

**Council Rock School District**

**Holland Middle**

**400 East Holland Road**

*Holland, PA. 18966*

Phone 215-944-2799 ♦ Fax 215-944-2789

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To: Holland Middle School Students and Parents

From: Mr. Hollahan, Principal

Date: September 2016

We have spoken to both students and parents about the usefulness of our *Holland Middle School's Student Handbook and Assignment Book*. Our experience has been that most of our students find the handbook to be a useful planning tool throughout the year.

Our purpose in asking you to review the Student Handbook with your child is three-fold:

1. Study skills are taught at Holland Middle School as a partnership between the school and the home. Please review with your child how they might use this handbook and how you will work with him/her toward a successful school year.
2. The handbook contains useful information for both students and parents. A review with your student will result in a clearer understanding of our school policies.

3. The handbook will acquaint you with the standards and expectations of our school and communicate our desire for an orderly and safe environment. A clear understanding of these will enhance our partnership in maintaining an environment conducive to learning.

*Please sign, and have your child sign, the form below and return it to your child's homeroom teacher by Friday, September 9, 2016. Thank you for your support on these very important issues. We are looking forward to working in a partnership with you.*

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I have received the Holland Middle School Student Handbook and Assignment Book and understand the importance of the policies and procedures it contains.

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Print Student Name

Homeroom Grade

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Student Signature

My child has received the *Holland Middle School Student Handbook and Assignment Book* and we understand the importance of the policies and procedures it contains.

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Print Parent Name

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Parent Signature

Date: \_\_\_\_\_

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## Calendar – 2016 - 2017

### September

- 5 Labor Day - School and Offices Closed
- 7 Back-to-School Night
- 29 Secondary interim Reports

### October

- 3 Holiday - Schools Closed / Offices Open
- 4 Holiday - Schools Closed / Offices Open
- 12 Holiday - Schools Closed / Offices Open
- 19 Early Dismissal – K thru 8

### November

- 3 End of First Marking Period
- 8 ELECTION DAY – No School for Students
- 17 1<sup>st</sup> MP Report Cards Distribution via HAC
- 21 Early Dismissal K-8 (Parent/Teacher Conferences)
- 22 Early Dismissal K-8 (Parent/Teacher Conferences)
- 23 No School for Students (Parent/Teacher Conferences)
- 24 Thanksgiving Holiday – All Schools Closed
- 25 Holiday – All Schools Closed

### December

- 8 2nd Marking Period – Interim Reports
- 23 Last Day of School before Winter Break
- 24-31 Winter Break – All Schools Closed

### January

- 2 Holiday, All Schools Closed
- 3 Schools Re-open
- 16 MLK Day Holiday – All Schools Closed / Offices Open
- 20 End of 2nd Marking Period

## February

- 3 2<sup>nd</sup> MP Report Card Distribution via HAC
- 17 No school for Students (In-Service Day)
- 20 Presidents' Day - All Schools Closed
- 23 3<sup>rd</sup> Marking Period – Interim Reports

## March

- 8 Program Planning for Holland Middle School
- 10 Early Dismissal K-8
- 28 End of 2<sup>nd</sup> Marking Period

## April

- 3-7 PSSA ELA Testing
- 7 3<sup>rd</sup> MP Report Card Distribution via HAC
- 7 End of 3<sup>rd</sup> Marking Period
- 10 - 11 Schools Closed / Offices Open
- 12 – 14 Spring Break Schools Closed / Offices Open

## May

- 5 4<sup>th</sup> Marking Period – Interim Reports
- 29 Memorial Day Holiday – All Schools Closed

## June

- 14 End of Fourth Marking Period (if no snow days 6/11)
- 14 Last Day of School – Early Dismissal K-12 (if no snow days 6/9)

## MASTER SCHEDULE 2016-2017

TIME	DAY IN 6-DAY CYCLE					
	1/A	2/B	3/A	4/B	5/A	6/B
8:05 - 8:12	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:15 - 8:45	Resource/ Activity	Resource/ Activity	Resource/ Activity	Resource/ Activity	Resource/ Activity	Resource/ Activity
8:48 - 9:32	1	6	4	2	7	5
9:35 - 10:19	2	7	5	1	6	4
10:22 - 11:06	3	3	3	3	3	3
11:09 - 11:36	Period 4 or Lunch	Period 1 or Lunch	Period 6 or Lunch	Period 5 or Lunch	Period 2 or Lunch	Period 7 or Lunch
11:39 - 12:06	Period 4 or Lunch	Period 1 or Lunch	Period 6 or Lunch	Period 5 or Lunch	Period 2 or Lunch	Period 7 or Lunch
12:09 - 12:36	Period 4 or Lunch	Period 1 or Lunch	Period 6 or Lunch	Period 5 or Lunch	Period 2 or Lunch	Period 7 or Lunch
12:39 - 1:23	5	2	7	4	1	6
1:26 - 2:13	6	4	1	7	5	2
2:16 - 3:00	7	5	2	6	4	1
<b>LUNCH SCHEDULE</b>						
11:06-11:36 "1st Lunch"						
11:36-12:06 "2nd Lunch"						
12:06-12:36 "3rd Lunch"						

## STATEMENT OF EXPECTATIONS

The purpose of school is to promote learning, enhance social growth, and enable the continual development of our students as individuals. The student contributes to creating a conducive environment by respecting the rights and property of others, participating in the learning process and exhibiting responsible behavior.

When large groups of individuals come together for extended periods of time, it becomes necessary to establish guidelines for behavior to help ensure each student's right to a safe, orderly learning environment.

Holland Middle School will promote and maintain a culture of Respect, Kindness, Diversity and Friendship. These themes are our HMS Standards. In all aspects of student life the HMS Standards will be reinforced to ensure a positive, caring and safe learning environment for everyone.

## GENERAL GUIDELINES

Along with a student's rights come important individual responsibilities to maintain a personal behavior that respects the rights of others.

It is every student's responsibility to be aware of all rules and regulations and to conduct him/her in accordance with them. A variety of sources exist to learn these: student handbook, student information booklet, and postings in the school stating the rules and responsibilities.

Examples of appropriate behavior include cooperating in the education of fellow students. You are expected to respect the rights of others who are involved in the educational process (teachers, administrators, visitors, etc.). Likewise, students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Another part of your responsibility is to protect the health, safety and welfare of the school community and its property. How do you do that? First, you should volunteer information that threatens any of the areas mentioned above. You should also present yourself positively to others by being neatly dressed and groomed in clothes that are suitable to the educational environment.

There are other "common sense" expectations you have as a responsible Council Rock student. You should exercise care in the use of school equipment, facilities and the property of others. Everyone should be reliable and punctual in school attendance, conscientious in classroom work and avoid physical or verbal confrontations with others. Courtesy to teachers, school employees, other students and visitors should be practiced by all. At all times "Courtesy" and "Respect" are our key words. *Courtesy and Respect* to teachers, staff, other students, visitors and self should be practiced by all. At all times, think, talk and act mannerly. Some general guidelines that contribute to a safe, orderly, educational environment are found in the following five sections of this handbook:

**SECTION 1**  
**ACADEMIC INFORMATION**  
**ACADEMIC INTEGRITY - Board Policy 212.1.**

The Council Rock 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. The district requires all students to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that s/he does not possess. It involves any attempt of a student to substitute a product of another, in whole or in part, as his/her own work. It also includes theft, possession, or unauthorized use of any answer key.

Holland Middle School challenges its students to master facts and intellectual processes. For such learning to be meaningful, it must be the product of the student's own effort. For this reason, the faculty and the administration take very seriously any activity that is inconsistent with this understanding.

**CRSD STUDENT ASSESSMENT POSITION**

Council Rock School District recognizes the need for student assessment on a regular basis. Assessment can take many forms: class work, homework, reports, projects, student writing, student performance, quizzes, Teacher made tests, department/district test, final exams, and standardized tests.

All student work is available to parents. However, for reasons of test integrity and expense, certain tests will not be sent home. Examples include department/district tests, final exams, and identified student work that will be maintained for student portfolios. These items may be accessed by parents through parent-teacher contact.

## GRADING

Students share in the responsibility of communicating their academic progress to their parents. Requests to have tests and papers signed must be respected.

### Honor Roll

Students earning a grade point average of 3.0 – 3.75 (Honors) or 3.76 or higher (Distinguished Honors) will earn honor roll status for the marking period. Notification will be provided on the report card.

**Makeup Work:** Students are responsible for making arrangements to complete missed work. Students must follow their teacher's guidelines.

**Marking System:** Each marking period will be distinct from each other marking period with an assigned grade reflecting only that period's scholastic achievement

The Grading System for all courses will be:

A=Excellent

D=Below Average

B=Good

F=Failing

C=Fair

**INC – Incomplete:** This grade is used only when work needs to be completed in order for the teacher to determine a grade. Incomplete work shall be completed no later than ten school days after the marking period in which it was assigned.

**NG - No Grade:** This grade shall be used only when students cannot or shall not be expected to do or make up the work of a particular marking period.

+ or - may be used with a grade of A, B, C, or D

### Promotions

The principal makes promotions to the next grade level based on advice of the staff who keeps in mind the best interests of the student involved.

### Report Cards

Report cards are issued at the conclusion of each marking period.

### Summer Study

Students who fail, and their parents, will be counseled concerning programs available for summer study and private tutoring. The costs of the programs must be borne by the parents. In addition, tutoring or summer study may be recommended for review or developmental work.

## GRADE POINT AVERAGE

The procedure for the computation of Grade Point Average (GPA) is as follows:

1. All letter grades are converted to a numerical weight as defined:
2. A = 4; B = 3; C = 2; D = 1; F = 0 (+’s and –’s are not considered in GPA computation)
3. Grade points for each course are determined by multiplying two factors: the numerical weight of the final grade and the credit value.
4. GPA for the marking period is determined by dividing the total of course grade points by

the total of attempted credits.

In grades 7-8, GPA is computed for individual marking periods only.

### **HOMEWORK RESPONSIBILITIES FOR STUDENTS**

A Council Rock student can expect to have homework assigned regularly. Teachers and teams will coordinate assignments and tests so that the time required for students complete the homework at home will be reasonable. However, many variables and factors will determine the amount of time each child takes to complete nightly assignments. The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Other responsibilities of the student are:

- To keep a written record of assignments for reference, especially if multiple assignments are given nightly.
- To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.
- To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The students should expect to complete the assignment at the earliest time possible unless the teacher waives it.
- To expect that a portion of his/her grade will be based upon the accuracy of completed homework.
- To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
- To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
- To realize that even if a nightly assignment is not made, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.
- To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

## SECTION 2

### ATTENDANCE INFORMATION

#### ATTENDANCE POLICY

Regular school attendance is necessary for a successful school experience. Instructional continuity is interrupted and the valuable interaction that occurs with teachers and among fellow students is lost when a student is frequently absent, tardy or dismissed early from school. Realizing that regular attendance in school is necessary for students to gain maximum benefits from public education, the Board urges all parents/guardians to stress punctuality and regular attendance habits with their children. Policy No. 204 of the Council Rock School District regulates attendance in the schools of Council Rock. In addition, the school laws of Pennsylvania require every parent, guardian, or other person having control or charge of a child or children between the ages of eight and seventeen to send them to school. The laws further require that, "Once a parent elects to send his child to school, the child must attend continuously until seventeen years of age, has graduated from a senior high school or has secured legal employment at age sixteen." As we begin the school year, we want to inform you of our policies regarding absence. This information is taken from Policy No. 204 of the Council Rock School District Policy Manual and can be accessed at [www.crsd.org](http://www.crsd.org)

#### Absences

After an absence from school, the law requires that on his/her return to school, a student must present a properly written excuse. Absences due to illness of the student, death in the immediate family, impassable roads, or religious holiday, are lawful absences. Most other absences are to be counted as unlawful per the PA Dept. of Education. If a student incurs three unlawful absences, an official notice will be mailed to the child's parents. In addition, should a student be found to be truant, disciplinary action will be taken and the absence recorded as unlawful. If a student accumulates 10 or more days of absence a Truancy Elimination Plan will be developed as required by law.

Any absence that can be anticipated beforehand should be brought to the attention of the building principal well in advance of the absence.

#### Absentee Notes

Any student who was absent from school should give to his/her homeroom teacher an excuse note signed by the parent(s) within three days of returning to school. Disciplinary action will be taken with students who fail to submit their absent note in a timely manner. Note: If a student fails to meet this responsibility, the absence may be considered illegal/unexcused and/or disciplinary action may result. Students may lose academic credit if they accumulate an excess of 20 days absence during the school year.

#### Advanced Notice of Absence for Emergency or Family Vacation

The school does recognize that there are family emergencies as well as educational vacations and trips where it may be necessary for a student to be absent from school for a short period of time. When such a situation arises, an advanced notice form (available on the HMS web site or in the office) should be requested by students in the main office for completion by their

parents/guardians at least 10 days prior to the planned absence. The total number of approved days of absence **shall not exceed five (5) days in a given school year**. Days exceeding these guidelines shall be considered unlawful and/or unexcused.

**NOTE:** Students are responsible for all class work, assignments and tests missed. It is the student's responsibility to contact their teachers regarding the above.

### **Half-Day Absences**

11:06 A.M. is considered to be the beginning of the afternoon session. Anyone arriving at school after this time is recorded as absent for half day.

### **Period by Period Attendance**

Students who are missing from class will be reported to the office. Should a student have skipped a class, disciplinary action will be taken. This may include detention, suspension and a grade of zero (0) for all work missed with no opportunity to make up missed work.

### **Early Dismissal**

A student requiring an early dismissal must present a written note from their parent to the attendance office before first period. The student will be issued a dismissal pass. The student will present the pass to the teacher at the designated time. The student will then report with their pass to their parent in the Main Office. Parents must sign out their child in the "sign-out book" before the student may leave the building. If someone is picking up a student other than a parent, the note must so indicate.

### **Lateness**

A student's responsibility is to be on time for school each day and on time for class each period.

**Morning Arrival** - Students arriving to homeroom period after 8:07 A.M. are considered to be late for school. Students who arrive late must report to the attendance office and present an excuse note explaining their lateness in order to get a "pass" to class. If a note is not presented, the lateness will be unexcused. In addition, notes listing "oversleeping", "car trouble", "clock failure", "missed bus", etc. will be classified as unexcused. Chronic lateness (in excess of 5 per semester) will result in parent contact and disciplinary action. We encourage all students who receive bus transportation to take advantage of it. Frequently long lines in car traffic contribute to student lateness.

**Class** - If a student is late for class, a pass should be secured from the teacher detaining the student. Teachers will take disciplinary action should students be late for their classes without a pass. The Main Office will not issue late passes to students who are late for classes.

### **Lateness Policy - Co-Curricular**

A student must have a minimum of one-half day of attendance in school in order to participate in student activities. If students sign in late, they must sign-in no later than the end of third period (11:06 A.M.) in order to be eligible to participate, unless they have received prior approval from an administrator.

### **Leaving School Without Permission**

Parent permission is required for a student to leave school property during the school day. Any student leaving school without permission will be subject to disciplinary action. This may include detention, suspension and a grade of zero (0) for all work missed with no opportunity to make up missed work.

## **HOMEWORK REQUESTS DURING ABSENCE**

When requesting homework for a student who is absent, please follow this procedure:

1. For short-term absences, students should set up a “buddy system” by exchanging phone numbers with other students in each of his/her classes.
2. In instances where the “buddy system” is not possible, the parent may call individual teachers at 215-944-2700 or email their child’s teacher(s).
3. Check your child’s team Website for assignments and information.

## **MAKE-UP WORK**

Upon returning to school after an absence, students will be given a time span equal to the number of days absent in which to make up missed work. Teachers may extend that time span if they so choose.

## **INCLEMENT WEATHER - SCHOOL CLOSING**

In case of the closing of school due to ice, snow, or other emergencies parents and students will be notified via a Global Connect phone call. Please notify your child’s school of any phone number changes to ensure notification. This information will also be posted on the Council Rock Web Site at <http://www.crsd.org>

The emergency information will also be available on Comcast Cable Channel 28 or Verizon Cable Channel 44.

## **Educational Tours or Trips**

Requests by parents/guardians for permission to have children absent from school for educational tours or trips must be made to and processed by the principal or his/her designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence. The total number of approved days of absence shall not exceed five (5) days in a given school year. Days exceeding these guidelines shall be considered unlawful and/or unexcused. The parent/guardian must assume the responsibility for checking with the principal or his/her designee, at least one (1) week or more if possible, in advance of the trip, to ascertain the present scholastic standing of the child in the class.

NOTE: Students are responsible for all class work, assignments and tests missed. It is the student’s responsibility to contact their teachers regarding the above.

## **Health care**

Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service.

## **Unexcused or Unlawful Absences**

All absences for reasons other than those cited above will be considered as “unexcused.” All “unexcused” absences for students under the age of seventeen are also recorded as “unlawful.” The student and parent/guardian will be notified of a first and second unexcused/unlawful absence.

When a student accumulates three days of unlawful absence in a school year, the principal shall send a first offense notice to the parent/guardian and a copy to the Director of Special Services. In addition, a “Truancy Elimination Plan” will be developed to improve student attendance. For each incident of unlawful absence after the first notice has been sent, the principal may direct the attendance officer to issue a second offense citation to the parents/guardian of the student and file a complaint with the District Magistrate. The principal or designee and the attendance officer shall attend citation hearings as scheduled by the District Magistrate.

## **Tardiness and Early Dismissal**

Whenever students arrive late or depart prior to the end of the school day, parents must present the school with a written note explaining the situation. These incidents are recorded as “excused” or “unexcused” applying the same criteria as those for full-day absences.

Students arriving after the midpoint of the morning or departing before the midpoint of the school day will be recorded as ½ day absent.

Additional school district attendance information is available on the Council Rock website [www.crsd.org](http://www.crsd.org).

## **STUDENT ASSISTANCE PROGRAM (CARES)**

The Student Assistance Program is designed to identify and refer “high risk” students for appropriate treatment. At Holland Middle School this team of professional helpers is called CARES. Students with the following difficulties may be referred for help: Drug/Alcohol Abuse, Depression/Suicidal Behavior, Eating Disorders, Truancy, and any other type of behavior that may be self-harming. Referrals can be made either in person or by filling out a CARES referral form which is available in counseling offices, the nurse’s office or the main office. The completed referral form can be placed in the counselor’s mailbox in the main office. Confidentiality between students and the CARES Team shall be respected unless the circumstances of the confidence are life threatening to the students or present a clear danger to the school community. Core members of our CARES Team have been trained and certified by the Pennsylvania Department of Education. A list of team members is available through the counselors.

## **SECTION 504 - NOTICE OF PARENT'S RIGHTS**

State and Federal Laws and regulations outline rights and safeguards to be followed in providing a free appropriate public education. If a family should feel that the program is not appropriate, they may initiate due process procedures by forwarding a written statement to the school district. A request to initiate a due process hearing means that the student remains in his/her present educational placement, unless the parent and the school district both agree to a change pending resolution of differences. Additionally, if a student has not started school at the time these due process procedures are initiated, the school district cannot deny a student admission to public school. Before the recommended placement and program is implemented, families have the right to further discuss the recommendation. When this discussion does not resolve differences, families have the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. A combination of these alternatives may be requested through the District Office for Special Services.

### **SPECIAL SERVICES**

If you believe your school age child is in need of special education, a variety of special evaluations and educational services are available through the district's Department of Special Services. In general, these include: educational diagnostics, psychological evaluation, learning support, gifted support; emotional support, autistic support, multiple disabilities support, and life skills support programs. Additional support services, such as speech, language, vision, hearing, physical and occupational therapies may be available to eligible students through the Special Services office. If you are interested in finding out more about the special education process, please speak to the principal where your child attends school or would attend school.

### **STUDENT RECORDS**

The school has the need to collect and maintain certain information relating to the health, education, and welfare of each student. This information is vital to the continuity of the school's educational program. Federal and state laws guarantee students and parents access to their educational records and provide safeguards to the privacy of such records. Students under eighteen years of age must have written permission from their parents prior to viewing their educational records.

It is important that any changes in home phone numbers, home address or family information is to be reported in writing to the main office. We will try to keep all information accurate regarding grades, activities, and attendance, but students should report any changes in family information to the main office.

**SECTION 4**  
**REPORT CARD INFORMATION**  
**INTERIM REPORT DISTRIBUTION**

SECTION 4 REPORT CARD INFORMATION

**INTERIM REPORT Notification**

Interim Reports will be viewable on the following dates:

September 29, 2016

December 8, 2016

February 23, 2017

May 4, 2017

**MARKING PERIODS**

Marking periods will end on the following dates:

November 3, 2016

January 20, 2017

March 28, 2017

June, 2017

**REPORT CARD Notification**

Report cards will be posted on the following dates:

November 17, 2016

February 3, 2017

April 7, 2017

June, 2017

## MIDDLE SCHOOL GRADING SYSTEM

### Philosophy

A grade on a report card can be nothing more than one person's judgment of the performance of another. Since no marking system is perfect, the best that can be hoped for is an impartial evaluation of what a student has learned.

A grading system should be a device which:

1. Communicates progress to parents and students.
2. Communicates a student's progress to outside agencies and institutions.
3. Results in a permanent record of a student's school achievement.

There are four marking periods within a school year. Each marking period will be distinct from each other marking period with an assigned grade reflecting only that period's scholastic achievement.

All Middle School courses will use the letter grade system A, B, C, D, F, IN, NG, unless the principal approves an alternate grading system.

## INFORMATION ON FINAL GRADES

Individual Marking Period Grading			Final Grade Guidelines	
Percent Ranges and Grade Conversion		MP Points	Total Points	Final Grade
97.50% - 100%	A+	12	46-48	A+
91.50% - 97.49%	A	11	42-45	A
89.50% - 91.49%	A-	10	38-41	A-
87.50% - 89.49%	B+	9	34-37	B+
81.50% - 87.49%	B	8	30-33	B
79.50% - 81.49%	B-	7	26-29	B-
77.50% - 79.49%	C+	6	22-25	C+
71.50% - 77.49%	C	5	18-21	C
69.50% - 71.49%	C-	4	14-17	C-
67.50% - 69.49%	D+	3	10-13	D+
61.50% - 67.49%	D	2	6-9	D
59.50% - 61.49%	D-	1	4-5	D-
0.00% - 59.49%	F	0	2-3	D- or F
			0-1	F

FULL YEAR COURSES ONLY

**Within the eSchoolPlus system, final grades will automatically be converted.**

The system weights the percentages and applies a point value. So for each marking period your percentage is turned into a letter grade like the Marking Period Grading Chart above. You will see for example a B+ is worth 9 points.

To help determine a final grade use this example.

B+(+) B (+) A (+) A-

or

$$9 + 8 + 11 + 10 = 38 \text{ or an A-}$$

The final grade would be an A-

## HONOR ROLL

The criteria for being named to the honor roll are:

**Regular Honor Roll:** A student must obtain a grade point average of at least 3.0 and not have received any grade below 'C' in a given marking period. Any incomplete grade will disqualify a student from the honor roll.

**Distinguished Honor Roll:** A student must obtain a grade point average of at least 3.75 and not have received any grade below 'C' in a given marking period. Any incomplete grade will disqualify a student from the honor roll.

For further information on the calculation of grade point average for honor roll, see "GPA" in Section 1 of this handbook, or contact a counselor.

## SECTION 5

### POLICIES AND GENERAL INFORMATION

#### ASSEMBLIES

Periodically students will have grade or school-wide assemblies. Students are expected to conduct themselves as ladies and gentlemen at that time. Never should there be any whistling, unusual clapping, etc. "Courtesy" and "Respect" are our key words.

## **BOOK BAGS/BACKPACKS**

Book bags must be of such a size that they fit into your hallway locker. Book bags MAY NOT be carried from class to class, but rather MUST BE secured in your hallway locker from 8:07 A.M. until 3:00 P.M. each day. We recommend students only take the necessary books or materials needed for assignments to and from school so that the weight of the backpack is not excessive.

## **Bullying/Cyberbullying**

The Council Rock School District strongly urges students and staff to manage bullying. Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including, but not limited to, detention, suspension and/or expulsion from school. In addition, the implementation of Restorative Practice techniques will be used.

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to serious violence.

**Bullying** means a communication or act that is intentional and delivered in electronic, written, verbal or physical form to another student or students, which occurs in or by way of a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education; or
2. Creation of a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes **communication delivered through the Internet**, including Social Media (Cyberbullying).

**School setting** means in the school, on school grounds, in vehicles transporting school students, at any District assigned bus stop, or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of Bullying by district students. The Board encourages students who have been bullied or know of bullying to promptly report such incidents to the building principal or designee. Any school district employee who believes that a student is being bullied shall report it immediately to a school administrator.

The Board directs that a school administrator or his/her designee investigate complaints of **Bullying** promptly, and corrective action shall be taken when allegations are verified.

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

## **BUS TRANSPORTATION**

All students are expected to ride their scheduled bus to and from school. If there is a need to ride a different bus with a friend a note is required from the parent indicating their knowledge

and approval for their child to travel on a different bus. The note must be presented to the Main Office for approval and the issue of a pass to the student to ride the bus.

Late Buses: 4:00 on Thursdays are for students remaining for clinic or detention. Passes are required from a teacher for the 4:00 bus.

### **CAFETERIA PROCEDURES AND REGULATIONS**

Food is not permitted to be taken outside the cafeteria.

- Students are expected to:
  - Cooperate with supervisors.
  - Arrive in the cafeteria within 5 minutes after the dismissal from previous class and be seated at the table where they are going to eat lunch.
  - Go to the end of the lunch lines to purchase lunch. (No Butting). Students should buy their lunch and return to their seat.
- Students may **not** borrow money from the Main Office. Students are encouraged to participate in their cafeteria debit account. Money on the debit account will carryover from year to year.
- Students should remain in their seats.
  - Students should not make any excessive noise, throw food or trash, etc.
  - Before students are dismissed by the cafeteria supervisors, the tables and floor must be clean.
- Students should always display courtesy and respect.
  - Remove all debris, trays, paper, containers, etc. from tables and place them in receptacles provided. On occasion, a staff member may ask students to remove trash, which is not theirs. Please be responsible and mature enough to comply with those requests.

Your cooperation, good judgment, and courtesy will contribute to a pleasant atmosphere during lunch.

### **CANDY AND FOOD SALES**

No candy or food sales by students are to take place in the school during the regular student day.

### **CELLULAR TELEPHONES**

Cellular Telephones

The use by students of cellular telephones is prohibited during the academic school day. Such devices must be turned off or made inoperable during the academic school day. As per Board policy, the academic school day is defined to be from the time the student arrives on school property to the official dismissal time set forth by the school district.

There may be times throughout the year when teachers may access the technological capabilities of the cell phone during structured, instructional times. Once the class has concluded, it is the responsibility of the student to follow cellular phone use the rest of the academic school day.

NOTE: Violation of the above policy will result in disciplinary action.

**\*\*\*CELL PHONES AT HOLLAND MIDDLE SCHOOL MUST BE TURNED OFF AND PLACED IN THE STUDENT'S LOCKER DURING THE INSTRUCTIONAL DAY.** ALL CELL PHONES, SMART PHONES, AND OTHER ELECTRONIC DEVICES ARE PROHIBITED DURING TESTING WHICH WOULD INCLUDE BUT NOT LIMITED TO BOTH PSSA & KEYSTONE. STUDENTS ARE PROHIBITED FROM BRINGING ELECTRONIC DEVICES THAT ARE CAPABLE OF RECORDING, TAKING PICTURES OR SCANNING PAGES OR USING THE DEVICE IN ANY WAY OR FOR ANY PURPOSE TO ANY TEST SITE UNLESS REQUESTED BY THE INSTRUCTOR ADMINISTERING THE EXAM. VIOLATION OF THE ELECTRONIC DEVICE POLICY WILL RESULT IN A DISCIPLINE ACTION.

### **CHANGES OF ADDRESS, PHONE NUMBERS, ETC.**

The Administration Office must be notified immediately of all changes of address, phone numbers, emergency numbers, and the Change of Address paperwork must be completed and returned to Administration along with the 4 proofs of residency. No changes will be made until the four proofs are received.

### **CLINIC**

A clinic is provided one day per week - - Thursdays, after school, students may receive additional instruction from their teachers. The student desiring help should make an appointment with his/her teacher and sign for a late bus pass with the teacher. Note: Students staying after school must be under the supervision of a staff member. Students may also arrange for extra help during R/A clinic.

### **COMPUTER USER GUIDELINES, RIGHTS AND RESPONSIBILITIES**

The Council Rock Student User Guidelines, Rights and Responsibilities Policy will regulate student access to telecommunications. It is the responsibility of students to be familiar with these rules and regulations:

- The school district computers are to be used for educational purposes only
- Students are not permitted to access inappropriate sites or information
- Students are not permitted to harass, threaten, or offend others
- Students are not permitted to circumvent computers or network security

Copies of the complete set of guidelines are available in the Library, Computer Lab, or from any staff member. Failure to abide by the guidelines may result in a loss of computer privileges and /or disciplinary action up to and including permanent exclusion from school.

Pennsylvania state law classifies computer hacking, the intentional spread of computer viruses, interfering with a computer or network, or revealing confidential computer password information as a crime. Students that participate in any such activity will be prosecuted under the law and will be held accountable for restitution in addition to being subject to school disciplinary measures, up to and including expulsion.

### **DAILY BULLETINS AND ANNOUNCEMENTS**

During the homeroom period each morning (8:07 A.M.) and at 1:23 P.M., announcements will

be made over the PA system.

### **DETENTIONS**

A student who fails to comply with established rules and regulations may be detained after school or required to attend a detention on a Saturday. Weekday detention will be held every Wednesday and will last until 4:45 P.M. There will be no transportation provided. In addition, detention will be held on scheduled Saturdays from 8:30 A.M. – 10:30 A.M. Transportation will be the responsibility of the parent/guardian of the student. Should a student be referred to the office for disciplinary action, he/she may be assigned to a detention. Teachers may also assign students to their own weekday detentions.

### **DISCIPLINE**

The proper atmosphere for learning is developed through application of self-discipline, as well as adherence to the rules and regulations of the school. The compliance of students with these expectations and procedures is essential to the school's mission. The faculty and administration take seriously any and all behaviors that are not consistent with these expectations and procedures. Any such violation of established standards of conduct will be dealt with in a prompt manner so that there is limited disruption to the educational interests of compliant and cooperative students. Discipline takes many forms including, but not limited to, verbal warnings, parental involvement, detention, probation (loss of co-curricular privileges, bus privileges, etc.), suspension, and the possibility of expulsion.

Local law enforcement officers may be contacted as part of a disciplinary response. It is likely that the local police will be involved with violations relating to drugs and alcohol, violence, vandalism, threats, and weapons.

### **DISCRIMINATION AND HARASSMENT**

It is the policy of the Board of School Directors to support fully the laws prohibiting harassment and discrimination. This includes harassment and/ or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any such harassment and discrimination.

Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including, but not limited to, detention, suspension and/or expulsion from school. Refer to School Board Policy.

## **DRUG AND ALCOHOL POLICY**

The use, possession or distribution by students of any substances during school hours (i) on school property, (ii) at school bus stops, (iii) on school provided transportation, and (iv) at any school sponsored event is strictly prohibited.

For purposes of this policy, controlled substances shall mean:

- All dangerous controlled substances prohibited by law
- All look-alike drugs
- All alcoholic beverages
- Anabolic Steroids
- Any drug paraphernalia
- Any prescription or patent drug, personally consumed, sold or distributed except those for which permission for use in school has been granted pursuant to Board policy.

Penalties

### First Offense:

1. Possession, Use or Under the Influence of – a recommendation for expulsion from school related activities for **45** calendar days. All due process procedures shall apply. The student will be suspended pending a board hearing and police will be notified.
2. Sale and/or distribution – a recommendation for permanent expulsion from school and all school related activities. The student may reapply for admission to school after one calendar year. All due process procedures will apply. The student will be suspended pending a board hearing and the police will be notified.

### Second Offense:

Any person who violates this policy a second time will be recommended for permanent expulsion with no right of re-admittance to school. All due process procedures that govern first offenses under this policy will apply. The student will be suspended pending a board hearing. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days. For additional information, please refer to School Board Policy 218.3, adopted July 23, 1998, revised November 16, 2006.

Other actions will include referral to the District CARES team, completion of an assessment and/or an appropriate rehabilitation program.

Students should be aware that the above policy is in effect during the school day as well as at all co-curricular events and school functions involving Holland Middle School, whether held on campus or at another location.

“Use” shall mean the ingestion, injection, or inhalation of any drug (as defined) or alcoholic beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug (as defined) or alcoholic beverage, when either in ingestion, injection or inhalation of condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

“Possession” as defined exclusively from “use” shall mean the presence of a drug (as described) or alcoholic beverage on the person of a student, in any amount, in or on any item or belonging under the control of the student or owned by the student, when such presence of the drug or

alcoholic beverage is observed or discovered or has occurred in a setting in which students are responsible to school authority and/or supervision.

“Distribution” as defined exclusively from both “use” or “possession” shall mean the sale, transfer, trade, or exchange in any manner of any drug (as defined), alcohol or non-controlled substance that is represented as a controlled dangerous substance by a student to any person whether or not a student, when such distribution takes place in a setting in which students are responsible to school authority and/or supervision.

A student who, while subject to the school’s jurisdiction, possesses, uses or is under the influence of any controlled substance, alcoholic beverage, any prescription drug (other than registered in accordance with the policy described under Health Services), steroids, or look-a-like drugs or who possesses any drug paraphernalia will be recommended for expulsion from school and all school related activities for a period of 45 calendar days. The student will also be placed on probation. A student who sells or distributes any controlled substance, alcoholic beverage, any prescription drug, steroids, look-a-like drugs or drug paraphernalia will be recommended for permanent expulsion from school and all school related activities. The student may reapply for admission to school after one calendar year. A second violation of the Drug and Alcohol Policy shall result in the recommendation for permanent expulsion with no right of re-admittance. All violators of this policy will be suspended from school pending a school board hearing. Refer to School Board Policy

### **Electronic Devices**

**School Board Policy 237:** Electronic devices shall include all devices that can take photographs; record audio or video data, store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of electronic devices include, but shall not be limited to, cameras, cell phones, iPods, Blackberries, as well as any new technology developed with similar or more advanced capabilities. The Board prohibits the use of electronic devices by students during the school day in any location on district property or in district buildings. **Such devices must be turned off and put away during the academic school day.** As per Board policy, the academic school day is defined to be from the time the student arrives on school property to the official dismissal time set forth by the school district.

Violation of the above policy will result in disciplinary action and the confiscation of the device until such time that a parent/guardian can pick it up. The district shall not be liable for the loss, damage or misuse of any electronic device.

### **PERSONAL ELECTRONIC EDUCATIONAL DEVICE AGREEMENT**

Students do have an option to bring in their own personal electronic device (PED)\* during the school day. In order to take advantage of this opportunity the student, parent, and administrator must sign the Personal Electronic Educational Device Agreement. This agreement states the following: the sole purpose for the use of the PED during the school day is for educational reasons; the PED is only to be used during instructional class period with express permission of the classroom teacher. This may mean that this device will be permitted for some instructional activities but not all, the PED will not be given access to the school district’s online resources or printers, directly or indirectly, the Council Rock School District will not

provide any support for the PED, and you are not allowed to access the internet via the PED while on school property.

\* A PED is any personal electronic device. This can include, but not limited to, laptops, netbooks, electronic readers such as Kindles, Nooks, IPADS, etc.

### **EXPULSION**

Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to the school environment that encourages learning.

### **FIGHTING/Physical Altercation**

Fighting on the periphery of school property is considered disruptive to the school's operation. Any and all fighting in the vicinity of school property or at bus stops falls under the same restrictions and guidelines as fighting at school. Fighting at any school related activity will also result in suspension.

A desirable means of settling student differences is the use of conflict resolution. Students are encouraged to seek out this alternative to fighting. School personnel are always available to help students resolve problems in a peaceful, non-threatening manner. Fighting places the participants and by-standers in danger of injury and disability. Fighting will not be tolerated at school, at school activities or while students are on their way to or from school. A student's decision to participate in a fight is also his/her decision to accept the consequences of fighting regardless of the cause of the dispute or the extent of the student's involvement. Restorative Practice techniques will be implemented to maintain safe and proper interactions and relationships.

The administration is intolerant of fighting and will take stern disciplinary measures if one occurs. Every administrator is committed to resolving student conflict and will do whatever is necessary to help students resolve problems in a peaceful non-threatening manner. Students should be aware that no justification for any of the above infractions would be accepted.

### **FIRE DRILLS**

Signal: Ringing of alarm.

1. Use exit as posted in classroom.
2. Move quickly and **SILENTLY!**
3. Report to homeroom area next to tennis courts in order for roll to be taken.
4. Remain in homeroom lines until instructed to return to the building.
5. Follow the directions of staff members at all times.

## Emergency Drills

Holland Middle School has developed an "**Evacuation Drill**", **Lock Down Procedures and "Shelter-In-Place" Plans** in the event of a natural or man-made disaster that would dictate students and staff to leave the building or prohibit our students and staff from leaving the building. The safety and welfare of students and staff are the primary concern of these plans. These plans should be used as a reference guide on how to react and what to do in case an event should occur.

If there is an emergency requiring us to evacuate the building, you will be notified via the emergency alarm or via the public address system that you must leave the building. In such an incident, a determination will be made by the police, fire department, or administration as to whether you will be relocated into different areas of the school property, other school district buildings, or permitted back into the building.

Situations arise when all students and staff must remain behind closed doors. In these situations all students and staff are to remain behind closed doors. Any students or staff in hallways or open areas must report to the nearest room.

There may be a time when an emergency takes place in our community, natural or man-made, that either the outside air quality may be affected to the point that it isn't safe to be outside or that a weather condition exists that does not allow children to be safe outside. In cases such as these we may go to a shelter-in-place plan until it is determined that it is safe to be outside. The staff and all students must maintain the highest degree of cooperation, order, silence and control. Each drill should be presumed the existence of an emergency. Responsibility must be on the adult level.

### **Evacuation**

Signal: Ringing of alarm.

1. Use exit as posted in classroom.
2. Move quickly and QUIETLY!
3. Report to homeroom area located in the bus parking lot in order for roll to be taken.
4. Remain in homeroom lines until instructed to return to the building.
5. Follow the directions of staff members at all times.

### **Emergency Drill – Lock Down**

Situations may arise when all students and staff must remain behind closed doors. An announcement will be made to notify every one of the Lock - Down Emergency. The Announcement will be: **"We are in a Lock - Down Emergency"**

All students must remain in their classroom/ location unless directed by staff or administration to relocate. Students who may be in the hallways, lavatory or other locations outside of their assigned classroom must immediately seek cover in the nearest room with staff supervision.

Staff members are to:

- Keep students in class. Lock door if possible
- Have students sit on the floor away from any windows or doors.
- Take roll and account for any students who have left the room/area.
- Keep students calm and quiet.
- In case of an Evacuation Teachers are to remain with their students. **Keep roll book with you.**

### **SHELTER IN PLACE**

There are occasions in a given emergency (weather, environmental) that students will be secured inside the building. The signal will be given over the PA to “Shelter in Place”. At that time all students will immediately report to their homeroom for attendance and relocation to areas of the building determined safest for the specific emergency. When an emergency requires a Shelter in Place, all exterior doors and windows will be secured until the emergency has passed. All cell phones must be kept off during a Shelter in Place emergency.

### **GAMBLING**

All forms of gambling, including any card playing, gaming pools, etc., are prohibited.

### **GUM CHEWING**

Gum chewing is prohibited in the school building.

### **GUEST TEACHERS (Substitutes)**

Our school is fortunate to have capable people to help us whenever our regular staff members are unable to be at school. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Be certain that these are good impressions. Please be respectful, cooperative, encouraging, polite, and helpful to every guest teacher. Lack of cooperation will be considered a serious offense and will result in serious disciplinary action.

### **HOME ACCESS CENTER (HAC)**

The Home Access Center provides an online gradebook where parents and guardians can view helpful student information to support and guide their children through the educational process. From home or work, at any time parents and students at Holland Middle School can access the Web portal to track academic achievement through their student’s test scores, report card, attendance records, class assignments and discipline records. E-mail links are also available throughout the portal so parents can communicate with the school and teachers. The Home Access Center provides parents and students with the following: daily summary page of student information, schedule and attendance, class work, test scores and course requests and allows students to view their own records in the system to help keep them informed about their progress. Students in 7th to 12th grade can register for their own HAC Account. Parents

just add your child's email address and then have them click the registration link at the bottom of the screen to create their own HAC account.

## **HEALTH SERVICES**

A student must acquire a pass from a teacher to leave a classroom to visit the nurse. Students are not permitted to go to the nurse's office during the change of classes. Students may visit the nurse's office for various reasons (health counseling, presentation of doctors' notes, gym excuses, etc.) before homeroom. The nurse must schedule any other visits.

### **Nurse's Office**

The Nurse's Office is located across the corridor from the auditorium near the front entrance to the building.

If you become ill, ask a teacher for a pass to the nurse and report directly to the nurse for attention.

### **DO NOT:**

- leave the building without permission for any reason.
- spend a period in the lavatory trying to recuperate. The nurse is here to help you if you are ill. If, in her judgment, you should not remain in school, she will make arrangements for you to go home.
- report to the nurse without a pass, unless there is an extreme emergency

### **Medication Policy**

Students may not carry tablets, capsules, inhalers, or any other form of prescription or over-the-counter drugs. This is a violation of District policy unless:

1. A "Permission to Administer Medication" form has been completed and returned to the school nurse, and
2. The medication is brought to school by the parent/guardian and immediately given to the nurse.

All medication should be in a clearly marked container with student's name, date, and name of drug, prescription number, name of physician and pharmacy, and direction for administration.

It is the request of Council Rock School District that you comply with this policy in order to insure the safety and wellbeing of all students.

The nurse is not permitted to dispense Tylenol without parental permission. Parents must sign the student's emergency card for permission to be granted.

## **I.D. CARDS**

As part of the student picture program, all students will receive a picture I.D. card. Students may be required to present their ID card for admission to school sponsored events.

## **INSPECTION AND/OR SEARCHES**

The Council Rock Board of School Directors authorizes district administrators to conduct random searches of lockers at any time based on reasonable suspicion of improper use.

In order to attempt to reduce or discourage the presence of weapons, dangerous materials, controlled substances, drugs, non-authorized medication, or alcohol, Board Policy 218.12 also authorizes the use of trained dogs with their handlers. Random inspection by the search dog may be announced or unannounced and may be made at the discretion of the school administrator.

When based on reasonable suspicion, a specifically targeted search of a student or a student's possessions, including but not limited to the student's locker, desk, purse, pockets, clothing, or any other items may be conducted.

When school authorities have a reasonable suspicion that the item, or locker, contains material which poses an immediate threat to the health, welfare, and safety of students in the school, the student's possessions will be searched with no prior warning required for that search. Law enforcement officials may also be contacted and involved in the search process.

## **INSURANCE**

School Child Accident Insurance may be purchased through the homeroom. The school is again making available the School Child Accident Insurance coverage for all students while on the way to school, from school to home, within the school building or on the school grounds, or while participating or practicing for any scheduled athletic event. Any student who wishes to have this protection should complete the application received through homeroom or through the mail. Instructions will accompany the application. The principal recommends that each student purchase this insurance. The Council Rock School District does not provide a student/athletic policy. Further, the Council Rock School District assumes no liability in case of an accident. Legal responsibility is limited to cases of proven negligence against the School District. We do, however, urge that some form of insurance be used to provide coverage for all student athletes. Such supplemental coverage is available for purchase.

## **LASER PENS/POINTERS**

Students are not permitted to bring laser pens/pointers to school as they pose a health and safety concern.

## **LIBRARY**

### **Regulations:**

1. The library is open throughout the school day and Thursdays for Clinic
2. All books, magazines, newspapers, pamphlets, audio-visual materials, and AV equipment must be checked out at the circulation desk. Each person is responsible for all items borrowed.
3. Books and pamphlets may be borrowed from the library for two weeks. They may be renewed for two additional circulation periods unless a reserve has been placed on the item.
4. Reference books, audio-visual materials, and equipment may be borrowed overnight. Back issues of magazines may be borrowed for three days.

5. All library obligations must be cleared at the end of the grading period or students will not receive their report cards.
6. Quiet is requested in the library. Misconduct can result in loss of library privileges, as well as further disciplinary action.
7. In order to use the library during Resource/Activity Period students must get a pass from the librarian the **day ahead** of the morning they are requesting to use the library. Passes will be issued based on available space.
8. Students desiring to use the library during clinic after school on Thursdays are required to get a pass from the librarian no later than Thursday morning. Passes will be issued based on available space.

### **LIBRARY-MEDIA SERVICES**

All required reference materials for the completion of student assignments shall be available within the libraries and reference centers of the Council Rock School District. Even though the use by students of other sources should be encouraged by teachers, the use of libraries and other sources outside the District shall not be required for earning course credits, nor shall the use of outside sources be a factor in determining grades.

### **LOCKERS AND LOCKS**

**Do not give your school or gym combination to anyone!**

Hall lockers are loaned to students for use during the school year. Lockers remain the property of the school and may be inspected periodically to insure that they are being properly cared for and that contents are in no way harmful to the owner, other students, or the school building. At the end of the year, if the locker has not been maintained in good condition, a maintenance fee will be assessed. If your locker or lock malfunctions, report it immediately to your homeroom teacher. The school district is not responsible for lost or stolen items. Combination gym locks must be purchased at the school. The cost is \$5.50.

1. Lockers should be maintained in good order at all times.
2. Under no circumstances should a student tamper with another student's locker/lock.
3. Lunches should NOT be left in lockers overnight.
4. Individual lockers will be issued to all students. (The locker combination should be recorded and kept by the student.)
5. Personal locks may not be used without permission. Violators will have their locks cut off.
6. No stickers or markings are permitted on lockers, inside or outside.
7. The decoration of lockers for recognition of a student's birthday is acceptable. The decoration can be put up in the morning prior to Homeroom and they must be removed at the end of the day. **Latex balloons, glitter or small pieces of decorative materials are not permitted. Decorations must be limited to the door of the student's locker. Nothing can be hung from the ceiling or walls.**

### **LOST AND FOUND**

The Lost / Found are located near Main Office and in the boys' and girls' locker rooms for clothing and books. Other Lost / Found items (calculators, glasses, jewelry, etc.) should be reported/taken to the main office. Students should check these areas periodically if they have

misplaced an item.

### **LOST TEXTBOOKS AND LIBRARY MATERIALS**

If a textbook is lost during the school year, the student must make immediate arrangements to obtain a new one. See your teacher for a new book and a student obligation form made out for the amount of the textbook.

Lost library materials should be reported to the library immediately. Students are obligated to pay for lost library materials.

### **OBLIGATIONS**

Report cards will not be issued to students who have outstanding obligations. Obligations are cumulative and will follow students to graduation. If a student obligation is not cleared by the beginning of the school year, a student may not participate in school sponsored activities. Obligations can be for classroom items, library resources, athletic uniforms and equipment or other school owned items.

### **PASSES**

Hall traffic is to be limited during instructional periods so that class activities are not disrupted. Students will be issued a permanent pass to be used whenever it becomes necessary to be excused from class. Students in the hallways during class time without passes will be sent back to class and disciplined, if appropriate.

### **PHYSICAL EDUCATION**

For physical education in grades seven and eight, students must have attire which is appropriate for physical activity and which meets reasonable standards for health, safety and comfort. A complete change of clothing is required for boys and girls. A pullover top, pull-on shorts or pants, socks and appropriate athletic footwear are required.

P.E. lockers will be assigned to each student. Lockers are to be kept locked at all times - - including when students are participating in Phys. Ed. class activities. Only locks provided by the school are permitted to be used on gym lockers. Locks are available in the school store or main office. Cost is \$5.50. Valuables should not be brought to Phys. Ed. class since the District can assume no responsibility for valuables that are lost or stolen.

### **PROBATION**

Students who have a poor attendance record or who have accumulated a discipline record of major offenses such as fighting, drug/alcohol violations, weapons or vandalism will be recommended for probation. Probation is a serious warning that if any further infractions occur, a student will be suspended and/or expelled or denied privileges. A conference with parents, student and an administrator will be held to explain the specifics of probation.

### **RESOURCE/ACTIVITY PERIOD**

“R/A” activities are held from 8:15 – 8:45 each morning. Some “R/A” Period activities (Art,

Computer Room, Library, Family and Consumer Science, Green Team, and, Tech. Ed..) require prior approval from the sponsoring teacher. Students who are scheduled for an activity will be dismissed from homeroom via the bell at 8:13 and must report to their activity no later than 8:15. Students who remain in homeroom during R/A period engage in meaningful activities related to their educational program including team-designated activities, quiet study and daily preparation. Independent self-selected or team-selected reading is encouraged.

### **SCHOOL SPONSORED ACTIVITIES**

Dances and other social events are only for students presently enrolled at Holland Middle School. No guests are permitted. Students must have a permission form signed by their parent in order to gain admission into any school sponsored evening activity. Permission forms will be posted on the HMS Web-site. Students must be in attendance on the day of the event to participate.

### **SELLING/Advertising**

Students are not permitted to sell anything or promote non-school sponsored events on school grounds.

### **SERVICE LEARNING PROGRAM (L.I.N.C.S)**

Council Rock School District has enjoyed a successful history of involvement with our community. Significant community service projects have taken place through student service organizations, student government, school projects and individual student initiatives. Students will be eligible for voluntary participation in a formalized service learning program. Specifically, students who complete a minimum of 60 hours of community service between the end of eighth grade and the end of twelfth grade will receive formal recognition through documentation which will appear on official school records. It is our intent to encourage students to participate in an activity to which Council Rock is strongly committed.

The Service Learning Program creates in students an awareness of the needs of others, both locally and globally, and provides opportunities for students to serve others in their own community.

### **SEXTING**

Sexting is a result of advances in technology enabling new forms of social interaction. Sexting is the act of sending sexually explicit messages, primarily between cell phones. The social danger with sexting is that the material can be very easily and widely broadcasted, over which the originator has no control. There are undoubtedly multiple risks when sending or receiving explicit messages. Under state laws, all participants in adolescent sexting are potentially child pornography offenders, whether they are victims, perpetrators, or consensual participants. All forms of adolescent and teen sexting are illegal. Holland Middle School will investigate any

incidents promptly and law enforcement will be notified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

### **SKATEBOARDING**

Skateboarding or the use of in-line skates on Holland Middle School property is prohibited by a Newtown Township Ordinance. Students who do this may be subject to a fine as well as disciplinary action by the school.

### **SMOKING & TOBACCO PRODUCTS**

The use, possession, or sale of tobacco products is strictly prohibited any Council Rock School District property. Holland Middle School is a Smoke Free Campus. Smoking or the use of any tobacco product will result in a suspension from school. A student found in possession of any tobacco product is subject to disciplinary action in the form of suspension and/or detentions. A three (3) day suspension will be issued along with a fine of \$50.00 for the first offense. Subsequent offenses will be referred to the local District Court.

### **SMOKING & ELECTRONIC CIGARATTES, HOOKAH PENS**

An **electronic cigarette (e-cig or e-cigarette)**, is a battery powered device which simulates tobacco smoking by producing a vapor that resembles smoke. Some solutions contain a mixture of nicotine and flavorings, while others release a flavored vapor without nicotine. **Hookah pens** are the latest in the electronic cigarette world. The hookah pen is a little different though since many don't have nicotine but instead focus on a variety of flavors and colors. The pen itself is about the size of a standard pen and comes with an activation button that when pressed fumes are emitted.

The use or possession of tobacco products is strictly prohibited and subject to disciplinary action in the form of suspension and/or detentions.

### **STINK or SMOKE BOMBS**

The possession, release, or distribution of stink/smoke bombs or any other substance that endangers the health of students or staff during school hours on school property, at the bus stop, on school provided transportation, or at any school sponsored event is strictly prohibited. A student found to violate this policy is subject to disciplinary action that may be in the form of suspension or expulsion. Any student who has the knowledge that another student released a stink bomb or other hazardous gas has the responsibility to report the information to a member of the staff or to the administration.

## **STUDENT ATTIRE**

We at Council Rock are proud of our students - their conduct, maturity, and attire. Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits. In an effort to maintain an appropriate academic atmosphere, student attire is expected to be appropriate and in good taste for the school environment.

**The following types of clothing and accessories are deemed inappropriate and are *not* to be worn:**

- **Hats, headbands, bandannas, hoods, sunglasses**
- **Tight-knit tank tops with straps measuring less than 3" wide**
- **Sleeveless blouses with straps measuring less than 3" wide**
- **Low-cut tops**
- **Clothing that shows undergarments**
- **Clothing that allows midriff to show**
- **Underwear or pajamas worn as outerwear**
- **Leggings that are not topped by a skirt, shorts or long top**
- **Skirts at a length of less than 3" from hem to knee,**
- **Shorts at a length of less than 12" from waistband to hem.**
- **Flip flops and slides**
- **Untied shoes or sneakers**
- **Outside coats worn in classrooms.**
- **Clothing advertising drugs, alcohol, and tobacco products or clothing that conveys sexual or inappropriate messages**

**The administration reserves the right to have students change, remove or cover inappropriate attire. Violations of the above student attire will result in disciplinary action.**

## **STUDENT COUNCIL**

The purpose of Student Council shall be to provide the Student Body with a voice to be heard and acted upon in the best interest of the school community. Such actions shall be in the form of projects, events, and activities selected on the basis of school interest, need, and benefit, which are not normally supplied by the Council Rock School District. The Student Council will be made up of eligible students elected onto the Council from the Student Body of HMS. This includes the Officers to be elected from each team in both grades during the fall of the school year. To be eligible to run for an office or to serve as a Representative the student must:

- Have at least a "B" average with no grade in any class in the latest marking period of less than a "C"
- Have an acceptable attendance record.
- Have no Administrative Discipline interventions resulting in a Saturday Detention or a Suspension of any length.

To continue to serve as an elected position in Student Council students must maintain his/her eligibility using the criteria stated above.

Student Council meetings will be held during the Resource/Activity period. School officers will be elected in accordance with the constitution of the Council Rock Middle School Student Council.

### **SUSPENSION AND EXPULSION**

Any student may be suspended for non-compliant behavior or a violation of school or district policy for a period of one to ten consecutive days. No student will be suspended without notice of reason for which he/she is suspended and an opportunity to be heard in his/her own behalf before the school official who holds the authority to reinstate him/her. The school may either expel for a period exceeding ten school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this action.

### **TEXTBOOKS AND EQUIPMENT**

Textbooks are school property and are loaned to pupils. They should, therefore, be kept covered for protection. Students are responsible for loss or damage of textbooks, or any other school materials. Each book is numbered and stamped. It should have the student's name, condition of the book, and teacher's name properly recorded on the inside cover.

### **THREATS**

Verbal and written threats, "hit lists" including e-mail and Internet, and other warnings of violence will be taken seriously. These behaviors may involve law enforcement and psychological specialists, in addition to disciplinary action that may include expulsion.

### **TRANSPORTATION**

**Buses:** To ride buses is a privilege. Standards of conduct while on them are under the supervision of school authorities. Bus drivers are requested to report any form of misconduct. Misconduct may result in removal from the bus. Transportation to and from school then becomes the responsibility of the parents.

**Riding Another Bus:** The student must submit a note signed by a parent with a phone number where the parent can be reached during the day. The note must be turned into the office to receive a bus pass to ride the bus. The student must present the pass to the bus driver when boarding the bus.

Students who leave school grounds at the conclusion of the school day are not permitted to return to school to ride the 4:00 PM bus. All students riding the 4:00 bus must have a pass signed by the staff member who supervised the student.

#### **A.M. Arrival**

##### **1. Arrival - Regular**

- a. Buses will drop off students in the front of Holland Middle School.
- b. Private Cars shall drop off students at the Gym Area. Students should not be dropped off at the main entrance.
- c. All students shall report to the cafeteria to wait until dismissal by the A.M. bus duty

supervisors.

- d. All students shall report to their lockers and homeroom after dismissal from the cafeteria.
- e. All students arriving after dismissal from the cafeteria but before the late bell shall report immediately to their lockers and then to their homeroom.

## 2. Arrival – Late

- a. Buses - students will report to the office to receive a late pass. Then the students shall go to their lockers and homeroom or first period class.
- b. Private cars - Students will report to the attendance office to obtain a late pass. These students shall then report to their lockers and homerooms or classes.

## **P.M. Dismissal**

Students shall remain in their last period classes until the bell rings for dismissal.

## **VALUABLES**

Although the faculty will aid you in taking care of valuable possessions (jewelry, watches, etc.) you bring to school, they cannot be responsible for them if they are missing. Please do not bring these items to school unless there is a good reason. If you must bring valuables to school, please check them in at the Main Office for safekeeping. The school cannot be responsible for the loss of any items or money should a student not follow this procedure.

## **VANDALISM / THEFT**

In the event of vandalism or theft, any member of the school community having knowledge of the activity has a duty to report facts to school officials. Any person responsible for or contributing to vandalism or theft will be subject to strict disciplinary measures up to and including expulsion and restitution. Law enforcement officials may be notified.

## **VIOLENCE**

Violence of any type is not permitted. Violence can include; intimidation, threats, pushing/shoving, fighting or any other action deemed unsafe or harmful. Disciplinary action for involvement in violent behavior may include detentions, suspension, expulsion, and police intervention.

## **VISITORS**

All visitors are required to register in the front office. Students from other schools are not permitted to visit during the school day. In order to avoid disruption to the teaching-learning environment, we require that arrangements for classroom observations be made in advance. In this way, we can insure minimal disruption to our program and provide certain professional courtesies to our teaching staff. All arrangements for classroom visitations are to be made through the principal's office.

## **WEAPONS ON SCHOOL PROPERTY**

Council Rock School District policy states that no person shall possess; handle or transmit any weapon in any school building or grounds or on any school district transportation or at any school activity.

Further, a weapon is defined as anything capable of lethal use and possessed under circumstances not appropriate for the lawful uses that it may have. The definition of weapon shall include, but shall not be limited to, any knife, "look alike" weapon, cutting instrument, cutting tool, nun chuck, firearm, shotgun, rifle, pellet gun, metal knuckles, pepper gas, mace or other tool, instrument or implement capable of inflicting serious bodily injury.

Any student in possession of a "weapon" as defined above will be suspended from school and referred to the local police

department for prosecution under Section 912 of the Pennsylvania Crimes Code (18 PA CSA Section 912 - Possession of a Weapon on School Property). Any student in possession of a weapon may also be subject to immediate suspension from school with the recommendation, when appropriate, for expulsion proceedings to occur. If the weapon is a firearm, the mandatory penalty prescribed by law is expulsion from school for a period of time not less than one year.

All students of the Council Rock School District are to report to the building principal of their school any student possessing or transporting a weapon on or about the school property. Any student that has knowledge that another student transported or possessed a weapon and did not report the information on a timely basis will be subject to disciplinary action. Disciplinary action may include but is not limited to expulsion. Refer To School Board Policy

## **WEBSITE**

Holland Middle School has a website at: [www.crsd.org](http://www.crsd.org).

Information on academics, activities, staff and students, as well as an updated picture gallery is among the items to be found on the site.

Each team will maintain a website to communicate assignments, schedules, and general team information. The e-Friday Folder will be utilized to post handouts and forms related to school and district information.

## **WORKING PAPERS**

### **Applying for a Work Permit**

Work permits can be acquired at Holland Middle School. Work permit applications (PDE-4565) can be [downloaded](#). Please contact the main office for more information. Working papers can be obtained between 8:00 am and 3:00 pm.

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 which took effect on Jan. 22, 2013 resulting in changes to Pennsylvania's existing Child Labor Law. You can access the new Child Labor Act and an Abstract of the Child Labor Act Hours Provisions on the Pennsylvania Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>

Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing office. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

Minors who currently possess a valid work permit may continue to utilize that Permit to work.

Under the Pennsylvania Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit.

Work permits (excluding entertainment working papers) for a state other than Pennsylvania, must be obtained in the state of employment. Pennsylvania work permits for minors are not honored in any other state.

## **SECTION 6 CO-CURRICULAR ACTIVITY INFORMATION**

### **STUDENT ACTIVITIES**

The activities available at Holland Middle School are varied and give students a great number of opportunities to get involved beyond the academic day. Information about various happenings is announced over the PA system and on the student information monitors in the cafeteria.

Art Club

Environmental (Green Team) Club

Family and Consumer Science

FBLA

K.I.C.S.

Mathcounts

Music – Band

Music – Chorus

Music – Orchestra

Music – Jazz Band

Music – Chamber Orchestra

Reading Olympics

S.A.D.D.

Student Council

Talent Show

Theater

Yearbook

## INTERSCHOLASTIC ATHLETICS

The following interscholastic athletic teams represent Holland Middle School:

### FALL

Cheerleading (7th – 8th) - Fall	Fall Soccer Varsity & JV
Football Unlimited (7th – 8th)	Football 110 lb. (7th – 8th)
Field Hockey Basketball Varsity & JV	Girls Volleyball (Varsity & JV)

### WINTER

Girls Basketball Varsity & JV	Boys Basketball Varsity & JV
Wrestling (7th – 8th)	Cheerleading (7th – 8th) – Winter

### SPRING

Baseball Varsity & JV	Girls Soccer (Varsity & JV)
Softball Varsity & JV	Spring Track (7th-8th)

## ACADEMIC ELIGIBILITY FOR PARTICIPATION IN STUDENT ACTIVITIES/SOCIAL EVENTS

### Interscholastic Sports:

#### Eligibility

To be eligible for inter-scholastic athletic participation, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.

Weekly - The Athletic Director will distribute to the staff a list of all students involved in inter-scholastic sports. Teachers will submit names of students doing failing work to the Athletic Office each Friday. The grades should be cumulative from the beginning of the marking period and conclude at the end of each marking period. The Athletic Office will compile co-curricular eligibility reports. In the event a student has failed two or more subjects, he/she is ineligible to participate in contests for a period of one week. This ineligibility begins the first Monday, and ends on Sunday, following the issuance of weekly reports to the Athletic Office.

End of Marking Period - Upon the issuance of the regular report cards, coaches will review the D and F list to see if any student involved in their program is not eligible. Those students with two or more F's for the marking period are ineligible for 15 school days of the next marking period, beginning on the first day report cards are issued.

If a student received two or more F's as final grades at the conclusion of the school year, the scholastic ineligibility carries over the summer and the student will be ineligible as outlined above. However, if the student attends a summer school or takes a correspondence course for which the principal grants credit, he/she becomes eligible immediately, if not more than

one failure remains.

## **Physicals**

A physical exam is required to try out and participate in Interscholastic Sports. The physical exam must have been given after June 1<sup>st</sup> of the previous school year. One physical exam is required for the school year unless the student had an injury or a significant health issue. Information will be provided by coaches when students sign up to participate on a team. Information and forms can be found on our school website.

## **Co-Curricular Activities/Social Events**

### **Eligibility**

Failure of two courses will result in ineligibility for participation in co-curricular activities.

Procedure - Each advisor will check the failure list at the end of each progress reporting period (interim reports and report cards). In the event a student has failed two or more subjects, he/she is ineligible to participate in co-curricular activities until the next progress reporting period.

## **ATHLETIC INJURIES**

You may be injured while participating in interscholastic athletics. If you are injured, notify your coach, athletic trainer, and parents. You should consult a physician if necessary.

## **ATHLETIC INSURANCE**

The Council Rock School District does not provide a student/athletic accident policy; further, the Council Rock School District assumes no liability in case of an accident. Legal responsibility is limited to cases of proven negligence against the School District.

We do, however, urge that some form of insurance be used to provide coverage for all student athletes. Student accident insurance protection is available for purchase by students for co-curricular and athletic activities. This is a supplemental insurance program that covers all school-sponsored activities with the exception of senior high football. Homeroom teachers will distribute insurance application pamphlets during the first week of school.

## **L.I.N.C.S. PROGRAM**

Council Rock's Service Learning Program (Learning in Neighborhood Community Service) encourages students to volunteer their time after school, weekends and summers, to local community organizations. A student fills out a pre-approval form, and then a verification form when the service is completed, to collect hours. These forms are available in the Main Office and completed forms should be returned there for processing.

When 60 hours or more are accumulated, the student receives recognition and documentation on his or her transcript and upon graduation, acknowledgment on the diploma. L.I.N.C.S. graduates become eligible for scholarships sponsored by the community.

Over 75 local organizations are listed in the L.I.N.C.S. directories, which may be signed out from the school library. Included in the directories are contact people, telephone numbers and the kinds of activities for which student volunteers are needed.

The CRSD Board of School Directors recently adopted several new School Board Policies. These policy changes are as follows.

**New Policy**

No. 103 (Nondiscrimination in School and Classroom Practices)  
No. 219 (Student Complaint Process)  
No. 247 (Hazing)  
No. 248 (Harassment)  
No. 249 (Bullying/Cyberbullying)

**Former Policy**

No. 103  
No. 219  
No. 218.9  
No. 218.8  
No. 218.10

These new policies are reviewed annually with students and staff and can be accessed through the CRSD.org web site. If you have any questions regarding these policies or if you need additional information, please contact the school principal.