (3)	Detention
Dress Code Violation (3)	Detention
Unprepared for Class (3)	Detention
Failure to follow classroom procedures (3)	Detention
Tardy for Class (3)	Detention
Property Misuse (3)	Detention
Cafeteria Infraction	Seat Assignment/Detention
Unnecessary noise in class, the hall or on school property	Detention
Failure to serve detention	Detention
Disrespect for others rights	Detention
Violation of district telecommunication policy	Loss of computer privileges/Detention

Major Infractions	Consequence-2 hours
Unassigned Area/Skip Class	Detention
Abusive, Vulgar or Profane Language on School Property	Detention
Bullying-Behavior towards another student that is repeated, on purpose and creates an imbalance of power.	Detention
Academic Integrity	Detention
Forgery	Detention
Physical Contact/Rough-housing	Detention
Defiance	Detention

Major Infractions	Consequences-3 hours
Disruption of Educational Environment	Detention
Instigating a Fight/Peer Conflict	Detention
Disrespect to Adult/Peer	Detention

Major Infractions	Consequences-4 hours
Theft	Detention (cost of replacement)
Endangering the Health and Welfare of Others	Detention

Major Infractions	Consequences- ISS/OSS/Expulsion/Citation
Property Damage/Vandalism	Replacement Cost/Citation

Abusive Language when addressing school personnel	ISS/OSS
Fighting	1 st offense 3 days OSS, 2 nd offense 10 days OSS, 3 rd Offense Expulsion
Terroristic Threat	10 days OSS up to Expulsion
Use/Possession/Violation of Tobacco Policy	Citation Filed with the District Magistrate
Use/Possession of Controlled Substance/Paraphernalia	10 days OSS up to Expulsion
Use/Possession of Weapons	10 Days OSS up to Expulsion

Student Responsibilities

POMS Students are expected to....

-Be Respectful, Responsible and Safe

- Be aware of all rules and regulations for student behavior and conduct yourself in a safe and appropriate manner at all times.
- Attend school daily (except when excused) and be on time to all classes, prepared to work and contribute to the educational process.
- Dress and groom yourself to meet fair standards of safety and health so as not to cause a disruption of the educational process.
- Make all necessary arrangements for making up work when absent from school.
- Attempt to complete the courses of study prescribed by the state and local school authorities.
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

Student Services

Adolescence is a time of substantial growth; such changes occur quickly and can prove to be confusing. The Guidance Department is available to work with students to meet their academic, social, and emotional needs in a variety of ways. The school counselors:

- Seek to ensure that students are appropriately scheduled for middle school classes.
- Encourage and solicit parent involvement throughout the year.
- Offer conflict resolution strategies and individual counseling opportunities as the need arises.
- Are members of the school's SAP team (Student Assistance Program), which works to identify, intervene with, and refer students who are at-risk for drug, alcohol, and/or mental health issues.
- Explore and identify students' career interests.
- Are building level suicide prevention coordinators and ensure age appropriate comprehensive health and wellness information is provided as well as suicide awareness, prevention and response protocols.

Suicide Awareness, Prevention, and Response

The district is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

Centre County CAN HELP: 1-800-643-5432 Clearfield County CAN HELP: 1-800-341-5040

Summer School

The Philipsburg-Osceola School District offers summer school for those students who have failed one or two courses during the school year. Additional courses for students who fail more than two courses is also available. Students who earn failing grades in two or more classes and do not attend summer school will be retained in the same grade the following school year.

Suspensions

In-School (ISS)

Students should report to their Advisory to check in for attendance, then report to the office bringing with them all books and materials needed for the day. Students will also be suspended from extracurricular activities during their time in in-school suspension.

Out of School (OSS)

Out of School Suspension is reserved for serious infractions.

Parents/guardians may be required to schedule a conference with the principal when an out-of-school suspension is issued.

Students will not be permitted on school property during suspensions for any reason, including attendance at school functions or extracurricular activities, during the time of their suspension.

Tardiness

A student, who is not in his or her classroom by the late bell, is considered tardy and must report to the office. The student must have a note from the parent or guardian stating the reason for being tardy. A student who is tardy five times will receive a warning letter indicating that any future tardiness will be considered "chronic irregular tardiness" and will require a doctor, dentist or court excuse. Each subsequent instance of chronic irregular tardiness will result in detention. Tardy minutes are cumulative and may be assigned as unlawful half days or full days.

Technology

Students in grades 6, 7, and 8 will receive a personal computer for school purposes. The following link provides information to families: <https://www.pomounties.org/Content2/student-one-to-one-program>

Administration reserves the right to deny access to technology services due to violations of the acceptable usage policy and/or student discipline code.

Terroristic Threat

No student shall threaten to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Textbooks and School Materials

Students are responsible for lost or damaged textbooks or materials.

Threatening/Abusive Actions

No student shall direct toward any district employee, other student, or other person, in any school building, or on any school premises or school bus, any language which threatens force or violence or is abusive or insulting, or any sign or act which constitutes a threat of force or violence, or which is abusive or insulting.

Tobacco

In accordance with Act 145 of the Pennsylvania State Crimes Code, any student who possesses or uses tobacco products in a school building, a school bus or on property owned by, leased by or under the control of the school district commits a summary offense and will be subject fines as determined by the district magistrate. The law defines tobacco as, "a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product (look-alikes) and smokeless tobacco in any form."

As an educational institution, the Philipsburg-Osceola School District shall strive to prevent the abuse or use of e-cigarettes and vapes on school property, at school sponsored events, or on District provided transportation. We want to maintain an environment free of devices for the ingestion of nicotine and illegal drugs in all areas utilized by the District.

The Philipsburg-Osceola Middle School reserves the right to treat items such as electronic cigarettes (e-cigarette), nicotine patches, nicotine gum, other nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other "tobacco innovation" that are designed or intended to provide a vapor of nicotine and/or other substance(s) as a violation of the school's tobacco policy and/or a violation of the school's drug and alcohol policy based on individual circumstances. Prohibited items will be confiscated and not returned to the student or parent/guardian. Should an electronic cigarette or vape be used for the ingestion or inhalation of illegal substances covered in Board Policy 227, Controlled Substances and Paraphernalia, that policy will control the District actions taken.

Possession - For purposes of this Policy, possession would be defined as an electronic cigarette, vape, vaping fluid, cartridge, pod, or partial device being found on the person of the student, in the student's locker, in a student's purse, backpack, gym bag, or other like object, in a student's coat or other clothing, in a student's vehicle, or otherwise under the student's control.

Any person who violates this policy may be subject to the following penalties that are in addition to any civil or criminal prosecution and penalty imposed by law:

- a. Students will be subject to penalties up to and including possible expulsion. Students who commit a subsequent offense shall be subjected to prosecution before a District Justice (Magistrate).
- b. Students who violate this policy will also be referred to the Student Assistance Program (SAP). Referrals and access to school-based and community resources to help students overcome nicotine addiction shall be provided, including voluntary tobacco and tobacco-like use cessation and/or education classes at the student's expense, when applicable. Students in violation of this policy will be required to comply with all SAP recommendations.

Unlawful Harassment

The School Board prohibits all forms of harassment. This includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment. Students should immediately report any incidents of harassment to an adult in authority (Teacher, School Counselor, Principal, etc.). The school will take steps to educate students involved in sexual harassment incidents and will take appropriate disciplinary actions prescribed by district policy.

Weapons

The purpose of this policy is to prohibit student possession of weapons on school property and to provide for procedures for investigation and notification in the event of a report or suspicion of the presence of a weapon on school property. A weapon is defined as any loaded or unloaded firearm (including pellet guns, BB guns, and look-alike firearms), an explosive device of any kind; all knives; or any other tool or instrument that is not reasonably related to district curriculum such as chains, brass knuckles, night sticks, ax handles, etc..The foregoing does not apply to any object, which is specially authorized by school officials. A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is/are found on the person of the student, or under his/her control, on property being used by the school or at any school function, or activity, or at any school event held away from the school, or while the student is on his/her way to or from school. Any student violating this weapon policy will be expelled from school for a period of not less than one (1) year; however, the Superintendent or School Board of Directors may modify such expulsion requirement for a student on a case-by case basis.