Deer Lakes Middle School
17 East Union Road, P.O. Box 20
Cheswick, PA 15024

Dear Parents/Guardians and Students,

Welcome back! We are pleased to provide you with your Parent/Student Handbook. The handbook is designed to locate pertinent information about the policies and activities of the Middle School. Please review the contents of your handbook together. Many of your questions throughout the year can be answered by consulting the pages that follow.

Both parent/guardian and student should sign the receipt below to acknowledge receipt of the handbook. Thank you for your cooperation.

We look forward to a great school year!

Sincerely,
Mr. David Campos, Principal
Mrs. Samantha Abate, Assistant Principal

RECEIPT OF STUDENT HANDBOOK

Note: Please sign and return this receipt to your student's homeroom teacher on or before Friday, September 6, 2019. Students are permitted to remove this page out of their handbooks and return as instructed above.

This is to acknowledge receipt of my Deer Lakes Middle School Handbook. As a student, I know that understanding the contents of this handbook can aid in my school year being successful one. I, along with my parent(s), have read, understand and will abide by all of the policies contained in this booklet, including the Internet/Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement.

Student Signature_____ Date_____

Print Student Name _____

Parent/Guardian Signature _____

Grade _____ Homeroom _____

Deer Lakes School District

Student Account Agreement

Student Section

Student Name_____Grade _____

School _____

I have read the District's Acceptable Use of Internet, Computers and Network Resources Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature_____Date _____

PARENT OR GUARDIAN SECTION

I have read the District's Student Internet Safety and Responsibility Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the instructions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give ( )

I hereby do not give ( )

permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communications activities.

Parent/Guardian Signature_____Date _____

This form is to be returned no later than September 6, 2019

Deer Lakes Middle School 2019-2020

17 East Union Road
Cheswick, PA 15024

Phone: 724-265-5310
Fax: 724-265-3711

Web site: www.deerlakes.net

Mr. David Campos, Principal
Mrs. Samantha Abate, Assistant Principal
Miss Jackie Jaros, Guidance Counselor
Mrs. Marie Dennis, Main Office Secretary

This student planner belongs to

Name_____

Grade_____

Homeroom _____

Locker _____

Student Number_____

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DEER LAKES MIDDLE SCHOOL

Today's Learner, Tomorrow's Leaders
The Mission of…

In partnership with the community, the Deer Lakes School District will provide a dynamic, comprehensive educational program and support services necessary to meet the diverse needs of all students in a safe, caring environment, thus enabling them to reach their full potential as responsible, productive citizens.

Parental Responsibilities
The Board of School Directors believes that the ultimate responsibility for a student's behavior rests with his/her parents/guardian.

Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures.

The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this cooperation will be made apparent to the child.

One of the most significant objectives of the discipline system is to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold parent conferences and guidance conferences as well as request schedule changes or psychological examinations and/or treatment.

Board of School Directors
Mr. William A. Lupone, Jr., President
Mr. Louis W. Buck, Vice-President
Mrs. Jodi L. Banyas-Galecki
Dr. Eric Bieniek
Mrs. Kristi Minnick
Mr. Vic Laurenza, Jr.
Mrs. Leanna M. Shurina
Mr. Larry Neidig
Mr. Phillip Ziendarski

Central Administration

Dr. Janell Logue-Belden	Superintendent
Mrs. Bobbi-Ann Barnes	Assistant Superintendent
Ms. Jennifer Emmonds	Business Manager/Board Secretary
Mr. William Reilly (Interim)	Director of Transportation/Building & Grounds
Mrs. Lindsay McGaughey	Director of Special Education
Dr. Rachel Mariano	School Psychologist
Mr.Jacob Douglas	Director of Food Service
Mr. Justin Merwin	Director of Technology
Mr. James Cromie	Public Relations
Mr. Charles Bellisario	Athletic Director

Middle School Administration/Support Staff	**Voice Mail**
Mr. David Campos, Principal	3621
Mrs. Samantha Abate, Assistant Principal	3622
Miss Jackie Jaros, School Counselor	3670
Mrs. Marie Dennis, Main Office Secretary	3623
TBD, School Nurse	3681

To leave a voicemail for the teachers, dial (724) 265-5300 to access the district main menu and then follow the appropriate commands.

DEER LAKES SD

TODAY'S LEARNERS, TOMORROW'S LEADERS

2019-2020

SCHOOL DISTRICT CALENDAR OVERVIEW

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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MARCH

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APRIL

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MAY

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31						

JUNE

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28	29	30				

IMPORTANT DATES

AUG. 20-21	TEACHER/STAFF DEVELOPMENT
AUG. 22	CLASSES BEGIN
SEPT. 2	LABOR DAY (NO CLASSES)
OCT. 11-12	HOMECOMING WEEKEND
NOV. 11	TEACHER/STAFF DEVELOPMENT/ ACT 80 DAY (NO CLASSES)
NOV. 28-29; DEC. 2	THANKSGIVING BREAK
DEC. 20	EARLY DISMISSAL
DEC. 23, 2019 - JAN. 3, 2020	CHRISTMAS VACATION
JAN. 6	CLASSES RESUME
JAN. 20	HALF TEACHER/STAFF DEVELOPMENT/ HALF ACT 80 DAY (NO CLASSES)
FEB. 17	PRESIDENTS' DAY (NO CLASSES)
APRIL 10	SPRING BREAK
APRIL 14, 9 & 13	SPRING BREAK OR POTENTIAL MAKE UP DATES (IN THAT ORDER)
MAY 22	2020 PROM (NO CLASSES)
MAY 25	MEMORIAL DAY (NO CLASSES)
JUNE 4	LAST STUDENT DAY (EARLY DISMISSAL); CLASS OF 2020 GRADUATION
JUNE 5	TEACHER/STAFF DEVELOPMENT
JUNE 16	KENNYWOOD PICNIC

STANDARDIZED TESTING DATES

OCT. 5	SCHOLASTIC APTITUDE TEST AT DEER LAKES HIGH SCHOOL (GRADES 11 & 12)
JAN. 6-17	KEYSTONE EXAMS WINTER WAVE MAKE UP TESTING (GRADES 9-11)
APRIL 20-24	PSSA TESTING (GRADES 3-8): ENGLISH LANGUAGE ARTS
APRIL 27-MAY 1	PSSA TESTING (GRADES 3-8): MATHEMATICS
APRIL 27-MAY 1	PSSA TESTING (GRADES 4 & 8): SCIENCE
MAY 4-8	PSSA TESTING (GRADES 3-8): MAKE UP TESTING
MAY 11-22	KEYSTONE EXAMS (GRADES 8-11): ALGEBRA 1, BIOLOGY & LITERATURE

CALENDAR LEGEND

- STUDENT/TEACHER HOLIDAY
- STAFF DEVELOPMENT/STUDENT HOLIDAY
- CLASSES BEGIN
- CLASSES END
- POTENTIAL INCLEMENT WEATHER MAKE UP DATES

*** PLEASE NOTE:**

THIS IS A CALENDAR OVERVIEW RATIFIED BY THE SCHOOL BOARD IN FEBRUARY OR MARCH OF THE PREVIOUS YEAR. THIS IS NOT THE COMPLETE 2019-2020 SCHOOL YEAR CALENDAR AND THESE DATES ARE SUBJECT TO CHANGE DUE TO ANY NUMBER OF FACTORS, MOST NOTABLY WEATHER. PLEASE CHECK THE OFFICIAL SCHOOL DISTRICT CALENDAR ON THE DISTRICT'S WEBSITE FOR THE MOST UP-TO-DATE INFORMATION REGARDING DEER LAKES SCHOOL DISTRICT.

WWW.DEERLAKES.NET

724.265.5300

WWW.FACEBOOK.COM/DERLAKESSD

WWW.TWITTER.COM/DERLAKESSD

Deer Lakes Middle School Schedule 2019-2020

	Time	6th	Time	7th	Time	8th
1	7:40-8:25	Unified Arts	7:40-8:25	class	7:40-8:25	class
2	8:28-8:58	***Personalized Learning / PA	8:28-9:08	class	8:28-9:08	class
3	9:01-9:41	class	9:11-9:41	***Personalized Learning / PA	9:11-9:51	class
4	9:44-10:24	class	9:44-10:24	Unified Arts	9:54-10:24	***Personalized Learning / PA
5	10:27-11:07	class	10:27-11:07	class	10:27-11:07	class
6	11:10-11:40	Student lunch**	11:10-11:50	class	11:10-11:50	class
7	11:43-12:23*	Unified Arts****	11:53-12:23	Student lunch**	11:53-12:33	class
8	12:26-1:06	class	12:26-1:06*	Unified Arts****	12:36-1:06	Student lunch**
9	1:09-1:49	class	1:09-1:49	class	1:09-1:49*	Unified Arts****
10	1:51-2:34	class	1:51-2:34	class	1:51-2:34	Unified Arts

For 2 Hour Delay days students need to be in 1st period by 9:40.

Grading

Grading System
The Deer Lakes Middle School will issue a report card four times during the school year.

Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	62-66%
F	61% and below
I	Incomplete

Academic Honor Roll
Grade Average (percent) will be used to determine Honor Roll attainment. A Grade Average (percent) of 85% will be required for Honor Roll status at the end of each 9 weeks. The levels of the Honor Roll will include Honor (85% - 91.999%), High Honor (92% - 95.999%), and Highest Honor (96% - 100%). If a student has an incomplete on his/her report card, honor roll cannot be calculated until all work has been completed and returned to the teacher.

Interim Reports and Report Cards
In grades one through twelve interim reports shall be issued by each teacher at the middle of the nine week report period.These notices are intended to inform parents and stimulate more satisfactory progress. The Deer Lakes School District will post report cards for students in grades 1-12 four times a year.

Parents can access interim reports and student report cards via the Skyward parent portal. Grades in Skyward are also updated on a regular basis which allows parents to see their child's progress at any time throughout the school year.

Retention Procedure

If a student fails two subjects (English, math, social studies, science, reading), he/she must take at least one of the deficient subjects during summer school and receive a passing grade.

If a student fails the same subject in two consecutive years (English, math, social studies, science, reading), he/she must take the deficient subject during summer school and receive a passing grade.

If a student fails more than two subjects (English, math, social studies, science, reading), the parents may file an appeal and be referred to a committee consisting of at least three of the student's teachers, the counselor of the appropriate grade level and/or a CARE team member, the principal and school psychologist. The recommendations of the committee will determine placement and/or promotion.

Attendance (Deer Lakes School District Policy 204)

One of the primary prerequisites to a successful school year is regular attendance at school. It is an important responsibility for parents to foster good attendance behaviors in their children. It is your responsibility as a student to attend school daily.

If a student is marked absent from school, our automated call system will call the primary number as listed in Skyward to notify the family.

Students who have been absent from school must bring in an excuse as required by state law. This excuse should be brought on the day that the student returns to school. The excuse provided will include the following information:

1. Student's first and last name
2. Date(s) of absence.
3. Reason for absence.
4. Parent/guardian signature.

The excuse will be presented to the **homeroom** teacher. **If a student does not provide an excuse within three (3) days of return from the absence the absence is considered unlawful. When a student acquires three (3) unlawful absences, the school district is required by law to serve notice on the parents/guardians and the student will be enrolled in the Deer Lakes Truancy Prevention. The continuation of unlawful absence may require the district to file a summary citation for truancy with the District Magistrate. If found guilty, this may result in fines being issued against the parents/guardians and/or the student.**

The Department of Public Instruction School Attendance Register provides that a claim of continued or repeated illness justifies the school in requiring a statement from medical authorities.

Lawful Absence/Tardies

- Verified illness – when providing an excuse for illness, two methods of explanation are acceptable. The first is a parental note specifying the nature of the illness (i.e. headache, upset stomach, cramps, etc.) The second is an excuse from a member of the healing arts (i.e. physician, dentist, orthodontist, specialist, etc.) **A maximum of 10 days of cumulative lawful absences verified by written parental notification shall be permitted during a school year. All absences beyond 10 cumulative days shall require an excuse from a liscenced physician.** If parents are neglectful in providing written excuses or do not meet such requirements in a timely fashion, reasonable allowances will be made to accept parent's explanations for their child's absences without initiating any punitive response.

- Vacation approved by the building principal (5 total school days). Additional days per "special" circumstances need approval by the superintendent or assistant superintendent of schools.
- Quarantine
- Death in the immediate family
- Impassable roads as determined by the District Transportation Coordinator.
- Exceptionally urgent reasons that are not recreation or work oriented (religious exemptions, disasters, catastrophes)
- Students on suspension from school
- Court Attendance

Tardiness to School

If you arrive at school after 7:40 am, report to the main office for a late slip. Any student reporting late to school must have a written note from the parent/guardian explaining the reason for being tardy. You must present a late slip to your **homeroom** teacher before you will be admitted to their room.

Tardies will be marked unexcused if not verified as having a reasonable cause. Accumulation of three or more unexcused tardies will cause detention and other disciplinary actions to be assigned according to the Student Code of Conduct. A student will be charged for a half day if they arrive after 11:00 AM and a full day if they arrive after 1:00 PM.

Detentions and other disciplinary actions will start on the third unlawful tardy and will continue as outlined in the Student Code of Conduct. More than 10 episodes of unlawful tardiness to school will result in a charge of truancy to be filed with the magistrate's office. After students accumulate 10 unlawful tardies with a parental/guardian excuse any further tardiness will be considered unlawful unless accompanied by a doctor's excuse.

Early Dismissal

Parents are encouraged to make doctor and dental appointment for out of school hours or on non-school days. If this is not possible, release time from school may be requested. A note from the parent/guardian must be presented to the office prior to first period. The student will be given an Early Dismissal slip and will report to the office at the designated time. To ensure everyone's protection, parents/guardians are asked to pick up the student at the main office. Parents will be required to present photo ID to enter the building and to pick up their child.

Educational Tour or Trip (for further information refer to Deer Lakes School District Policy 204)

The parents/guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application for Educational Tour of Trip (available in the Main Office and on the district website) to the principal. Except for emergency situations, which must be fully explained, this request should be submitted at least 5 calendar days prior to the date on which the student seeks to be excused from compulsory attendance.

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the tour or trip is likely to advance the educational growth of the student.

For further information refer to Deer Lakes School District Policy 204.

Make-Up Work After Absences

Students who have been determined unlawfully absent will not be permitted to make-up any written work or to take tests missed during such absences.

Any student absent from classes for lawful reasons, including suspensions is required to make up all work missed. However, it is the responsibility of the student to see his/her teachers to obtain the work and help, if needed, to make up the work. Students will be given a number of days equivalent to the days missed to complete work

Request for Missed Homework

In case of an extended absence (homework will not be able to be collected for 1 day absences) due to illness of injury, homework assignments may be requested through the middle school office (724-265-5310). Parents should allow one day for homework materials to be compiled. In addition, parents may visit our school district's website at www.deerlakes.net to check their child's homework assignments..

Withdrawal from School

If your family moves from the Deer Lakes School District or if you plan to withdraw from school for some other reason, complete the following steps:

1. Meet with the School Counselor to secure a Withdrawal Form which is to be signed by all of the student's teachers.
2. Return the completed Withdrawal Form to the Counselor to insure that your school records will be sent to your next destination.

Student Services

Guidance Services

Students have available to them the services of a school counselor, a social worker, and a school psychologist. When a need arises parents or teachers can contact the guidance counselor and after discussion with the parents the counselor will refer the student to the needed services.

Health Services

Under PA Health Law:

- Students in grades K, 6 and 11 are required to have a current physical examination.
- Students in grades K, 3 and 7 are required to have a current dental examination.
- Students in all grades will have their height and weight measured and a vision screening performed yearly.
- Students in grades K, 1, 2, 3, 7 and 11 will have their hearing screening performed yearly.
- A Scoliosis screening is performed on all sixth and seventh graders. The purpose of this screening is to detect a possible curvature of the spine.

Any exception to the above screenings or exams **must** be in the form of a written statement or request from parent/guardian otherwise, they will be performed sometime during the school year. The school nurse's office is located on the 1st floor across from the main office.

Visits to the nurse's office are limited to illnesses and injuries that happen during the course of the school day. Students **must** have written permission (a pass) from their teacher or other staff member before going to the nurse's office. Only a true emergency will be exempted from this policy.

Immunizations – Students must have all immunizations up to date before attending school. Please check with your personal medical provider to insure your student(s) records are current. Also, make sure the school nurse has current records. Any student without current immunizations will not be permitted to attend school.

A student should not be sent to school if he or she has a fever, an ear ache, severe headache, skin rash or sore, a severe cold or cough, nausea or vomiting, red inflamed eyes, body mites or head lice, any communicable disease, such as chicken pox, scarlet fever, or strep throat. Children who have a fever or become ill with any of the above will be sent home from school.

Medication during school hours

Deer Lakes School District strongly recommends that student medications be administered at home, before or after school. **IF** under exceptional circumstances, it is absolutely necessary that the medication be given during school hours, the following guidelines **must** apply.

1. For the safety of students, students are not permitted to transport or carry with them ANY medication (prescription or over the counter). Exceptions to this are for physician ordered medication authorizing students to carry them (ex, inhalers, epi-pens).
2. No medications will be given back to the student to transport home.
3. *Prescription medication* must be in the original prescription labeled container (a duplicate container for school can be obtained from the pharmacist) accompanied the following two items:
   A. The Deer Lakes School District Medication Permission Form completed by the prescribing MD, or a written Physician order for the medication.
   B. A detailed note from the parent or guardian giving permission for the student to have the medication given to them at school during school hours. This note must include the date, student, medication, dosage, times given, purpose and signature.
4. ***Non-Prescription medication***. This medication includes any Over-The-Counter Medication or Herbal Remedy. The above mentioned must be in the Original Sealed Container. These medications also require a Physician's Order, and written permission by the Parent or Guardian to be given in the school setting. (Certain schools do not require an order by the students' Physician for certain medications, as they are already represented in the School Physician Approved Standing Orders.)
   *Please check with your respective School Nurse in regards to this matter.
5. Students who are authorized by a doctor to carry and/or administer a medication violate the Alcohol and Other Drugs policy if he/she permits another student to take or ingest the medication.

The appropriate medication permission forms can be obtained from the school nurse.

Possession/Use of asthma inhalers

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board Policy 210.1

Guidelines

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
   a: Name of the drug.
   b: Prescribed dosage.
   c: Time(s) medication is to be taken.
   d: Length of time medication is prescribed.
   e: Diagnosis or reason medication is needed, unless confidential.
   f: Potential serious reaction or side effects of medication.
   g: Emergency response.
   h: If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirement for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.
To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspect of self-administration.

Head Lice

The district maintains a no nit procedure. The child may return to school when the nurse or child's physician determines that he/she is nit free. The child must report to the nurse's office upon return to school. A doctor's excuse is needed if the child is absent more than one day.

Accidents

Every effort will be set forth to notify you immediately if your child has a serious injury requiring medical attention. It is very important that we have the parent's working telephone numbers as well as one or two other emergency phone numbers. It is the parent's responsibility to transport the child for medical care. If necessary, the local ambulance service will be used.

Insurance Program

The school district does not provide medical or hospitalization insurance for students. As such, students are given the opportunity to obtain school insurance early in the school year. Purchased for a nominal fee, this insurance covers students for accidents which occur on the way to or from school, on school premises, while attending or taking part in any school-sponsored and school-super- vised activity, or while participating in intramural activities or gym classes.

When an accident occurs, the insured student must report to the teacher in charge of the activity or to the nurse's office to receive instructions for filing an insurance claim.

It is advisable for all students to carry the insurance.

Student Support Services

Gifted Support

Students meeting the necessary criteria will receive services to provide enrichment/advancement opportunities.

Hearing/Vision Support

In the area of hearing/vision, itinerant services are provided by the Allegheny Intermediate Unit.

Special Education Support

For students needing specially designed instruction, special education services are available at all buildings.

Deer Lakes School District has a Special Education Policy on file with the Department of Education which is available for review in the district's Administration Office. Confidential records for special education students are covered by a district policy which allows parents or guardians to review the information by contacting the Director of Special Education.

All special education students who reside within the Deer Lakes School District, including those who attend programs outside the district, are given the opportunity and are encouraged to participate in local non-academic and extracurricular activities.

For further information relating to these policies, please contact the Director of Special Education at (724) 265-5300, ext. 2647.

Langauge Instruction Educational Program Requirements

Schools are required to:

- Enroll students using the same procedure as other students, no requirements for immigration information
- A "home language survey" to determine language spoken at home must be provided to all new students and to all students currently enrolled
- Test the student to determine ability level in English and also in native language
- Provide EL instruction if needed and in the amount to ensure attainment
- Provide appropriate accommodations to all other subject areas and tests
- Evaluate EL instruction and adjust as needed
- Communication of program descriptions and services must be in native language
- Evaluate for special education services, when and if needed.

Complaint Resolution Process for English Learners (EL)

First Step: Parent will meet with the classroom teacher and ESL teacher. If the problem is not resolved move to:
Second Step: Parent will meet with the building principal, classroom and ESL teacher. If the problem is not resolved move to:
Third Step: Parent will meet with the building principal, district ESL Coordinator and AIU ESL administrator. At this time, the parent may also be referred to a parent support group to assist them in resolving the problem.
Final Step: If all of the above have been unsuccessful, then the parent will be referred to the ESL/Bilingual Education Advisor, and Pennsylvania Department of Education. The telephone number is 717-787-8913.

Speech/Language Support

A program of evaluation and therapy is available for students with speech/language difficulties.

Social Support

Social support is available for students needing social, emotional, or behavioral guidance.

Lancer Academy

Deer Lakes Middle School offers a variety of courses within the building. In addition, Deer Lakes School District has partnered with the Allegheny Intermediate Unit to offer district students the opportunity to enroll in online courses.

Waterfront Learning creates opportunities for students to experience distance learning in an Internet-based, self-paced, online learning environment. Coursework is completed in a web-based platform allowing student access at any time, seven days a week, creating a flexible working schedule. All courses are facilitated by certified, highly qualified teachers.

Lancer Academy is available for those students interested in the full time cyber experience. Individual classes are the financial responsibility of the students and their families.

Homebound Instruction

Students unable to attend school for extended periods of time may receive Homebound Instruction with a signed order from a Physician. The District needs to be provided with a signed prescription from the Physician indicating the exact start date and anticipated end date of the required Homebound Instruction. Homebound Instruction consists of a teacher providing 5 hours of instruction per week in the student's home. Please contact the building principal with any questions.

Student Assistance Program (SAP)

Pennsylvania Student Assistance Programs (SAP) utilizes formal and systematic approached designed to provide assistance to students troubled by physical health, emotional health, drug, alcohol or family problems. Children At Risk Everyday, or CARE, is the name of our student assistance program. Members of this group are concerned staff members trained to provide the support and assistance needed by many students.

The goals of the program are:

1. To express a concern for the general well-being of the student.
2. To focus on educational concerns and improve the quality of education.
3. To enlist the support of staff, family and community in providing assistance to the student. Parents, staff members, peers or the student may make a referral by contacting any member of the CARE team.

Testing Programs

Various kinds of testing are administered throughout the school year. Results are used to help determine the degree of academic attainment.

Work Permits

The Pennsylvania Department of Labor is strictly enforcing the regulation of the Federal Child Labor Law in that all minors under the age of 18 are required to obtain a Work Permit in order to get a job. The student can get an application for a Work Permit at the Deer Lakes High School Attendance Office. All required information and documentation must be presented before a permit is issued. The Child Labor Law prohibits the use of educational records to be used to verify age

School Resource Officer

The School Resource Officer program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment. The officer, while in the school, is involved in a variety of functions aimed at prevention. Besides being an active high profile law enforcement officer, the SRO is a resource for students, parents, teachers and administration regarding legal issues. The

SRO is a link to other service agencies, which provide prevention and counseling services within the school district. Working hand in hand with the Principal in each school, the SRO assists with finding solutions to problems affecting school age children of the 21st century. The SRO program reflects a community partnership between the Township of West Deer Police Department and the Deer Lakes School District to ensure that our schools are safe, secure, and provide an orderly learning environment.

Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something". With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

To report a tip visit the following link: https://www.safe2saypa.org/tip/ or call 1-844-723-2729.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Dress Code (Deer Lakes School District Policy 221)

Generally, the dress and appearance of students at Deer Lakes is such that little needs to be said regarding this matter. The school is a work place for staff and students, so adequate and modest dress is required. However, for those very few who attempt to draw attention to themselves by dressing to extremes, discipline action may be taken. Students may be assigned discipline or an alternate setting by an administrator.

The following apparel, style or modes of dress are not permitted in the Deer Lakes School District.

- Clothing that may prove hazardous to the student or other students
- No hats, bandannas, and sunglasses are to be worn in the building.
- Clothing with obscene or suggestive pictures or language may not be worn.
- Clothing that advertises drugs, alcohol, or objectionable suggestions are not permitted.
- Clothing that is a distraction to the learning environment.

**** The administration and faculty have the right to question a student's dress. The administration also reserves the right to take any necessary action if any item of clothing is not specifically covered in the list posted above.***

Cafeteria Procedures

The goal of our food service department is to provide nutritious food that is of optimal quality at a reasonable price. The food service program is operated under the regulations of the federally funded National School Lunch and Breakfast Program. The United States Department of Agriculture (USDA) requires that the breakfast and lunch program meet specific nutritional criteria, thus ensuring that your child is provided with the nourishment his or her growing body needs.

Free or Reduced Meals

Parents are encouraged to apply online for free or reduced meals. Information on Free/Reduced Lunch can be found on the district website.

2019-2020 Meal Prices

Breakfast is served prior to homeroom time
Breakfast Prices

Paid Breakfast:	$1.45
Reduced Breakfast:	$.30
Milk:	$.50

Lunch Prices

Lunch Price:……. $2.70 (k-5) …….. $2.95 (6-12)
Reduced Price: ……. $.40 (k-12)

Cafeteria Procedures

In order for you to better understand daily operations in the DLSD cafeterias, please review the following procedures:

- A computerized debit system is in place in all schools. Every student has been assigned a PIN, which is their student ID number. Students must enter their PIN regardless if they have cash or are using money on account.
- Any amount of money may be sent in for your child's cafeteria account.
- Please contact the Director of Food Services if you wish to restrict your child's access to ala carte items, breakfast and additional purchases. Students will be allowed to purchase extras unless the district receives parental notification.
- Students may pay cash each day for purchases. Maintaining a balance is encouraged, but not required.
- Students are expected to have money in their account in anticipation of purchases, unless they are paying with cash. Substitutions will be provided for students with special dietary needs.
- Balances from the previous school year will be available for use on the first day of school. Please remember that any money remaining at the end of the current school year will be forwarded to the following school year; refunds will not be issued unless a student is withdrawing from the district or is graduating.
- Students eligible for free meals do not need to make deposits. However, they are welcome to deposit money for extras. The system is coded to recognize that your child is free or reduced when they enter their PIN. Therefore, a child's status remains completely confidential.
- Please make all checks payable to Deer Lakes Cafeteria Fund. Checks returned from the bank are subject to a $25 service fee.
- Parents may view a detailed activity report on www.SchoolCafe.com/DeerLakes at any time for their child's account. The report will outline every transaction on your child's account. If you require a report, please contact the Director of Food Services.
- On 2-hour delay days, breakfast will be served. Cold Breakfast only will be available at the MS/HS from 9:30-9:45. Delayed breakfast time at CV/EU are 10:45-11am. The cafeterias will mostly follow the regularly scheduled lunch menu.

Conduct in the Hallways

To ensure safe passage through the halls both between classes and during classes, students are expected to keep the following in mind:

- Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups. Keep in mind that passing time between classes this year is only three minutes.
- Pass through the corridors quietly. Be considerate of others in the halls and in classrooms. This rule must be followed at lunch times.
- Refrain from running, pushing and other unsafe activities while in the hallways.

- Respect your school. Deposit all trash in proper containers.

Use of the Hall Pass

Students will not be permitted in the hallways or the restroom during class periods unless they have a hall pass issued by a teacher. It is important therefore that students use the restroom between classes in such a way that will not cause congestion or crowding. Staff members will closely monitor the restroom areas and keep the flow of traffic around them to a minimum.

Student Conduct at All School Events

All students are expected to do their very best to exercise self-discipline and good behavior at all times, at all school events and activities. All school rules must be followed as if a regular school day were in progress. A student may be excluded from all Deer Lakes School District events, if his or her conduct is not appropriate.

Courtesy must be shown toward all visitors, hosts, opponents, and officials. Inappropriate chants or cheers, booing opponents or officials are unacceptable behaviors. Despite your feelings at the moment, courtesy and good sportsmanship are recognized traditions in the Deer Lakes School District.

Weapons (Deer Lakes School District Policy 218.1)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Please refer to Policy 218.1 for further details.

For the Halloween festivities, students may not have a toy (facsimile) sword, knife, gun, or weapon as defined in the Firearms/Weapons Policy as part of a Halloween costume.

Controlled Substances/Paraphernalia (Deer Lakes School District Policy 227)

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. To promote this policy, the district provides instruction for students about the effects of drug and controlled substance use. Furthermore, the district subscribes to state and federal laws concerning the use of drugs and other controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.

5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board Policy 227.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

Students shall be disciplined for such use, possession or distribution of drugs or other controlled substances, including but not limited to suspension from school or school-sponsored activities, expulsion and referral for prosecution, in accordance with law, regulations and Board policy. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. Reasons for the reasonable suspicion testing shall be documented in writing by the administrator or his/her designee and shall be provided to the student, parent/guardian, and Superintendent.

Tobacco (Deer Lakes School District Policy 222)

The Board recognizes that tobacco/nicotine cigarette use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco/nicotine includes a lighted or unlighted cigarette, electronic cigarette, cigar, pipe or other smoking product or material and smokeless tobacco/nicotine in any form.

The Board prohibits possession, use or sale of tobacco/nicotine by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco/nicotine by students at school-sponsored activities that are held off school property.

Electronic Devices (Deer Lakes School District Policy 237)

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees. Electronic devices shall include all portable digital 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, as well as any new technology developed with similar capabilities. School day shall include from the time the student arrives on school property to the official dismissal time set forth by the district for that particular building.

The Board prohibits use of electronic devices for non-educational purposes by students during the school day in district buildings; on district property; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. Any electronic device in the possession of a student during the school day must be turned off and rendered incapable of signaling the receipt of calls or other data unless authorized by building administrator or employee. Portable digital devices and similar devices may be used on district buses, provided that such devices are used with personal earphones or in such a manner as not to create disruption or annoyance to the driver or other passengers.

Locker Rules and Expectations

Locks must be used by all students for building security reasons. Non-use of the assigned locks will result in student disciplinary action.

Students are assigned lockers for the storage of books, equipment, and materials with school purposes. Each student will be assigned a combination lock with which to secure his or her locker. It is strongly recommended that the assigned combination remain a secret to the locker owner. The school is not responsible for articles lost or stolen from the locker.

Students should get study materials for their morning classes before homeroom and material for their afternoon classes after lunch. No one should leave class to go to their locker. Students may use lockers at the following times.

1. Before first period.
2. Before and after lunch.
3. Before and after gym class.
4. At the end of the school day.
5. Before tutorial.

Students shall have no expectation of privacy in their locker, and the building administration reserves the right to inspect lockers at any time by any means. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Locker searches may include an individual locker or a series of lockers depending upon the need.

Official police dogs may be used to search lockers.

Combination Locks are the property of Deer Lakes School District. Students are responsible for their assigned locks. If the lock is damaged or lost, the student will be responsible for its replacement.

Lost and Found

Students who find lost articles are asked to take them to the office where their proper owner can claim them. Items that are turned into the office will not be kept beyond the end of each nine-week grading period. Students who have lost articles should inquire at the office for the possible return of their articles and materials.

Fire Drills and other Emergency Drills

All students must learn and follow correct emergency drill procedures that maintain safety for themselves and their fellow students. Directions and procedures are posted in each teacher's room. Teachers will make sure the following directions and procedures will be observed:

1. When the fire alarm is sounded, students are to move quickly and quietly without shouting, running, or pushing to the designated exit specified by the teacher.
2. Gaps in student lines are to be kept closed. Students are not to linger and loiter in order to be with friends. It is mandatory that students remain together in a group.
3. Students in the nurse's office or restrooms are to vacate the building as quickly as possible.
4. Students must always follow the directions given to them by teachers.
5. The school administrator will give the signal when students may return to the building and their classrooms.
6. Students will return quietly and quickly to their classroom.

In addition to fire drills, the Deer Lakes School District conducts other emergency drills throughout the year. Students are instructed on the procedures for each of these drills prior to practicing. These drills may include, but are not limited to, severe weather, building intruder, and outside contamination.

Use of Student Photos and Interviews for Publicity

Individual and/or group interviews, photographs or videotapes of students may be taken during the school year for use in district publications, on the Internet, or by the localmedia. These methods are used to inform the community about the district's educational philosophy as well as its programs, services and special events. The Deer Lakes School District also facilitates positive media publicity by arranging for interviews and/or photographs of its students.

If you DO NOT want your child's photograph to appear in any of these publications and/or if you DO NOT want your child to be interviewed for publicity purposes, please notify your child's building principal.

Extracurricular Activities (Deer Lakes School District Policy 122)

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.

2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. The Superintendent or designee shall develop and disseminate administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

Deer Lakes Student Code of Conduct

"We, the students of the Deer Lakes School District, will act in a respectful manner with concern towards our environment to obtain an optimal learning environment. We realize that our mission is to do our best in the learning process. To do this we will be responsible for our own actions. We will act with concern toward ourselves, others, and the environment and we will take full advantage of our learning opportunities."

Key Points

I. *Responsibility*
   a. *To observe school code*
   b. *To act in a responsible manner*
   c. *To be responsible for my own action.*

II. *Respect*
   a. *To respect myself*
   b. *To respect others*
   c. *To respect property*
   d. *To respect school personnel*

III. *Concern*
   a. *Concern for my well being*
   b. *Concern for the well-being of others*
   c. *Concern for the environment*

IV. *Learning*
   a. *To take full advantage of learning opportunities*
   b. *To do my best*
   c. *Do not* CHEAT

For your information, refer to the following pages for detailed information regarding disciplinary concerns. **To ensure the fair and reasonable application of the Deer Lakes School District Discipline Policy, it is hereby stated that active administration, based upon certain knowledge of situation or circumstance, exercise sound professional judgment and discretion in the fulfillment of their duties in relation to discipline. Any and all exercise of this nature shall remain subordinate to the disposition of the Superintendent of Schools.**

Detention Guidelines

- The serving of detention on the days assigned is the responsibility of the student. If a student fails to serve on the originally assigned date, he/she will be assigned a second date. Failure to serve on the second date will result in an in-school suspension. No reminder will be issued by the office.
- A change in days for a student's assigned detention can only be made through a phoned parental request. Parents requesting a change should call the assistant principal's office no later than 1:00 p.m. on the day the detention is assigned to be served.
- Students with two or more assigned detentions must serve them consecutively once they have started.
- Any student absent on the day of an assigned detention is required to serve that detention on the day they return to school. **No reminder will be issued by the office**.
- Detention will be conducted from 2:37 p.m. – 3:30 p.m.
- All students assigned to detention must bring with them enough class-related work to remain academically occupied for the entire assigned detention period. No talking at any time is permitted in the detention room.

Guidelines for the Operation of Saturday Detention Program

- Only the Principal or Assitant Principal may assign a student to a Saturday Detention. A letter and/or phone call shall be used to notify parent(s) or guardian(s) of the student's Saturday
- The Saturday Detention monitors will be given the names of the students and their schedules.
- Students report to Saturday Detention as assigned. Absences due to emergencies or illness will have the Detention rescheduled. Failure to report to a rescheduled Detention will result in an Out of School Suspension. Exception to this will require a doctor's excuse.
- Saturday Detention will be conducted from 8:30 a.m. to 12:00 noon. Students arriving after 8:30 a.m. will be considered late and will receive no credit for Saturday Detention. A 3 day Out of School Suspension will result in unexcused absences. Transportation is parental responsibility. Parents must sign child in and out of Saturday Detention.
- Students attending Saturday Detention must bring books and study material. Students will not be allowed to go to a locker. They must gather their materials on the previous Friday for Saturday Detention. Work must be completed as required by the teacher that assigned the work.
- There will be no eating, drinking, sleeping, talking, or use of any electrical amusement device in Saturday Detention.
- There will be intermittent breaks during Saturday Detention at the proctor's discretion (one restroom).
- All normal school rules apply.

Suspension

1. The designated In-School Suspension can be assigned in single or multiple day increments.
2. Out of School Suspension is described as such and in accordance with the appropriately outlined step within the policy.
3. The procedure for a 10-day Out of School Suspension is as follows:
   - Three (3) Day Out of School Suspension given upon initial conference with students and parent/guardian
   - Conference on or before the 3rd day with student and parent/guardian
   - Student returns to school with all homework assignments

A student cannot participate in any extracurricular activity while on suspension, whether In-School Suspension or Out of School Suspension.

Transportation Safety Guidelines

The child's safety is a major concern of the school, but the cooperation of the home and school is necessary to build proper habits of safety. Students who walk to school or to bus stops are to:

1. Arrive at the bus stop five or ten minutes before the arrival of the bus or arrive at school before 7:45 A.M. (secondary) or 8:50 A.M. (elementary).
2. Respect the property of others, do not cross or walk on lawns, litter, or damage in any way.
3. Walk on the sidewalk. Where no sidewalk exists, walk facing traffic.
4. Refrain from playing games on the road while waiting for the school bus.
5. Obey the special patrol person or crossing guard.
6. Refuse to enter or approach strange automobiles.
7. Go directly to school or home before beginning to play.
8. Be considerate of smaller children.
9. Be courteous and quiet on the school bus to help the driver avoid accidents.

Bus Rules and Regulations

Students are to:

1. Ride only the bus to which they have been assigned. Parents should not request permission for their children to ride another bus

unless it is an absolute emergency after discussion with building principal.

2. Walk on the left side of the highway facing traffic where there are no sidewalks.
3. Do not play games on the road while waiting for the bus.
4. Wait until the bus comes to a complete stop before boarding or leaving a seat.
5. Go directly to assigned seat when boarding the bus.
6. Keep books, lunches, etc., on your lap - not in the aisle of the bus.
7. Keep all parts of the body (hands, arms, head) in the bus.
8. Talk quietly with your seat mate, but not with the driver when the bus is in motion.
9. Get off only at assigned stops unless you have written consent of the principal, transportation director, or designee.
10. Cross the road in front of the bus immediately after discharge.

Bus Guidelines

1. The bus driver is in charge of the bus just as the teacher is in charge of the classroom.
2. Any type of student misbehavior or irregularity which tends to distract the driver, or threatens the safety of passengers, and interferes with the safe operation of the bus must be reported by the driver to the principal.
3. If the misbehavior recurs, the transportation department will send a written report to the principal who will contact the student and parent.
4. If the misbehavior continues, the student may receive a disciplinary measure which may include a bus suspension.
5. The district desires the cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to contact the school to discuss any problems or concerns.

Bullying/Cyberbulling (Deer Lakes School District Policy 249)

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 more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in 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.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying.

A School setting means in the school, on school grounds, in school vehicles, at a designated 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 to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated 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.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in

cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

The Student Code of Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Code of Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Referral to law enforcement officials.

Deer Lakes Middle School Discipline Guidelines

Level I Misbehaviors

Level I Misbehaviors are handled by individual staff members with administrative intervention as required. Action based on teacher and administrative judgment at local school level. Options include, but are not limited to, verbal reprimand, special assignment limited to 500 words, referral to counselors, withdrawal of privileges, detention, conference or other action as needed.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Abusive Language (profanity, vulgarity)	Staff response according to classroom rules and regulations.	1 Detention	1 day in-school suspension for each additional violation.
Cafeteria Misbehavior	Isolate student at lunch 3 days or Reprimand at discretion of staff on duty.	Written referral to administrators, Detention or in-school/out of Suspension	Additional offenses/admin judgment, parent notification
Cheating on Assignment	Staff response according to classroom rules and regulations.		
Classroom Disturbance	Staff response according to classroom rules and regulations.		
Disregard for School Rules	Staff response according to classroom rules and regulations.		
Dress Code Violation	Redirect student to change clothes, administrative discretion, and parent notification		
Excessive Noise	Staff response according to classroom rules and regulations.		
Failure to Carry out	Staff response according to classroom	1 day in-school suspension	Saturday Detention

Directions	rules and regulations		
Hall Misbehavior	1 Detention	1 day in-school suspension, administrative judgment	
Horseplay	Administrative discretion/staff response		
Undocumented or Improper Hall Pass	Parent notification, loss of pass privileges for 4 weeks	Administrative discretion	
Library Misbehavior	Library suspension for a period of time at the discretion of the Librarian	1 Detention	1 day in-school suspension, administrative judgment
Lying	Staff response according to classroom rules and regulations.		
Public Display of Affection	Staff redirection	1 Detention, parent notification	1 day in-school suspension for each additional violation
Snowball Throwing	Detention	1 day in-school suspension	1 Saturday Detention
Unauthorized Use of Cell Phone/Electronic Devices During Instructional Day School Day (7:45 a.m. – 2:36 p.m)	Verbal and/or Written Warning	1 Detention	1 day in-school suspension

Level II Misbehaviors – Middle School

Level II Misbehaviors require administrative intervention. A continuation of Level I Misbehaviors.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Cheating on a test/ Plagiarism	One (1) day of In-School Suspension for each incident. 0% grade with no credit for the test.		
Class Cutting	According to District Policy, a grade of "0" will be given for each day or "cut."		
	2 Detentions, teacher notifies parent	1 day in-school suspension, Principal notifies parent.	Saturday detention Parent conference for each additional class cut
Disruptive Classroom	1 Detention, parent notification	1 day in-school suspension, parent notification	Referral to counselor Referral to legal authorities when appropriate. 1 Saturday detention
Leaving Classroom without Permission	1 day in-school suspension	1 Saturday detention	Up to 3 days in-school or out-of-school suspension with conference
Obscene Language	1 day in-school suspension	1 Saturday detention	Administrative discretion
School Truancy	2 days in-school suspension Parent notified and legal authority	3 days in-school suspension Parent notified and legal	5 days in-school susp. Parent notified and legal

	Notified and referred to magistrate	authority notified and referred to the magistrate	authority notified and referred to magistrate
Tardiness (Class)	3 tardies – 1 detention	6 tardies – 1 day in-school suspension	Saturday detention each additional offense
Tardiness (School)	Same as above		
Unauthorized Area	1 day in-school suspension, loss of pass privilege for 4 weeks	3 days in-school suspension	5 days in-school suspension
Inappropriate use of internet/computers	1 detention	1 day in-school suspension	1 Saturday detention
Third Part Encouragement to Fight	1 detention	1 day in-school suspension	1 Saturday detention
Use of Forged Notes, Passes, Excuses (falsifying or altering)	1 day in-school suspension, loss of pass privileges for 4 weeks	3 days in-school suspension	5 days in-school suspension
Unsafe Act/Other Behaviors Unbecoming of a Deer Lakes Student	Administrative discretion		

Level III Misbehaviors-Middle School

Level III Misbehaviors do not seriously endanger health or safety of others. They might be criminal in nature but are handled through the school discipline mechanism. A continuation of Level III Misbehaviors.

Student Behavior	**First Offense**	**Second Offense**	**Third or More Offenses**
Disrespect for School Authority (Open defiance Abusive language, Insubordination)	1 day in-school suspension	1 Saturday detention	Out-of-school suspension, parent conference, temporary removal from class, referral to outside agency and/or other sanctions as necessary
Ethnic Intimidation	Notify police as necessary, administrative discretion		
Extortion	Administrative discretion and documentation	Administrative discretion, notify police when appropriate	
Fighting	Up to3 days out-of-school suspension, parent conference, refer to legal authorities	5 days out-of-school suspension parent conference and refer to legal authorities	10 days out-of-school suspension, refer to legal authorities, consideration given to an alternative educational placement within/outside of district setting
Minor Altercation	Administrative discretion based on severity and circumstance.		
Leaving School without Permission	1 day in-school suspension	3 days in-school or out-of-school suspension for each additional violation. Parent conference requested upon return to school.	

Possession of Pornographic Materials	Administrative discretion		
Possession and/or Use of Tobacco Products	Up to 3 days in-school or out-of school suspension, parent conference CARE referral	Up to 5 days in-school or out-of school suspension, parent conference	Up to 10 days out-of-school suspension, parent conference, possible expulsion hearing
Possession and/or Use of Over the Counter medication/ Prescription medication	Up to 3 days in-school or out-of-school suspension, parent conference, CARE referral	Up to 5 days in-school or out-of-school suspension, parent conference	Up to 10 days in-school or out-of-school suspension, parent conference and possible expulsion hearing
Sexual Harassment	As per Board Policy		
Tampering with a Fire Extinguisher	Administrative discretion	Parental conference, notify police when appropriate	
Theft	Up to 3 days out-of-school suspension, 45 days of social probation, parental conference, notify police, restitution, other sanctions as necessary and based upon administrative discretion.		
Illegal Use of Cell Phones /Electronic devices (recording fight, putting fight on internet, unauthorized recording of conversation, etc.)	Up to 3 days out-of-school suspension, parent conference, refer to legal authorities if warranted	Up to 5 days out-of-school suspension, parent conference, refer to legal authorities if warranted	Up to10 days out-of-school, suspension, parent conference, refer to legal authorities if warranted
Harassment/Bullying/Cyber Bullying	Administrative Discretion based upon the severity of the incident and previous incidents. Consequences could include: counseling within the school; parental conference; loss of school privileges as defined by The administrator, transfer to another classroom or bus, exclusion from school sponsored activities, detention, suspension, expulsion and/or referral to law enforcement.		

Level IV Misbehaviors – Middle School

Level IV Misbehaviors may be criminal and require administrative actions which result in immediate removal of student from school, the intervention of Law Enforcement authorities, and official Board action for possible expulsion.

Student Behavior	**Disciplinary Action**
Arson	Notify police; 10-day Out of School Suspension, notify parent, submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.
Sexual Act	A sexual act by a student or between students which includes sexual intercourse, sexual contact or other behavior intended to result in sexual gratification will result in Up to 10 days Out of School Suspension. Notify parent, notify police, and submit complete and accurate report to the superintendent for board action, due process hearing, possible expulsion, placement in Alternative Education Program.
Assault/Battery	Notify police; up to a 10 day out-of-school suspension, notify parent, submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.
Bomb Threats	Notify police; 10 day out-of-school suspension, notify parent, submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative

	Education Program.
False Alarm	Notify police; 10 day out-of-school suspension, notify parent, submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.
Furnishing, Selling, Poessession and/or under The influence of illegal substances Alcohol & Paraphernalia	Notify police; 10 day out-of-school suspension, notify parent of incident and need for drug assessment prior to return to school, submit complete and accurate report to the Superintendent for Board action; due process hearing possible expulsion or placement in Alternative Education Program. Upon return to school, referral to CARE Team. For addition student limitations, refer to co-curricular rules and regulations.
Possession /Use of Fireworks and/or Fire or Stink Bombs	Notify police; Up to 10 day out-of-school suspension , notify parent, submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.
Possession/Use/Transfer of Dangerous Weapons	**Follow District Weapons Policy**
Teacher/Administrator Abuse	
Verbal	Temporary removal from class, teacher notify parent and arrange conference; Minimum 1 day Out of School Suspension.
Physical	10-day Out of School Suspension; notify police; notify parent; submit complete and accurate report to Superintendent For Board action; due process hearing, possible expulsion placement in Alternative Education Program.
Terroristic Threats	Up to 10-day Out of School Suspension; notify police; notify parent; submit complete and accurate report to the Superintendent for Board action, due process hearing, possible expulsion placement in Alternative Education Program.
Threats against Teacher/ Administrator	10-day Out of School Suspension; notify police; submit complete and accurate report to Superintendent for Board action, due process hearing; possible expulsion placement in Alternative Education Program.

Definition of Terroristic Threats/Acts:
The school district recognizes the danger that terroristic threats and acts by student's presents to the safety and welfare of district students, staff and community. The school district acknowledges the need for an immediate and effective response to a situation involving such a threat or act. The school district prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building. A terroristic threat shall mean a threat 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 a terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person.

Vandalism/Criminal Mischief

Level 1	3-day Out of School suspension, restitution, report to Superintendent. (Pecuniary loss of $149.99 or less.) Notify police for summary offense citation.
Level 2	5-day Out of School suspension, restitution, report to Superintendent. (Pecuniary loss of between $150.00 and $499.99.) Notify police for processing criminal filing of a 3rd degree misdemeanor.
Level 3	10-day Out of School suspension, restitution, social probation; report to superintendent for possible Board action. (Pecuniary loss of $500.00 or greater.) Notify police for processing criminal filing that is appropriate under PA Title 18.

Deer Lakes Middle School Discipline Policy

LEVEL V PROCEDURES FOR REPEATED ACTS OF MISCONDUCT LEADING TO CONSIDERATION FOR EXPULSION BY THE SCHOOL BOARD.

I. OFFENSES THAT LEAD TO EXPULSION FROM SCHOOL WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. A continuation of unmodified LEVEL I, LEVEL II, LEVEL III, and LEVEL IV misbehaviors as presently described in the Deer Lakes School Policy.
2. Continued insubordination (defined as disobedient; not submitting to authority)
3. Continued disruptive behavior that interferes with other student's rights to an education.
4. Conviction or pleas of guilty to any state or federal law.

II. ADMINISTRATIVE PROCEDURE

1. Individual in school counseling may be given by the appropriate counselor for each infraction of the rules that results in a suspension being assigned. Referral to Pupil Personnel team for continued infractions resulting in disciplinary consequences as per administrative discretion.
2. Six separate instances of suspension whether in school or out of school suspension, may result in a referral to the CARE Team or staffing may be scheduled to discuss the student and the infractions on an in-depth basis.
   a. In the event that a recommendation for a psychological evaluation is forthcoming from this staffing, formal referral procedures will need to be followed.
3. A ten(10) day Out of School Suspension will be used when the student appears to be a clear and present danger to the health, welfare, and safety of self and/or others.
4. Disciplinary procedures for exceptional students will adhere to State and Federal requirements which govern Special Education:
   a. Parent notification of a Multidisciplinary Team Meeting.
   b. Multidisciplinary Team Meeting.
   c. Individual Education Program review/revision.
   d. Notice of Recommended Educational Placement presented for parent approval.

III. PROCEDURE TO BE FOLLOWED IN PURSUING A RECOMMENDATION FOR EXPULSION FROM SCHOOL.

1. The student will be placed on a 10-day Out of School Suspension from school status pending further action.
2. Attempts will be made to notify the parent(s)/guardian(s) of the suspension. The parent(s)/guardian(s) will be requested to come immediately to school for a conference and also to transport the student home.
3. A formal MEMORANDUM requesting consideration of expulsion for the student will be prepared for submission to the Superintendent of Schools and will be forwarded to his or her office with all
   supporting data. The MEMORANDUM will include a listing of the charges being brought against the student along with written documentation of all alleged misbehaviors.
4. A date for the expulsion hearing before the Board will be established within the 10-day suspension period.

SCHOOL VEHICLE REGULATIONS - MIDDLE SCHOOL

The Deer Lakes School District and the State of Pennsylvania have provided the privilege of transportation to all eligible students. All traveling students are charged with the responsibility of showing proper respect for the driver and for the school program. Based on a "School Bus Conduct Report" completed by a driver, students may be denied the privilege of being transported to and from school for the following reasons. Students are responsible to observe all rules and regulations posted within each vehicle.

Student Behavior	First Offense	Second Offense	Third Offenses
Pushing or disorderly rushing to the proper school vehicle exit while loading or unloading.	Phone or written notification home.	Detention	3 day bus suspension
Using abusive language	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Loud and boisterous noise or indecent gestures that could distract the driver.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Spitting or throwing trash on the floor of the school vehicle.	Phone or written notification home.	1 day bus suspension	3 day bus suspension
Illegal Substances or hazardous objects or materials on the school vehicle.	See School Discipline Policy		
Refusing to sit in a seat assigned by the driver.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Throwing objects through the air.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Gambling in any form on the school vehicle	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Use of any tobacco product while traveling to or from school.	Refer to School Policy		
Moving through the school vehicle while vehicle is in motion.	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Boisterous and annoying yells to the passing public	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Possessing or distributing obscene pictures or materials while on the school vehicle	.See School Discipline Policy		
Tampering with emergency windows, doors or roof vents or unauthorized use of emergency exits.	3 day bus suspension	5 day bus suspension Informal hearing	10 day bus suspension Informal hearing
Marking or destroying any part of the school vehicle	See School Discipline Policy for Vandalism		

Harassment/Bullying	See corrective measures for harassment/bullying at the **secondary level**.		
Striking or fighting with any member of the traveling group.	See corrective measures for fighting at the **secondary level.**		
Placing arms or parts of body out of window	5 day bus suspension Informal hearing	10 day bus suspension Informal hearing	10 day bus suspension and school board hearing

Throwing objects or materials from the school vehicle with intent to injure persons or property.	10 day bus suspension Informal hearing	10 day bus suspension and school board hearing	10 day bus suspension and school board hearing
Ethnic Slurs	3 day bus suspension	5 day bus suspension Informal hearing	10 day bus suspension Informal hearing
Combination of offenses	Discipline assigned at the discretion of the Principal		
Unsafe acts that endanger the safety of others	Discipline assigned at the discretion of the Principal		
Disrespectful behavior toward school vehicle driver	Discipline assigned at the discretion of the Principal		
Entering or exiting a school bus at an undersigned stop without prior permission	Phone call home or written notification	1 day bus suspension	3 day bus suspension; informal hearing

THE ABOVE RULES ARE ESTABLISHED FOR THE SAFETY OF ALL CHILDREN AND THE CONCERN THE BOARD HAS FOR THOSE WHO RIDE SCHOOL VEHICLES.

Unlawful Harassment (Deer Lakes School District Policy 248)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Acceptable Use of Internet, Computers and Network Resources (Deer Lakes School District Policy 815)

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

This policy represents the district's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, computers and network resources; support the effective use of the district’s Internet, computers and network resources for educational purposes; protect users against potential dangers in their use of the Internet, computers and network resources; and ensure accountability. The

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

The district's Internet system has a limited educational purpose, which includes use of the system for classroom activities, continuing education, and professional or career development. The district's Internet system has not been established as a public access system or public forum. The district reserves the right to place restrictions on use to ensure its limited educational purpose. Students may not use the system for personal or commercial purposes. Staff may use the system for personal purposes if such use is limited, but not commercial purposes. Staff may use the district Internet system for communications related to collective bargaining and union organizational activities. For instructional purposes, the use of Internet, computers and network resources shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Visitors (Deer Lakes School District Policy 907)

At Deer Lakes, we strive to promote a strong partnership between home and school. As such, we welcome your visits to our schools. The students enjoy having you here as well. However, in order to maintain the best possible environment for students, we would like to remind you of our procedures. The district is also requesting that any parent/guardian who needs to meet with a teacher must make an appointment through the School Office. Also, the district is requesting that all visitors who are volunteering at the school must show picture identification to the office secretary. Additionally, any item that is brought to the school for a student must be left in the building's main office and cannot be delivered by the parent/guardian to the classroom. These steps are being implemented to provide the district better control of the people who enter our building on a daily basis, and, most importantly, to protect the safety and well-being of the children in our care.

Persons wishing to visit a school should make arrangements in advance with the school office in that building. Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge, and receive instructions. After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked. All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's badge. No visitor may confer with a student in school without the approval of the principal.

Student Council

Student Council representatives and officers are elected by grade level each year. Members are responsible for planning dances, other school activities, and for bringing student concerns to the attention of the sponsor and administration.

Dances

School dances will be sponsored by groups directly related to the Deer Lakes Middle School. Dances will begin at 7:30 pm and the last dance is played at 9:50 pm.

Students attending the dance should not arrive earlier then 7:15 pm and must be picked up no later than 10:15 pm.

The following rules govern dances:

1. Tickets are sold in the cafeteria and before school during the week of the dance.
2. **No tickets are sold at the door.**
3. No students from other schools are permitted.
4. School rules that apply during the day are in effect.

The school dress code will be strictly enforced. Non-compliant students will be denied entrance into the dance.

Interscholastic Athletics (Deer Lakes School District Policy 123)

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Throughout the year announcements will be made to the student body concerning tryouts for various interscholastic team sports.

Seventh and eighth grade students are invited to sign up for tryouts. The following Deer Lakes High School interscholastic team sports are available to seventh and eighth grade middle school students:

Girls	**Boys**
Basketball (Fall)	Soccer (Fall)
Soccer (Fall)	Football (Fall)
Cross Country (Fall)	Cross Country (Fall)
Volleyball (Spring)	Basketball (Winter)
Softball (Spring)	Volleyball (Spring)
Cheerleading (Fall/Winter)	Baseball (Spring)

After school activities are a vital and integral part of a student's education. While many of our students lend their talents as an active participant, some find enjoyment in an auxiliary manner. The support that they show towards their peers is to be commended and appreciated.

Athletic events at the middle school level usually take place in the late afternoon. Spectators that attend events after regular school hours (7:45–2:33) do so of their own free will and accept the responsibility of obtaining transportation to and from the event/game. While it is convenient for many students to "hang around" until the contest begins, it is not encouraged by the school district. Students that choose to stay on school grounds must report to the gym, sit in the bleachers and work on their academics until the game/event commences.

Once the game/event begins, spectators are monitored by either staff members or game managers.

Academic Eligibility for Athletics

Students in grades seventh and eighth participating in athletics and activities are encouraged to have passing grades in all of their subjects as reported in a weekly accumulated grade measured from the beginning of the grading period. Students who receive failing grades will be encouraged to make a concentrated effort during Tutorial time to raise academic performance.

Under the direction of the faculty athletic manager, students in grades seven and eight who participate in athletic activities will have their cumulative nine weeks grades reviewed at the end of each week. Students who fail to maintain passing grades shall be ineligible from participation in athletic activities for a one-week period of time as measured from the next period of time, Monday through Sunday, following the report of eligibility. These students and coaches will be informed of their status in a timely manner.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the regulations for organized school groups, as stipulated in the student handbook, and Board policies and administrative regulations related to student discipline.
3. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
4. Attended school regularly.
5. Been in attendance on the day of the athletic event or practice for the hours required.

6. Returned all school athletic equipment previously used. Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Code of Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Public Records (Deer Lakes School District Policy 801)

The Deer Lakes School Board recognizes the importance of public records as the record of the district's actions and the repository of information about the district.

Nondiscrimination in School and Classroom Practices (Deer Lakes School District Policy 103)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

Nondiscrimination – Qualified Students with Disabilities (Deer Lakes School District Policy 103.1)

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or

accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

Exemption from Instruction (Deer Lakes School District Policy 105.2)

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.
6. The building principal shall determine where the student shall report during the time the student is excused.

All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

Students may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals, or animal parts, as part of their course of instruction. A student who chooses to refrain from participation in or observation involving dissection shall be offered an alternative education project to obtain the factual knowledge, information or experience being taught. A student shall not be discriminated against based upon his/her decision not to participate.

Parent/Guardian Request

Parents/Guardians may request information regarding the professional qualification of their child’s or children’s teacher(s) providing instructional services.

Closings

School delays and emergency closings will be announced over local radio/TV stations, internet access, or our district Alert Now System. To ensure you child’s safety, prior arrangements to accommodate students when school is not in session should be made.

Transportation (Deer Lakes School District Policy 810)

Transportation for students shall be provided in accordance with existing law.

The school bus driver shall be responsible for the discipline of students while they are being transported. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student’s transportation.

Each child will be assigned one bus assignment only for commute to school and from school. A student may have a different a.m. bus stop pick up point than his/her p.m. drop-off point; however, each bus stop must remain the same for each day of the week. In order for a student to have multiple bus assignments the parent must provide legal documentation of custody situations. A copy must be submitted to the Transportation Department office. Any changes to bus assignments will be determined by the administrative designee.

An alternate morning stop is permitted only when a student utilizes their existing bus and boards at an existing stop along the prescribed route.

Transportation – Video/Audio Recording (Deer Lakes School District Policy 810.2)

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school busses or school vehicles.

The Board authorizes the use of video and audio recording on school buses and school vehicles.

Parental Information Notice

The Deer Lakes School District is required by law to annually notify parents about screening and evaluation, Special Education programs, the privacy rights of parents and students, Chapter 15 and other protected handicapped students.

The Deer Lakes School District is an equal opportunity education institution and will not discriminate on the basis of race, color, nation- al origin, sex, and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Deer Lakes School District at 19 East Union Road, Cheswick, PA 15024, 724-265-5300 or 1-888-709-4115.

Screening and Evaluation

The Deer Lakes School District uses the following procedures for locating; identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The district, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity in the following grades: kindergarten, 1, 2, 3, 7, and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. New students are screened annually. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have a legitimate "need to know" regarding information about the child.

Information from the records is released to other persons or agencies only with appropriate authorization that involves written signed permission by the parents. Communications with parents of exceptional students shall be in English or in the native language of the parents.

Screening information will be used by the Intervention Planning Team within the student's school to meet his or her specific needs or to document the need for further evaluation. The Intervention Planning Team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities and classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

After all the evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specified needs. Parents are then invited to participate in a meeting where the results of this multidisciplinary evaluation will be discussed. If the student is eligible, an Individualized Education Plan (I.E.P.) will be developed to provide specialized services to the student.

Deer Lakes School District's I.E.P. Team consists of the parents and the following district staff: a regular education teacher, a special education teacher, the Local Education Agency (LEA) which may be the Director of Special Education and/or the principal, and other teachers/specialists as needed.

Parents may request that the district initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling the Director of Special Education, at 724-265-5300, ext. 2647 or 1-888-709-4115.

Parents are an integral part of the I.E.P. Team and should be physically present at the I.E.P. meeting. The district will notify parents in writing, make documented phone calls and home visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation. At the completion of the I.E.P. meeting, parents are presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or to a due process hearing.

Information about early intervention, parent rights, mediation or due process procedures, specific special education services and programs offered by the Deer Lakes School District, and the district's Educational Records Policy are available upon request from the building principal in a child's school.

Privacy Rights of Parents and Students

The Deer Lakes School District and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled "Family Education Rights and Privacy Act of 1974," also known as the Buckley Amendment. There are state rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12 known as Student Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without parental consent. There are different categories of information: Education Records, Personally Identifiable Information and Directory Information. Education Records consist of information directly related to a student, which is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members and a person- al identifier of a list of personal characteristics that would make the student's identity easily traceable.

Education Records and Personally Identifiable Information cannot be disclosed or released without written parental consent or if a student is over eighteen without student consent.

There is certain information that can be released without consent, which is called Directory Information. Directory Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates what information is labeled Directory Information. Disclosure of information means to permit access to or the release, transfer or communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written or electronically.

However, information in Student Records or Personally Identifiable Information about a student cannot be shared even in conversation without permission. This also applies to other Deer Lakes School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure (3) identify the party or class of parties to whom the disclosure may be made. The Deer Lakes School District must maintain a written record of disclosure for the parents to inspect in case information has been released. However, student information may be sent to a district in which a student intends to enroll without prior consent.

Chapter 15/Other Protected Handicapped Students

A protected handicapped student is a student who is school age with a physical disability or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal laws, the Deer Lakes School District will provide to each protected and handicapped student with- out discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal

opportunity to participate in or obtain the benefits of the school pro- gram and extra-curricular activities as is reasonably appropriate for the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students contact the Director of Special Education at 724-265- 5300, ext. 2647 or 1-888-709-4115.

Services for School Age Exceptional Students

Numerous services are available to meet the needs of eligible students. Deer Lakes School District offers the following services with- in the district: Learning Support, Emotional Support, Autistic Support, Life Skills Support, Speech/Language Support and Gifted Support. The following services are contracted: Vision, Hearing, Occupational Therapy and Physical Therapy.

School Board Policies

In addition to the School Board Policies listed throughout this handbook, the Deer Lakes School District is required to inform students and parents of the following policies:

Student Expression/Distribution and Posting of Material (Deer Lakes School District Policy 220)

Surveys (Deer Lakes School District Policy 235.1)

Hazing (Deer Lakes School District Policy 247)

Food Allergy Management (Deer Lakes School District Policy 209.1)