

FREEPORT AREA SCHOOL DISTRICT

FREEPORT AREA MIDDLE SCHOOL



STUDENT HANDBOOK 2023-2024

FREEPORT AREA SCHOOL DISTRICT

HOME OF THE YELLOWJACKETS

<http://www.freeport.k12.pa.us>

The mission of the Freeport Area School District is to serve as
"a learning community dedicated to the success of all".

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DIRECTORY

Board of Education

Adam M. Toncini, Board President
Greg Selinger, 1st Vice President
Melanie K. Bollinger, 2nd Vice President
Michael J. Huth, Treasurer
Mary Dobransky, Board Secretary

Gary L. Risch, Jr
Christine F. Davies
Melanie A. Zembrzusi
Frank C. Prazenica, Jr.
John K. Haven

Central Office

Central Administration Office
P.O. Box C
Freeport, Pennsylvania 16229
Telephone Number (724) 295-5141

Ian M. Magness, **Superintendent**
Larry P. Robb, **Director of Programs**
Bradly Walker, **Business Manager**

Administration

Timothy E. Walters..... **Academic Principal, 6th-12th Grade**
Dr. Charles Shipman **6th-12th Grade Assistant Principal, Senior High**
P. O. Box H, Freeport, Pennsylvania 16229
Telephone Number (724) 295-5143
Renee Bogan **6th-12th Grade Assistant Principal, Middle School**
629 South Pike Road, Sarver, Pennsylvania 16055
Telephone Number (724) 295-9020
Michael Kleckner **Principal, Buffalo Elementary**
500 Sarver Road, Sarver, Pennsylvania 16055
Telephone Number (724) 353-9577
Jeffrey S. Lesko **Principal, South Buffalo Elementary**
562 Freeport Road, Freeport, Pennsylvania 16229
Telephone Number (724) 295-9510
Jeffrey S. Lesko **Title I Coordinator, Elementary**
562 Freeport Road, Freeport, Pennsylvania 16229
Telephone Number (724) 295-9510

Supervisory Personnel

Donald D. Dell..... **Coordinator of Special Services**
562 Freeport Road, Freeport, Pennsylvania 16229
Telephone Number (724) 295-9510
Ronald A. Grove **Technology Coordinator**
Eric D. Mailki **Supervisor of Buildings and Grounds**
Shawn W. Stivenson **School and Student Events Coordinator/Athletic Director**
Cassandra Mielke of Nutrition, Inc..... **Food Service Group**
Telephone Number (724) 295-5143, ext. 1252

SPECIAL EVENTS FOR THE SCHOOL CALENDAR

Please visit the school website (<http://www.freeport.k12.pa.us/FAMS/home>) for the most up to date information about events at Freeport Area Middle School.

THE COMMUNITY AND THE SCHOOL DISTRICT

Freeport Area School District community is made up of the Borough of Freeport and South Buffalo Township, in the southwest corner of Armstrong County, and Buffalo Township in the southeast corner of Butler County, encompassing a region approximately ten miles out from Freeport, in north, northeast, and westerly directions. Freeport, along the Allegheny River about thirty miles from Pittsburgh, is a quiet though progressive small town nestled between the high ridges that characterize the Appalachian region.

Though not highly industrialized itself, the community is connected by fine roadways to some of the finest research and educational establishments in Pennsylvania. These features, the naturally pleasant physical environment, and the friendly type of people already making up the community are contributing to a rapid increase of population and business opportunities.

In 1969, the political division of Freeport, Buffalo and South Buffalo merged to form the Freeport Area School District. Located along the banks of the Allegheny River, at the mouth of Buffalo Creek, the Freeport Area School District is situated approximately 30 miles northeast of Pittsburgh. Two of the district's areas, Freeport Borough and South Buffalo Township are in southwestern Armstrong County while Buffalo Township is in southeastern Butler County. The historical development of the district can be traced from its emergence as a river community in the late 1700's and agricultural interests during the early 1800's to the development of railroads, mining, and some industry in the 1900's to the present state of agriculture, commercial and light industry.

The education program of the district is an outgrowth of the many expressed needs within a rural community that is slowly evolving into a suburban one. A commitment has been made to provide a quality education for all students. The philosophical basis upon which the program of the Freeport Area School District rests is essentially one that is comprehensive and flexible enough to provide each student with the basic tools, understandings and attitudes to enable him to function successfully in our society.

ANNUAL NOTIFICATION TO PARENTS

The following Annual Notifications to Parents can be found on the district website:

- Non-Discrimination Policy
- Confidentiality of Student Information
- Family Educational Rights Privacy Act (FERPA) Notice
- Integrated Pest Management
- Protection of Pupil Rights Amendment (PPRA) Notice
- Right of Parents to Review Teacher Qualifications
- Safe School Environment/bullying Prevention
- Sexual Harassment Policy

STUDENT PICTURE PROCEDURE

Throughout the year, the Freeport Area School District shares information with the public through news releases, slide presentations, videotaping, etc., or through District publications. District publications and promotional material (newsletters, website, calendar, etc.) and local newspapers may contain pictures of students from the various schools in the district. If parents **DO NOT** wish to have their child's photograph used in any publication or in the media, please submit a written request stating so, to: Freeport Area School District, School and Student Events Coordinator, PO Drawer C, Freeport, PA 16229.

Parents need to submit a written request each year. Once received, the request will be kept on file for one year in the school office.

ADMINISTRATIVE

A central administrative office is located on Route 356 at 621 South Pike Road. This houses the offices of the school Superintendent, Program Director, and the Business Manager.

A nine-member board comprised of school district residents who are elected in locally held elections serves the school and community in overseeing the operation of the schools. This Board of School Directors has the responsibility to provide an education for school age district residents under provisions of the Pennsylvania School Code, the regulations of Pennsylvania State Board of Education, and standards established by the Secretary of Education for the Commonwealth.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. All of this information can be found on the Pennsylvania Department of Education website: www.pde.state.pa.us.

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

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

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor, ARIN Intermediate Unit 28, 2895 W Pike, Indiana, PA 15701.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is

obtained, the school district or intermediate unit will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

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

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

INTERMEDIATE UNIT
ARIN Intermediate Unit 28
2895 W Pike
Indiana, PA 15701
(724) 463-5300

SCHOOL DISTRICT OFFICES

Apollo-Ridge School District P.O. Box 219, 1825 State Route 56 Spring Church, PA 15686-0219 (724) 478-6000	Freeport Area School District P.O. Box C Freeport, PA 16229-0303 (724) 295-5141
Armstrong School District 410 Main Street Ford City, PA 16226-1698 (724) 763-7151	Leechburg Area School District 210 Penn Avenue Leechburg, PA 15759-0156 (724) 842-9681

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

Services for Homeless Students

Freeport Area School District guarantees all homeless children and youth a free and appropriate public education. Homeless children and youth include those living with or without their parents in a shelter (temporary family shelter, domestic violence shelter, runaway shelter, transitional housing, hotel or motel, campground, car or on the street). Also included are those children and youth temporarily living with relatives or friends (with or without their parents) because they do not have a fixed, regular, safe, or adequate place of residence.

If you have any questions about homelessness or would like to identify a potential homeless student, please feel free to contact Donald Dell, Homeless Coordinator – 724-295-9510 ex. 3003.

THE EDUCATIONAL PHILOSOPHY OF THE FREEPORT AREA SCHOOL DISTRICT

We believe in the democratic right of every American to secure an education insofar as he can benefit from it. We believe in the dignity and worth of the individual and in equality of educational opportunity for all. Such education, we believe, must evoke spiritual, cultural, intellectual, physical, moral, emotional, and social development through a program of curricular, co-curricular, and extra-curricular activities designed to establish, enrich, and expand basic concept and skills, and to provide appropriate experiences for meeting the needs of our children and youth consistent with their abilities and interests. As much provision as possible should be made for individual differences: challenge for success for the less capable; promotion to be based upon the student's demonstration of mental and social maturity within the limits of their respective abilities. The classroom teacher's role is that of providing leadership and guidance within this design, or creating and maintaining a respectful, friendly relationship between himself/herself and students, of providing opportunities for creativity, mature self-expression, and development of social responsibility.

The Board of Education-administration-professional staff relationship should be one of warm harmony, mutual professional respect, and understanding.

The school should seek to develop harmony and cooperation with the community and its various agencies, each fulfilling its primary functions, each carefully regarding the interests of the other, financially, educationally, spiritually, and socially, cooperatively guiding its youth on the educational pathway toward an ever developing future.

FREEPORT'S ALMA MATER

*By the Allegheny flowing
Stands our dear old Freeport High School.
Here let your voices sing with fervor,
the praise which she deserves from you.
Then hold aloft her gleaming banners,
The royal blue and gold so true,
And let your hearts be loyal ever,
Hail Alma Mater, hail to You!
You, her worthy sons and daughters
Live to carry on her fame;
Lead well for others that will follow
So honor forever dear and sacred
The memories of dear Freeport High School;
As graduates you leave, sing ever
Hail Alma Mater, hail to You!*

Words by Mrs. Bernard Shaffer
Music by Mr. James V. Colonna

FREEPORT AREA MIDDLE SCHOOL

Constructed in 2015, Freeport Area Middle School is located at 629 South Pike Road, Sarver, Pennsylvania and educating grades 6, 7 and 8. A health suite, auditorium, cafeteria, and gymnasium are a part of the physical structure of the building. The building is very accessible with recreational fields adjacent to the school property. In addition to the regular curriculum, guidance counseling services are available for the students. Students have the opportunity to join a chorus or participate in the middle school band. Interscholastic teams as well as an intramural program are available.

FREEPORT AREA MIDDLE SCHOOL PRINCIPLES

- **FREEPORT AREA MIDDLE SCHOOL HONOR CODE**

I will tell the truth.
I will demonstrate academic integrity.
I will respect others and their property.
I will help others maintain these standards.

- **FREEPORT AREA MIDDLE SCHOOL BULLYING PREVENTION CODE OF COURAGE**

I will not bully others.
I will try to help students who are bullied.
I will try to include students who are left out.
If I know that somebody is being bullied, I will tell an adult at school and home.

- **FREEPORT AREA MIDDLE SCHOOL PILLARS OF CHARACTER**

Caring	Citizenship	Fairness
Respect	Responsibility	Trustworthiness

- **FREEPORT AREA MIDDLE SCHOOL PRECEPTS TO PROMOTE A VIRTUOUS AND CIVIL COMMUNITY**

Respect authority.
Honor your parents and family members.
Treat your classmates, teachers, and school staff with respect.
Speak kindly to and about others.
Resolve conflicts without using violence.
Tell the truth.
Stay drug and alcohol free.
Leave other peoples' property alone.
Avoid being jealous of what others have.

Regular Bell Schedule**2023-2024**

Security Checks (Doors 1 & 16)	7:10-7:25
Late Arrival Bell (Door 16) & Dismissal to Homeroom	7:25
Tardy Bell (Door 1)	7:30
Homeroom	7:30-7:38
Period 1	7:41 - 8:22
Period 2	8:25 - 9:06
Period 3	9:09 - 9:50
Period 4	9:53 - 10:34
<i>If you eat Pd. 5 Lunch: Pd. 5 Lunch – 10:37-11:07 then Pd. 6 Class – 11:11-11:52</i>	<i>If you eat Pd. 6 Lunch: Pd. 5 Class – 10:37-11:18 then Pd. 6 Lunch – 11:22-11:52</i>
WIN	11:56 - 12:22
Period 7	12:26 - 1:07
Period 8	1:11 - 1:52
Period 9	1:56 - 2:37
Dismissal & P.M. Announcements	2:37-2:40

2-Hour Delay Schedule**2023-2024**

Security Checks (Doors 1 & 16)	9:10-9:25
Late Arrival Bell (Door 16) & Dismissal to Homeroom	9:25
Tardy Bell (Door 1)	9:30
Homeroom	9:30 - 9:38
Period 1	9:41 - 10:11
Period 3	10:14 - 10:44
Period 4	10:48 - 11:18
<i>If you eat Pd. 5 Lunch: Pd. 5 Lunch – 11:21-11:51 then Pd. 6 Class – 11:54-12:24</i>	<i>If you eat Pd. 6 Lunch: Pd. 5 Class – 11:21-11:51 then Pd. 6 Lunch – 11:54-12:24</i>
Period 2	12:27 - 11:57
Period 7	1:00 - 1:30
Period 8	1:33 - 2:03
Period 9	2:06 - 2:37
Dismissal & P.M. Announcements	2:37-2:40

CLOSING OF SCHOOL DUE TO SNOW OR OTHER EMERGENCY

If it becomes necessary to close the schools due to extreme weather conditions or other emergency, the following radio stations and TV stations will be notified and will carry the message. Many television stations allow you to sign up for an email alert on their website. This is an option that has been found to be useful for some families. Please do not call the school offices or the radio/TV stations. You may also receive a Blackboard Connect call from the District.

WPXI (TV)
Y108
WB22

WTAE (TV/RADIO)
3WS
FASD WEBSITE

KDKA (TV/RADIO)
WBUT (TV/RADIO)
WDVE

HOMESCHOOL

It is the responsibility of the parent to contact the District Office if you plan on having your child(ren) enrolled in a homeschool education program. Please contact the District Office no later than June 30th for the upcoming school year. Please reference the Homeschool web page for lists of extracurricular and co-curricular activities that are available to your child. Also reference School Board Policy 137 and 137.1 in regards to homeschooling.

ATTENDANCE POLICY

Students will be expected to be in attendance on all days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as excused, unexcused or illegal.

Excused absence

- Illness of the student
- Medical care or therapy service rendered by licensed practitioner of healing arts
- Quarantine
- Family emergency
- Recovery from accident
- Death in family
- Urgent reasons (fire, flood, etc.)
- Excused educational absences **pre-approved** by the building principal
- Participation in project sponsored by statewide/countywide 4-H/FFA upon prior written request
- Required court attendance
- Observance of religious holiday observance by bona fide religious group upon prior written request
- Student college visit upon prior written request

Make immediate plans to do all make up work due to absence. **It is the student's responsibility to make arrangements with the teacher to do make up work.** Your grades will reflect your absence if you do not get the work made up. Students will be given a day for each day of absence upon return to school to make up work missed while out of school.

A student whose attendance is irregular, and has accumulated a total of ten (10) days of absence without a doctor's excuse will be required to submit a doctor's excuse for each successive absence. If a doctor's excuse is not submitted each day after ten (10) days of absence, the days will be coded as illegal.

Illegal absence

An illegal absence occurs when a student **under** seventeen years of age misses for a reason that cannot be attributed directly to one of the aforementioned reasons. Illegal absences are a direct violation of the Pennsylvania School Code.

Unexcused absence

Unexcused absence. An unexcused absence occurs when a student, seventeen years of age or older misses for a reason that cannot be attributed directly to one of the aforementioned reasons.

Procedure:

1. Failure to produce a school excuse within three days following an absence will result in the absence becoming unlawful/unexcused regardless of its legitimacy.
2. Forged excuses will be considered unlawful/unexcused and subject to school disciplinary action.
3. Excused absences exceeding 10 days for the year will be determined unexcused/unlawful unless covered by a doctor's excuse. All doctors' excuses must be turned into the school within three calendar days of the absence.

Procedure:

3rd unlawful/unexcused

- Student placed on School Attendance Improvement Plan (SAIP),
- Parent/Guardian contact, plan sent home to be signed and returned.

6th unlawful/unexcused

- Student referred to a Community Based Truancy Intervention Program which will be held on the second Wednesday of each month at the Butler County Training Center located at 227 West Cunningham St. in Butler.

9th and continued unlawful/unexcused

- Citation filed at the local Magistrate

On the tenth day of absence a letter will be sent to the parents outlining the school district's policy on attendance. The Principal/Assistant Principal or designee will hold a conference with the student to discuss the attendance record and implication of further absence. For more information regarding attendance refer to Policy 204, Attendance.

ATTENDANCE REGULATIONS

Since regular attendance is essential for success in school work, the following regulations relating to school attendance have been established at the Middle School level:

- Parents and Guardians should email an excuse to famsattendance@freeport.k12.pa.us Forged excuses will be considered illegal/unexcused and subject to school disciplinary action.
- ***Present a parental or medical excuse to the office or its designee the day you return to school.*** If you don't present your school excuse, you may be admitted temporarily. A student will be granted a total of **three**

(3) temporary admittances for the same absence. Failure to produce an excuse by the 4th day after an absence will result in an unexcused or illegal absence.

Procedure for Absent and Truant Children:

- On the child's 10th absence a warning letter will be sent.
- **"Truant" = three or more school days of unexcused absences** during the current school year by a child subject to compulsory school attendance (8 to 17 years old).
- The school will notify the "person in parental relation" within ten (10) school days of the child's 3rd unexcused absence and will offer a school attendance improvement conference, unless a conference was previously held. The child and parent are not legally required to attend the conference.

Procedure for Habitually Absent and Truant Children:

- **"Habitually Truant" = six or more days of unexcused absences** during the current school year by a child subject to compulsory school attendance.
- **For a child under age of 15**, the school shall refer the child for either:
 - School-based or community-based attendance improvement program.
 - The county children and youth agency for services or disposition as a dependent child; or
 - School may file citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child
- **For a child age 15 or older**, the school shall either:
 - Refer the child to a school-based or community-based attendance improvement program or service; or
 - File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.
 - **If a child age 15 or older** continues to incur additional unexcused absences after referral to an attendance improvement program or refuses to participate, the school may refer the child to county children and youth agency for possible disposition as a dependent child.

For more detailed information about attendance, see District Policy # 204 on our website.

Pre-Approved Excused Absences

If you are going to be absent because of travel, college visits, religious programs, take a son/daughter to work day, or any absence that could be considered as excused educational absence, your parent or guardian must make arrangements with the building principal at least one (1) week prior to the absence. If arrangements are not made with the building principal prior to the absence, the day(s) will be unexcused or unlawful. This can only be done by a parent or guardian. Forms are available in the Middle School office or online and **must be completed at least one (1) week prior** to the requested excused absence. Take Your Child to Work absences may require additional validation. Request for Excused Educational absences should contain the following information:

- a. Date of request
- b. Name of students(s)
- c. Date(s) of Excused Educational Absence
- d. Reason for request
- e. Signature of parent or legal guardian
- f. School and grade student attends
- g. Address and telephone number

Requests for pre-approved educational excused absences will be denied for students who are deemed truant and/or have a School Attendance Improvement Plan developed. Requests for pre-approved educational absences will be denied if the absence takes place during a state mandated standardized testing window. School attendance is a very vital part of the learning process., for which schools have been established.

MORNING TARDIES

Students arriving between 7:30 AM and 11:00 AM are considered tardy to school.

Similar to the ten-day policy for absences with parental notes, students may have excused tardies and/or excused early releases with parent/guardian notes provided to the office for up to ten tardies and up to ten early releases. Those excuses must be provided on the given school day. Tardies will include any arrival after the late arrival bell but before 11 am, and early release will include any release after 1pm through the school dismissal bell. All excused tardies and excused early releases above 10 times require a medical excuse on that given day.

Late arrivals and/or early releases without proper documentation on the given day and/or above the ten-day threshold for parentally-excused absences will potentially result in loss of participation or points within the class periods of the unexcused tardies and/or early releases. In addition, the consequences for excessive unexcused tardies and/or early releases beyond 10 tardies/early releases are as follows:

5 Unexcused - Formal Letter

10 Unexcused - Formal Letter; Detention

11 or More Unexcused - Formal Letter; Loss of Privileges for Extracurricular Activities, detention and/or ISS moving forward at administrative discretion

The late totals are for the year and not a semester. Missing the bus, car problems, oversleeping, and unexcused personal reasons will not be accepted as a legitimate reason for being tardy.

- If a student arrives before 11:00 AM – they are tardy.
- If a student arrives between 11:00 AM and 1:00 PM – they are absent ½ day and will need to produce an excuse for a ½ day's absence.
- If a student arrives after 1:00 PM – they are absent a full day and will need to produce an excuse for a full day's absence.
- If a student leaves after 1:00 PM – they are present for a full day.

EARLY DISMISSAL

Early dismissal will be granted for the same reason allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist some time other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, or during study halls, if there is enough time.

To obtain an early dismissal slip, please send an email to famsattendance@freeport.k12.pa.us that includes the student's name and date/time of the appointment. This email is to be submitted to the office for approval by 7:30 a.m. the day of the early dismissal.

Parents/Guardians must sign the student out from the office prior to leaving the building. Students will not be permitted to leave with anyone other than parents, guardians or persons listed on the student's emergency form unless the parent makes prior arrangement with the school office. All excuses for tardies or early dismissals must be signed by parents regardless of the student's age.

PASSES FOR LEAVING SCHOOL BUILDING OR GROUNDS

Students are not permitted to leave the school building or grounds at any time during the school day without a parental note and permit from the office. Before the office will issue a permit, a parent or guardian may be contacted to grant permission. Failure to follow the proper procedure will be considered truancy.

Once students are on school property, whether they are driven or ride a bus, they are not permitted to leave school property. You must report directly to the building when you arrive.

The offenses for leaving the building without permission are as follows:

- 1st Offense – 1 day of In-School Suspension
- 2nd Offense – 2 days of In-School Suspension
- 3rd and Subsequent Offenses – deemed as Insubordination

CUTTING CLASSES

If the length of time cutting class is equal to ½ day of school or more, the absence will also be unlawful or unexcused. No tests or class work can be made up or receive credit due to class cuts. The consequences for class cut are as follows:

- 1st Offense – Detention for each class cut
- 2nd Offense – 1 day of In-School Suspension
- 3rd and Subsequent Offenses – deemed as Insubordination

Students arriving late to individual classes will be referred to the office for detention upon receiving their fourth class late. Teachers will issue consequences for the first three times the student was late to the class. On the fourth late, the student will be issued one detention. On the 8th late, the student will receive two days of detention. The 12th late will result in one day of In-School Suspension. The 16th late will result in two days of In-School Suspension.

If you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before you go to your class. This type of lateness is valid only if that teacher or office person asked you to remain long enough to make you late. Students cannot voluntarily go to the office or to a teacher and then expect that person to write a pass for them being late.

STUDENT ACADEMIC EXPECTATIONS

Students are the essence of a school. They are the reason for the public school existence. They are the most important component of public education.

Freeport Middle School places the following expectations on our students:

- Attend school daily
- Bring all materials to class
- Record all assignments in their assignment journal
- Complete all in and out of class practice assignments
- Participate in class discussions
- Ask questions when unsure
- Study for tests
- Do your own work (no copying or allowing others to copy)
- Properly cite sources (no plagiarizing)

GRADING SYSTEM

In all courses (except pass/fail courses) the following grading scale will be employed:

91	-	100	=	A
81	-	90	=	B
70	-	80	=	C
60	-	69	=	D
0	-	59	=	F

This scale will be used in the evaluating of student work and the calculation of marking period grades. While a standardized grading scale may not substantially change the true range of student achievement, it will eliminate the student's confusion regarding disparities in performance/evaluation standards from teacher to teacher and class to class. When averaging grades or scoring tests, a .5 value is rounded up to the next higher number. This policy is to be followed at all times for individual tests, nine-week grades, semester grades, and final grades.

Semester and Final Grade Calculation In all courses (except pass/fail courses) the following system will be used to determine both semester and final grades:

Semester Grades: The semester grade will be an average of the percentage grades earned in the two marking periods comprising the semester. When an average has been determined, the letter grade it represents will be recorded as the semester grade. For example: Marking Period #1 = 77

Marking Period #2 = 89 Semester Grade = 83/B

Final Grades: The final grade for a semester course is determined by averaging the two quarters. The final grade for year-long courses are determined by averaging the two semester grades.

The lowest percentage value of a marking period failing grade will be the 50 in the first, second, and third nine weeks.

Fourth Nine Weeks: The 50% Marking Value will be waived for the 4th nine-week period. If a student refuses to continue normal work habits, the student will then receive the actual percentage earned. The percentage will be a culmination of the daily grades kept during the 4th nine-weeks.

PRACTICE PROGRAM **(Multi-Tiered System of Support Teams)**

In order to promote student learning, Freeport Area Middle School has based our Practice Program on the following four principles:

1. Our school exists for the purpose of learning.
2. Learning requires practice (assignments).
3. Good practice is directly linked to the PA Core Standards.
4. Because good practice supports learning, practice is mandatory.

At the Middle School, teachers assign meaningful practice that is linked to learning targets or standards. Practice is designed to be completed in class, outside of class, or a mixture of the two. Students must complete all assigned practice and are expected to do so according to the timelines established by the teacher.

The purpose of the Multi-Tiered System of Supports Team (MTSS) is to identify and develop specifically designed plans for students who are struggling academically either due to lack of organizational skills, poor study habits, or who are having difficulties in specific academic areas. If a referral is made to the MTSS team, they will then review grades and send out teacher report forms to all of the teachers on the student's schedule. After analyzing the information, the team will then determine if there is a need for a MTSS plan and/or provide additional supports. If it is determined that a student qualifies for an action plan, the team will contact the parent(s) or guardians(s) of the student and work together to create a plan that is specifically designed to meet the student's needs in the area of assignment completion and/or organizational skills.

Practice Grading:

Teachers assess practice and provide feedback on performance with points or grades. Late practice will be graded to the extent determined by the teacher. Students will also be able to earn a 'responsibility grade' in each class, if the teacher chooses. This responsibility grade will be worth no more than 5% of the class total. Late practice, missing supplies, missing technology, etc. will result in the loss of responsibility points. Teachers will inform students and parents of their practice grading procedures and their responsibility grade policy in their individual classrooms

HONOR ROLL

At the end of each nine weeks grading period, an Honor Roll will be calculated. To be on the Distinguished Honor Roll, a student must attain a 3.8 average. To be on the Honor Roll, a student must attain a 3.0 average.

Failure Policy for Recommendation: Any student in the Freeport Area Middle School that receives a failing grade shall not be recognized as attaining Honor Roll or Distinguished Honor Roll Status. This pertains to an "F" received in any and all classes, whether they are a Pass/Fail Course, Regular Course, or Weighted Course of Study. A student's name will not appear on the Honor Roll if he/she receives an "F" in any class, regardless of the G.P.A.

CHEATING/PLAGIARISM

If a student is caught in any situation the offenses will be as follows:

- 1st Offense – 1 detention – teacher phone call home
- 2nd Offense – 1 In-School Suspension – teacher phone call home
- 3rd Offense – 1 Out-of-School Suspension – teacher phone call home

Also, the student may be given a zero on the assignment or test.

INTERIM PROGRESS

Parents are encouraged to review academic progress halfway through the marking period. Student's grades are **viewable online** through the PowerSchool parent account. Questions by parents concerning student progress may be directed to individual teachers and/or school counselor.

MIDDLE SCHOOL RETENTION POLICY

A student who only fails one major course will be promoted. If a student fails more than one major course and does not make them up with passing grades, that student will repeat the same grade.

NOTICE OF RECORD POLICY

The Freeport Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of all pupils. The school district has adopted policy to ensure the privacy rights of both the parents and the pupil in the collection, maintenance, access, release and destruction of these records. Toward that end, this policy incorporates provisions from the Regulations of the State Board of Education or Pupil Records (Pa. Code 22, Ch. 12) the Family Education Rights and Privacy Act of 1974, the Confidentiality Section of PIL. 94--142, and the Confidentiality Standards for Special Education (Pa. Code 22, Ch. 341). Copies of this policy are available at each individual school.

STUDY HALL REGULATIONS

1. All students must bring homework or reading materials to study hall.
2. Students are to report to study hall prepared for quiet study.
 - No games (cards, etc.) in study hall.
 - No food or drink permitted in study hall.
 - No sleeping or idle time wasting is permitted in study hall.
 - All school rules are strictly enforced in study hall.
3. Abusive use of the Hall Pass will result in a loss of the student's Hall Pass privileges. A student will also be placed on the restricted list for a period of time as determined by the Administration.
4. A student who wishes to be excused from study hall by another teacher must follow this procedure:
 - Request a note from the teacher prior to study hall.
 - Present the note to the study hall teacher before the tardy bell.
 - Do not arrive late to study hall. Doing so will result in a late slip.
 - Students WILL NOT be excused from study hall to get a note from a teacher to excuse them. If a student uses the Hall Pass for this purpose, they will be denied any future use of the Hall Pass, and the note will not be honored.
5. Students are not to request to have their study hall changed from one room to another.
6. Student Study Halls may be used by the district for core subject remediation on an individual basis.

STUDENT HANDBOOK AND JOURNAL

A student handbook will be available to download online.

A student journal will be provided to each student to be used to record assignments and grades. Journal replacement cost is \$3.00. Students are required to use their journal for the intended purpose or they will face disciplinary consequences.

LIBRARY

Students who desire to use the library must be given a library pass from their class teacher or study hall teacher. Students with library passes must report directly to the library, and when leaving the library must report directly back to their class or study hall. Time is recorded on the library pass.

The library is equipped with a computer media center with internet capabilities. You are encouraged to use the electronic media as well as the reference books available. Books can be borrowed for three weeks and renewed if necessary. Since the library is a place of study, remember to work as quietly as possible.

When using the library, students are to behave in a manner that is appropriate. If students do not comply with regulations of the library or in the use of library passes, they will be denied the privilege of using the library.

GUIDELINES FOR ACCEPTABLE USE OF SCHOOL COMPUTERS

These guidelines are based on a commitment to support ethical behavior. Students must use common sense and ethical behavior in the school to protect their privacy and access rights. Failure to adhere to these guidelines will result in suspension of computer privileges and/or disciplinary action.

TERMS AND CONDITIONS

1. Students are responsible for good behavior on the school computer network, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
2. All authorized users must log in under their own username and password. Using someone else's password or trespassing in another's folders, work or files is strictly prohibited.
3. Computers must be used under the direct supervision of the person in charge of the particular area.
4. Use electronic mail for appropriate educational, instructional, and administrative purposes only. In addition, only approved school email accounts are to be accessed with teacher authorization.
5. All chat, text, and/or messaging sites or applications, peer-to-peer downloading sites or applications, and other unauthorized social media or communication sites and applications are strictly prohibited.
6. Users must have teacher's permission to download files or programs, or to make changes to device settings, restrictions, passcodes, etc.
7. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
8. Computers are to be used for academic research and other educational purposes only.
9. Copyright protection given to software owners by federal law must be observed. It is against policy for any student, faculty, or staff member to copy or reproduce any licensed software on school computing equipment. Plagiarism in any form will not be tolerated.
10. Physical or electronic tampering with computers resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. Students will be held liable for costs incurred to make repairs!
11. Do not waste computer supplies; excessive printing will not be tolerated. Print to authorized locations only.
12. Introduction of computer viruses and deletion or removal of software programs or files are violations of computer usage policies.
13. The district makes a best effort to block inappropriate content. Although students are supervised when using these resources in school, and their use is electronically monitored, there remains the possibility that students may gain access to material that may be considered inappropriate or not of educational value. Purposefully searching for or accessing these types of material may be considered an unacceptable use of school resources and could result in appropriate disciplinary action.
14. Freeport Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility for loss of data resulting from service interruptions caused by its own negligence or your errors or omissions or by accounts of nature. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
15. People who administer the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities will be reported to the authorities.

Any violations of these terms and conditions may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Even though the Middle School does not allow "Bring Your Own Device" (B.Y.O.D.) at this time, please refer to the District's B.Y.O.D. Responsible Use Agreement as described on the InfoSnap site. Parent and Student signatures will be required.

EMAIL PERMISSION FOR STUDENTS

Student Email Guidelines

The Freeport Area School District provides electronic resources for students in grades 6-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. The District expects behavior and language in the use of these Gmail accounts will be consistent with classroom standards. The guidelines listed below are intended to govern the use of District provided Gmail account and Google Apps, whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

Proper Use of District provided Gmail

Students will use their email accounts to communicate with their classmates, teachers, or other school community members about school related topics. While students can email teachers throughout the District, they should not expect teachers to Email assignments to them or to provide private tutoring through email. Students should not ask for or respond to emails requesting personal information not related to a school project. Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Account Capabilities

All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.

Accounts for grades 6-12 will be "closed" accounts. Students with closed accounts can email students and staff within the District, but they cannot receive or send emails from outside the system. Students in grades 9-12 will have the option of forwarding school emails to a personal account of their choice. All incoming email will be filtered for spam using a commercial spam filter. While the District has installed filtering software for all Email accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate. As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations. The Superintendent or designee reserves the right to terminate any individual's use of the District's computer systems. Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.

The District has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

Student Responsibilities

Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts. Students should have no expectation of privacy when using district provided email accounts. The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District provided email account. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate emails. Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

While emailing, students are responsible for following all parts of the District Acceptable Use Policy.

Parents understand that email access is conditional upon adherence to the Acceptable Use Policy. Although students are supervised when using these resources in school, and their use is electronically monitored, parents are aware of the possibility that students may gain access to material that may be considered inappropriate or not of educational value. Parents should read and discuss with their child this document.

CONTROLLED SUBSTANCES

Any controlled substance brought into the building (or consumed in the building) will result in a minimum 45-day outside placement.

Consequences for Nicotine and Vapes:

1st Offense - The usage or possession of nicotine substances and/or vapes will result in one day in-school suspension, one day out-of-school suspension, and one community-based intervention class participation at the expense of the student (i.e. Smokeless Saturday class).

2nd Offense - The usage or possession of nicotine substances and/or vapes will result in three to ten days out-of-school suspension and a citation referral to the District Magistrate.

3rd Offense: The usage or possession of nicotine substances and/or vapes may result in alternative placement and a citation referral to the District Magistrate.

FREEPORT AREA MIDDLE SCHOOL RULES & REGULATIONS

The tremendous number of activities taking place and the involvement of a large number of students creates the problem of maintaining order. It is only when everything occurs in an organized way that the rights and privileges of every individual are guaranteed to the fullest degree. For this reason, rules and regulations have been developed in an effort to provide for the fair treatment of every person and allow the educational process to occur in a most efficient and effective manner. It is very important for every student to become familiar with these guidelines and conduct himself/herself accordingly in order for our secondary schools to fulfill their commitment to the total student body.

STUDENT BEHAVIOR

Students are expected to exemplify the best in behavior. The rules and regulations were written for a definite purpose and must be obeyed. Violators will be punished and may face a suspension from school. An automatic three-day suspension will be imposed upon those students involved in fighting, smoking, or chewing tobacco in school and on school property. Items with no educational value or purpose, such as toys, should not be brought to school.

School buildings, books, equipment, and materials are to be respected. Deliberate or accidental loss or damage to school property is the responsibility of the student. Costs for repair or replacement will be assessed and held as an obligation until payment is made.

WITHDRAWAL OF PRIVILEGES

1. Individual teachers may withdraw privileges extended within the classroom for infractions of rules.
2. Students may be placed on social probation and denied school privileges by the building administrator for rule infractions.
3. Restricted Hall Pass List - Students are placed on the restricted list when they have abused school rules. These include skipping school, hall pass abuse, class cuts, chronic late to class, etc.
4. Students may be denied the privilege of attending dances, assemblies, field trips, and school wide activities due to their academic eligibility and/or discipline history.

STUDENT DISCIPLINE CODES

GUIDELINES

Introduction:

These guidelines are an outgrowth of the Student Rights and Responsibilities regulations and the Pennsylvania School Codes, and represent an attempt to more fully define those kinds of student behavior, which are considered inappropriate. The guidelines also inform students as to the type of disciplinary responses that may result from their inappropriate behavior.

The examples cited under the Infraction and Disciplinary Options sections are not intended to be a comprehensive and exhausting listing of violations. They are designed to be exemplary of the kind of conduct that is subject to disciplinary action under the code. They provide only a reference within each level. An infraction may be moved to a different level depending upon the seriousness of the offense or the frequency with which that offense is committed. Infractions

are listed at the lowest level on which that offense is committed. Infractions are listed at the lowest level on which they will generally be applied.

All policies that support the guidelines apply to students at all levels. Additionally, these guidelines are not intended to cover all situations and circumstances.

Explanation of the Guidelines:

LEVELS: All misbehaviors have been classified under one of four levels. These levels progress from minor infractions through criminal offenses.

INFRACTION EXAMPLES: Listed here are examples of the kinds of misbehavior that fit the description of that particular level. This is not comprehensive. It contains examples designed to serve as a guideline.

PROCEDURES: The steps listed under this section are required actions on part of the staff and administration.

DISCIPLINARY OPTIONS: Disciplinary Options are examples of the kind of disciplinary techniques which may be used. They range from minor to major techniques and are designed to complement the degree of seriousness of the offense at that level. These options, either alone or in combination, will be applied through the judgment and discretion of the administration.

LEVEL I

Misbehavior, on the part of the student, that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other support personnel.

EXAMPLES OF INFRACTION

- Tardiness for assigned class/area
- Non-defiant failure to complete assignments or carry-out directions
- Littering
- Invasion of other people's property or privacy
- Violation of safety or health regulations
- Abuse of hall pass regulations/privilege
- Eating or drinking outside of cafeteria
- Removal of food from the cafeteria
- Other disobedience or misconduct
- Horseplay
- Open displays of affection
- Possession or use of laser pointers or video toys
- Defacing student handbook
- Misuse of student locks

NOTE: Level I Examples and Disciplinary options are not limited to those listed.

PROCEDURES

- Immediate and consistent intervention by the teacher who is supervising the student or who observes the misbehavior
- Possible administrative intervention

EXAMPLES OF DISCIPLINARY OPTIONS (given at Principal's discretion)

- Verbal reprimand
- Conference (student, parent, teacher)
- Telephone call and/or written communication to parent
- Apology
- Assigned seating
- Clean-up area
- Restriction to assigned area
- Restriction of pass
- Denial of privilege

- Detention
- Performance Contact
- Behavior modification
- Referral to counselors

LEVEL II

Misbehavior, through its frequency or seriousness, disrupts the education climate of the school, does not directly affect the health and safety of others. These infractions which may result from the continuation of LEVEL I misbehaviors, requires the intervention of personnel on the administrative level because the implantation of Level I disciplinary options have failed to correct the situations.

NOTE: Level II Examples and disciplinary options are not limited to those listed.

EXAMPLES OF INFRACTION

- Continuation for Level I Infraction
- Tardiness for school
- Defiant failure to complete assignments or carry out directions
- Use of vulgarity, profane language, or ethnic slurs
- Truancy
- Disrespect or abusive treatment of staff member
- Failure to complete an assigned discipline
- Disruptive behavior in the classroom, halls, school grounds, cafeteria, school bus or at school activity.
- Temporary or permanent defacing or destruction of property
- Indecency/indecent acts as defined by the Pennsylvania Crime Code
- Smoking, use of possession of all kinds of tobacco/tobacco products on school product
- Possession of offensive materials, pornographic in nature
- Bullying/harassment
- Excessive display of affection
- Throwing of anything in the halls, classroom, cafeteria or any other area of the building
- Gaming activities which involve an exchange of money
- Rough or boisterous activity which could result in personal harm or property damage
- Indecent exposure
- Other disobedience or misconduct
- Extreme dress or appearance which is violation of building dress regulation and/or disruptive classroom/school climate
- Insubordination

PROCEDURES:

- Staff person observing the misbehavior intervenes and immediately refers student incident to the administrator for actions. A complete Discipline Referral is to be submitted to the office by the intervening teacher.
- Administrator meets with the student(s) and effect the most appropriate response.
- Teacher is informed in writing of student's misconduct.
- Parents receive written notice of student's misconduct.
- A proper and accurate record of the offenses and disciplinary actions is maintained by building administrator.

EXAMPLES OF DISCIPLINARY OPTIONS (given at Principal's discretion)

- Any LEVEL I option not used
- Parent Conference
- Restitution for property and/or damage
- Schedule changes
- Curriculum changes
- In-School Suspension
- Out of School Suspension
- Referral to outside agency recommended by Administrators
- Referral to appropriate law enforcement agency

- Parent escort

LEVEL III

Those infractions sometime result from the continuation of Level I and/or Level II misbehaviors or are acts directed against persons or property which may endanger the health and/or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism of the school. Corrective measures which the school may undertake, however, depend upon the extent of the school's resources for correcting the situation in the best interest of all students and personal.

EXAMPLES OF INFRACTION

- Continuation of unmodified LEVEL I and II infractions
- Serious pushing and shoving
- Rough or boisterous activity which does result in bodily harm to student or school personnel or property
- Vandalism
- Theft
- Other disobedience or misconduct
- Sexual harassment
- False allegations
- Verbal/physical harassment (intimidation)
- Extortion

NOTE: Level III examples and disciplinary options are not limited to those listed.

PROCEDURES

- Staff person observing the behavior immediately intervenes and refers to administrator for action
- Administrator initiates disciplinary action by investigating the infraction and conferring with staff involved
- Administrator meets with the student(s) and parents about the misconduct and the resulting disciplinary action
- A parent/student/administrator conference may be required

EXAMPLES OF DISCIPLINARY OPTIONS (given at Principal's discretion)

- Any Level I and II option not used
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Restitution for property and/or damage
- Referral to outside agency recommended by Administration
- Referral to appropriate law enforcement agency
- Parent escort

LEVEL IV

Disciplinary action under LEVEL IV could result from the continuation of LEVEL I, II and/or III offense. Also, included are acts which result in violence to another person or property which seriously endangers the health and/or safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from school. Action by the Board of School Directors may also be required. Referral to appropriate law enforcement agencies is required.

EXAMPLES OF INFRACTION

- Continuation of LEVEL I, II and III infractions
- Inappropriate use of Safe2Say platform is a level IV offense of the Freeport Area School District Code of Conduct and is subject to any and all consequences set forth in the Code of Conduct. Administrative discretion is will be taken into consideration
- Theft, possession/transfer of stolen property
- Assault and/or battery
- Possession/use/transfer of drugs, drug paraphernalia, alcoholic beverages or controlled substances while under the school's jurisdiction, or a look-alike substance being portrayed as any of the above

- Furnishing/selling/transferring of drugs, alcoholic beverages, drug paraphernalia or controlled substances while under the school's jurisdiction
- Leading, inciting or participating in a walkout or riot
- Bomb threats/false fire alarms or terroristic threats
- Arson
- Possession/transfer/use of dangerous weapons, or any look-a-like item while under the school's jurisdiction
- Possession/transfer/detonation of incendiary devices (fireworks, smoke bombs, etc. while under the school's jurisdiction)
- Inappropriate sexual behavior
- Trespassing
- Other crimes and offenses listed in the Pennsylvania Crime Codes
- Other disobedience or misconduct
- Fighting

PROCEDURES

- Staff person observing the behavior immediately intervenes and refers students to administrator for action. A completed discipline referral is submitted by the intervening teacher.
- The administrator verifies the offense, confers with the appropriate staff and meets with students
- The involved student(s) are suspended from school
- Parents are notified and law enforcement officials are contacted
- When merited, a full due process hearing before the School Board is held

EXAMPLES OF DISCIPLINARY OPTIONS (given at Principal's discretion)

- Out of School Suspension
- Expulsion
- Referral to appropriate law enforcement agency
- Referral to psychological services
- Referral to Alcohol/Drug Rehabilitation counseling
- Prosecution

NOTE: Level IV examples and disciplinary options are not limited to those listed

DETENTION

Students are assigned detention for undesirable patterns of tardiness or conduct as well as other disciplinary problems. Lunch, ~~afternoon,~~ and ~~Saturday~~ detention may be scheduled.

Students may receive a morning or afternoon detention lasting one-half hour. Detention will be pre-scheduled and communicated with parents/guardians.

Any student who does not abide by the regulations of the detention assignment may be assigned additional detention or suspension. When students are assigned their first detention, they will be informed of the Detention Regulations.

PROCEDURES GOVERNING EXPULSION AND SUSPENSION

The power to exclude a student from school shall be vested in the Freeport Area Board of Education and the Superintendent or Principals. All suspensions or expulsions will be in compliance with the procedures set forth in the Regulations and Guidelines on Students Rights and Responsibilities which became effective September 28, 1974.

A student may be excluded from school by suspension or expulsion:

SUSPENSION shall mean exclusion from school for a period of up to ten days. The parents of a student on suspension for more than three days are entitled to an informal hearing within three days of the date of suspension.

EXPULSION shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent expulsion from school.

SUSPENSION OFFENSES

During the time period in school, on school grounds, at a school function or athletic event on or off school property or on a school transportation vehicle, students may be suspended for any of, but not limited to the following actions:

1. Fighting
2. Harassment
3. Smoking or use of any kind of tobacco product on school property (including possession)
4. Use or possession of a vaporizer or e-cigarette
5. Indecent acts as defined by the Pennsylvania Penal Code
6. Vulgarity, racial or ethnic slurs, profane language, or obscene gestures
7. Insubordination
8. Repeated class cutting, unauthorized leaving the school grounds
9. Terroristic threats to another person
10. Failure to identify or giving false identification
11. Willful and persistent tardiness or truancy
12. Excessive display of affection
13. Creating a disturbance in the classroom, cafeteria, on a school bus or at a school activity
14. Possession, transfer, or use of alcoholic beverages, drugs, narcotics, controlled substances, or a look-a-like substance being portrayed as any of the above
15. Intent or act of causing bodily harm against pupils or school personnel
16. Inciting so as to cause a riot
17. Destruction of school property (plus liability for replacement or repair)
18. Theft (plus liability for restitution)
19. Extortion
20. Hazing
21. Persistent incorrigibility and willful violation of school rules
22. Any action which would disrupt the harmony and good order of the school or interfere with the education of other students
23. Throwing of anything in the halls, classrooms, cafeteria, or any area of the building
24. The possession of a weapon or any look-a-like item that has the potential to create harm
25. Violation of Dress Code
26. Irregular attendance

Involvement in any of these actions or any combination of these may result in suspension or initiation of expulsion procedures. There are two types of suspensions: In-School Suspension and Out-of-School Suspension. Out-of-School Suspension is used for serious violations of the school regulations and also for those students who have been repeatedly assigned In-School Suspension. Freeport Area Schools believe that after a student has received 10 or more days of In-School Suspension, further disciplinary action may result in Out-of-School Suspension. A total of 12 or more days of In-School and/or Out-of-School suspension could result in the loss of student privileges such as trips, prom, graduation ceremonies, etc.

Suspension: STUDENTS SERVING IN-SCHOOL-SUSPENSION ARE NOT PERMITTED TO PARTICIPATE IN ANY PERFORMANCES OR ATHLETIC GAMES THAT OCCUR ON THE DAY (S) OF THEIR SUSPENSION. STUDENTS ARE PERMITTED TO ATTEND PRACTICES HELD AFTER SCHOOL. STUDENTS ARE ALSO RESPONSIBLE TO MAKE UP ANY WORK OR TESTS MISSED IN THEIR REGULAR CLASSES WHILE THEY WERE SERVING IN-SCHOOL-SUSPENSION.

ANY STUDENT SUSPENDED OUT-OF-SCHOOL MAY NOT COME ON SCHOOL PROPERTY, TAKE PART IN, OR ATTEND ANY SCHOOL FUNCTION ON OR OFF SCHOOL PROPERTY DURING THE TIME OF HIS/HER SUSPENSION. THE STUDENT COULD POSSIBLY FACE LEGAL ACTION IF HE/SHE WOULD VIOLATE THIS PROVISION OF OUT-OF-SCHOOL SUSPENSION.

Students who have been suspended Out-of-School are to make arrangements with their School Counselor to have their assignments sent home to them. Any students, on out-of-school suspension, should REMAIN AT HOME during school hours and complete their assignments. The completed assignments are to be presented at the reinstatement conference with the student, the parents and the Principal. These assignments may be a determining factor as to whether the student is reinstated or the suspension is extended.

CIVIL LAW VIOLATIONS

Students whose misconduct on school property or at a school sponsored function on or off school property that would be a violation of civil law would face legal action through the proper authorities in addition to school disciplinary actions. Some examples shall include, but not limited to:

- Malicious mischief
- Harassment
- Property damage
- Underage consumption, transfer, or possession of alcohol beverages
- Assault
- Possession, use or transfer of drugs, narcotics, or controlled substances, i.e. tobacco
- False fire claim
- Bomb Threats
- Fraudulent use of a telephone (cell phone or text messaging)
- Terrorist threats
- Trespassing
- Coming on school property or attending school functions while on Out-of-School Suspension
- Possession or use of fireworks
- Fighting
- The possession of a weapon or any look-a-like item that has the potential to create harm

The school discipline code guidelines have been developed as an outgrowth of the Student Rights and Responsibilities. These guidelines inform students as to the type of disciplinary responses that may result from their inappropriate behavior.

BULLYING

Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts that are directed at another student or students, occurs in or relates to the school setting, is severe, persistent or pervasive and interferes with a student’s education or disrupts the orderly operation of the school.

Bullying includes, but is not limited to physical, verbal, psychological or relational, or cyber-bullying. The Freeport School District prohibits any bullying as defined within the School Policy Manual. Policy No. 249 follows:

<p align="center">FREEPORT AREA SCHOOL DISTRICT</p>	<p>SECTION: PUPILS</p> <p>TITLE: BULLYING/ CYBERBULLYING</p> <p>ADOPTED: August 12, 2015</p> <p>REVISED: November 14, 2018 February 13, 2019 August 13, 2020 August 12, 2021</p>
	<p align="center">249. BULLYING/CYBERBULLYING</p> <p>Purpose 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.</p>

<p>Definitions</p>	<p>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]</p> <ol style="list-style-type: none"> 1. Substantially interfering with a student’s education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>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.^[1]</p>
<p>Authority</p>	<p>The Board prohibits all forms of bullying by district students.^[1]</p> <p>The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.</p> <p>Students are encouraged to use the district’s report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.^{[2][3]}</p> <p><u>Title IX Sexual Harassment and Other Discrimination</u></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.^{[4][5]}</p>

<p>Delegation of Responsibility</p>	<p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district’s legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.^[1]</p> <p>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.^[1]</p> <p>District administration shall annually provide the following information with the Safe School Report:^[1]</p> <ol style="list-style-type: none"> 1. Board’s Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.
	<p>Guidelines</p> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.^{[1][6][7]}</p> <p>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.^[1]</p> <p><u>Education</u></p> <p>The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.^{[1][8][9][10]}</p> <p><u>Consequences for Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:^{[1][6][11]}</p> <ol style="list-style-type: none"> 1. Counseling within the school.

2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal References

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 20 U.S.C. 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233
- Pol. 113.1

CYBER BULLYING

Bullying or cyberbullying occurring outside of normal school hours, outside of school grounds, or not during school-sanctioned activities/events are outside of the jurisdiction of Freeport Area School District.

SECURITY

School and student safety has been enhanced by the use of various strategies including security officers, electronic locks and building security cameras. Camera recordings will be used to investigate various issues in the building as needed.

Parents, in case of a school emergency, please do not come directly to the schools. Wait to receive notification from the district's mass alerting system.

SAFETY DRILLS

Safety drills at regular intervals are required by school code and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students should minimize any talking. The teacher in each classroom will give the students proper instructions that must be followed during a safety drill to maximize the safety and welfare of students.

VISITORS TO SCHOOLS

Students are not permitted to bring friends or relatives that are out of school or from another school to attend classes with them at any time. Visiting of teachers or students is discouraged during school hours without making prior arrangements with the Principal.

All visitors to the school must report directly to the office upon arrival at the school to obtain a visitor's badge. The District-wide school visitor management system requires visitors to present a valid driver's license or State-issued I.D. badge that includes a photo, the name of the visitor, and reason of visit as well as the date and time will be printed allowing entrance to the office/school. Visitors are subject to bag searches prior to entering the building. A visitor's person may be searched.

Parents and other persons on official school business must secure authorization from the Principal in order to talk to students. Organizations or groups must secure approval in order to appear on campus. Vendors are not permitted to visit personnel until the end of the day.

Please be aware that custodians on duty during after school hours will only allow visitors into the building if they are with an approved organization that is scheduled to be at the building during that time.

LOCKERS

Lockers are assigned by homerooms for your convenience. They are a place for your books and supplies. Students are not permitted to use other students' lockers, or one that might be unassigned.

Writing on or defacing of a locker is not permitted. Articles of value should not be kept in lockers. A \$5.00 fee will be charged for any locker which must be cleaned at the end of the year.

Locks with combinations will be provided by homeroom teachers. At the end of the school year, lockers will be reviewed for lost or damaged locks. A replacement cost of \$5.00 will be assessed for lost or damaged locks.

All students must use school locks to protect the contents of their locker. Students are not permitted to use their own locks on school lockers. Locks must remain in the "locked" position at all times and are not to be left open or unlocked.

Book bags, gym bags or any large equipment bags are to be stored in lockers or appropriately assigned areas. Bags are not to be carried from class to class.

Consequences:

Students must utilize the combination lock provided by the school and reset it after each use. Students are expected to have their combination lock utilized and secured when not in use.

1st Offense - Verbal Warning to Student

2nd Offense - Written Formal Letter to Parents

3rd Offense and Beyond - Formal Letter; Detention

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost items will be kept for several weeks and then will be donated.

PERSONALLY OWNED ITEMS POLICY

The Freeport Area School District will not assume responsibility for personally owned articles that may be lost, stolen or damaged while being transported to or from school, while left on school premises or in lockers, or used in school sponsored events or practices. Full responsibility and security measures must be assumed by the parties involved when bringing articles to school at their risk.

Parents of students that use personally owned band instruments are advised to have home owners or other insurance coverage of instruments utilized during lessons, rehearsals, or School District approved band activities. The district will not assume any liability or responsibility for loss, theft or damage to any personal items.

PERSONAL PROPERTY SEARCH

Personal property including handbags, wallets, book packs, gym bags, back packs, and any other bagged items will be searched on a daily basis when students enter the school building. A student's person may also be searched.

If any item(s) is confiscated or removed because it is unauthorized, illegal or dangerous, the item(s) will be inventoried, the grounds for the inspection will be documented, the student will be given an opportunity to explain the presence of the confiscated or removed item(s), and appropriate disciplinary action will be taken.

Confiscated item(s) may be retained by the school and used as evidence at a formal or informal hearing. These items, if in violation of law, will be turned over to law enforcement officials for further civil action.

SEARCH AND SEIZURE

The Board acknowledges the need for safe in-school storage for books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building itself.

The Board reserves the right to authorize its employees or other law enforcement agents (as per District Policy #226) to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any materials that pose a hazard to the safety and good order of the schools.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. The consequence of such actions may include suspension, referral to law authorities, or referral to the board for an expulsion hearing.

Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy.

The Superintendent shall develop procedures to implement this policy which shall require:

- The Principal or representative shall be present whenever a student locker is inspected.
- The Principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.
- The Principal shall be responsible for safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.
- The Principal shall be responsible for the prompt recording, in writing, of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

SCHOOL PROPERTY

Care of School Property

To make our school a nice place in which to live seven hours a day, it should be kept neat and clean by the students. Restrooms, classrooms and desks should be kept free of pencil marks and litter. Students, who deface property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Report cards and records will be withheld until these obligations are satisfied.

If a textbook is misused or damaged, but is still usable, a partial fee for that book will be assessed. If a textbook or library book is lost or damaged beyond use it is to be paid for according to the following schedule.

- 1 year old book 90% of cost price
- 2 year old book 80% of cost price
- 3 year old book 70% of cost price
- 4 year old book 60% of cost price
- 5 year old book 50% of cost price
- 6 year old book 40% of cost price

- 7 year old book 30% of cost price
- 8 year old book 20% of cost price

*The minimum cost assessed for a book will be the amount it would cost to have the book rebound.

Any students who intentionally damage school property or books will possibly face legal action as well as restitution. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. When a student is issued a book, calculator, uniform or any other item of school property, it is the student's responsibility to return these items at the end of the course or activity, or at a time when the teacher, coach or sponsor requests their return. The items are to be returned in the condition in which they were issued. Students should therefore protect school items from theft, damage or loss. Students will be required to make restitution for any school-owned items that are stolen, damaged or lost. Failure to make restitution will result in the cost being charged as an obligation to the student.

RULES ON BICYCLES, SCOOTERS & SKATEBOARDS

Students may not ride or bring to school any skateboards, bicycles or scooters, etc. or use them on school property during school hours without prior approval by school administrators.

ELECTRONIC DEVICES & CHROMEBOOKS

Each student will be issued a personal Chromebook at the beginning of the school year. Parents and guardians are expected to sign the FASD Acceptable Use Policy before the school year begins in order for their child to receive their Chromebook. If a parent elects to not have their child provided a Chromebook from the school, students will be expected to use a classroom Chromebook for any classroom related activities. Parents will be provided the opportunity to purchase insurance for their child's Chromebook to help offset costs of any unforeseen damages. Student Chromebooks should be used for school related activities only. Students may be subject to restricted access if they don't comply with teacher directives and expectations while using their Chromebooks during instruction.

Per School Board Policy 237, the Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district busses and vehicles; and during the time students are under the supervision of the district. Electronic devices shall include, but are not limited to, all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; provide wireless, unfiltered connection to the Internet.

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The building principal may grant approval for use of an electronic device by a student for the following reasons:

1. Health, safety, or emergency reasons
2. An Individualized Education Program (IEP) Or Section 504 Service Agreement
3. Classroom or instructional-related activities, under the supervision of the classroom teacher
4. Other reasons determined appropriate by the building principal.

Consequences:

1st Offense – Confiscate the item – Documented Warning

2nd Offense – Confiscate the item – 1 detention

3rd and Subsequent Offenses – Confiscate the item – Parent must pick up item – deemed as Insubordination

Students who violate the Personal Electronic Device Policy before their lunch period will provide those devices to the office staff for retrieval at the school dismissal bell. Students who violate this policy after their lunch period will provide their device to the office for the remainder of that school day and the entirety of the following school day. A formal letter will be sent home to parents/guardians after each offense. Upon reaching 5 or more violations, extended confiscations will be applied at the discretion of administration. Additional consequences may be given at administrative discretion as well.

USE OF TELEPHONE IN THE OFFICE

Students may only use the office phone to contact parents. Students are not permitted to leave a class to use the telephone or call between classes. Calls may only be made during a study hall or free period of time and it is expected that the student will only be at the phone long enough to relay their message. The phone is not for making social arrangements.

HALL TRAFFIC

At the Middle School, an organized plan for hall traffic is important for ease in movement. Always keep to the right and keep moving. Running or pushing in the hallways will not be tolerated. The use of one-way hallways may be used to adhere to physical distancing guidelines. When using one-way hallways, signs will be posted to help guide students in the correct direction.

HALL PASSES

Any student in the halls during school time must have prior approval from the classroom teacher or person(s) supervising the classroom. A sign in/out system will be used as a means of tracking the time and period a student is using a pass. The hall pass is for emergency use only. When a student is granted a pass, he/she is only permitted to go to the nearest restroom or water fountain, to the student's locker, or to the specific area that is specified (i.e. nurses office, guidance office, main office, etc.). The hall pass does not entitle a student to walk around the building or to go to see a friend in another classroom and interrupt a class to see another student. Students who abuse the privilege of using a hall pass may be denied or given restricted use.

DRESS CODE

Parents are responsible for the general appearance of students when they enter the school building/district grounds. The District acknowledges that it has a general expectation regarding the way students present themselves, mainly that all appear in clean and appropriate clothing that follows the following guidelines consistent with the Freeport Area Middle School dress code:

- Attire must not compromise school property or student safety.
- Dress must comply with all health and safety codes.
- Dress must not interfere with the educational process or the rights of others.
- Appropriate footwear must be worn considering the safety environment of individual classrooms (i.e., lab, PE, metal/wood shop setting).
- Hats, hoods, visors, and other head gear such as bandanas, kerchiefs, and scarves etc., are not to be worn during school hours without administrative approval.
- Clothing should be worn in a fashion so as to completely cover back, chest, midriff, buttocks, and undergarments while sitting and standing.
- Sunglasses or dark glasses unless experiencing a visual impairment documented by a doctor
- Obscene, profane language, sexual innuendo, references to alcohol or illegal substances (including pictures and words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.
- For physical education class, students must wear clothing/footwear that will allow them to adequately and safely perform tasks/skills that is directed by the teacher.
- Students are prohibited from wearing clothing that mimics or ridicules other students or student groups.
- Dog collars, spikes, or industrial chains (not jewelry) are not permitted to be worn around the neck.
- Steel-toed footwear is not permitted at any time.
- Form-fitting shorts that are typically worn in athletic activities (i.e. volleyball, track, and gymnastics) are not permitted during school hours.
- Pants/Shorts must cover all undergarments. Pockets covering a hole near/over undergarments is not appropriate covering.
- Shorts and skirts must be visible beyond a top/t-shirt.

***In addition to the stated garments above, the administration may deem certain apparel not covered by the above to be inappropriate school attire and therefore, the final decision concerning the appropriateness of clothing will be made by the school administration.**

Consequences:

Students must follow all dress code expectations at all times. The following consequences will occur after each offense:

1st - 4th Offense - Formal Letter; Student changes and returns to class

5th Offense - Formal Letter and 1 Detention

6th Offense and Beyond - Formal Letter; ISS

***If faculty or staff request a student to change clothes due to Dress Code policy and the student does not comply, the student will report to In-School Suspension for the remainder of that school day for insubordination. The student's parent/guardian will be notified by office staff.**

Face Coverings

Students and staff may be required to wear certain Personal Protection Equipment (PPE) on district grounds, school sponsored events, and when being transported by school authorized vehicles if mandated by the Center of Disease Control (CDC) and the Pennsylvania Department of Health. Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness. Face masks will be required to be worn as a form of PPE during classroom changes in the hallway, while being transported by bus, or while in close proximity to other students and teachers. Students may be asked to wear masks as conditions dictate.

Face masks should be made of cloth or other approved materials from the CDC. When worn, they should completely cover the mouth and nose of individuals. **Students and staff with underlying medical conditions that may prevent them from wearing face masks will be given appropriate accommodations when provided with a written doctor's excuse.**

Face masks should not include wording of any kind, inappropriate suggestive phrases/visuals that refer to drugs, alcohol, or tobacco, and anything that could be deemed disruptive to the learning environment.

STUDENT ORGANIZATIONS AND ACTIVITIES

Participation in co-curricular and extra-curricular activities is a student privilege resulting from certain general academic conditions being met. They have been provided to extend and enhance the learning and the education process for students. Students are reminded of their primary responsibility toward maintaining acceptable grades in the academic subjects in order to participate.

Any student may be excluded from participation because of misconduct or recurring failure to abide by school rules. To participate in any co-curricular or extra-curricular event, a student must be present in school for a full session **(report to school before 11:00 AM)** on the day of the event. Any exclusion to this rule must have approval from building administration.

School-sponsored events that will be charging admission must be cleared through administration.

FIELD TRIPS

As part of the educational program, children may be taken on field trips supervised by classroom teachers. The merit of field trips involving teachers and students shall be decided upon by the principal and will be considered only if they provide equal opportunity for all pupils, are of educational value, and are relevant to a course of study. Students will be permitted to participate in field trips only with the written permission of their parents. Students participating in field trips must have an Insurance Waiver Form on file with the school nurse. Students that do not have a form on file will be denied participation.

Administration has the right to withhold students from any field trip based on review of attendance, grades, and behavior.

THE STUDENT COUNCIL

The purpose of the Student Council is to promote harmonious relations between students, teachers, administrators, and among students themselves. The Student Council shall consist of a representative from each homeroom of grades 6, 7 & 8, a Faculty Advisor, and the Principal. Officers for Student Council will be elected from this group.

A student seeking membership in the Council must have a "C" average or better in all subjects and follow all regulations set up in the Student Council by-laws. Every Council member shall have poise, dignity and self-control fitted to the conduct of his/her elected office, and should stand for what he/she knows to be right.

DANCES

The sponsor of the authorized organization must secure permission to use the facilities. Advertising may not take place until approval has been received. Funds must be made available to pay for security and custodial services.

Additional rules:

- Students may enter the building only after the chaperone arrives.
- The area must be thoroughly cleaned and borrowed materials returned promptly.
- Only students in grades 6, 7 and 8 of our Middle School are permitted to attend dances.
- Faculty chaperones may require that a student or guest leave the function due to unsatisfactory conduct.
- Students will be confined to the designated area for the evening.
- Students are to plan to remain for the entire dance. Those who leave the dance early will not be re-admitted.
- Students may not stand at the door and talk to friends outside or open doors to permit others to enter the building.
- Students will not be permitted to loiter on school property during dances.
- Any student removed from a dance, due to misconduct, will not be able to attend any future dances for the remainder of the year.
- Students attending dances are under the jurisdiction of all normal school day regulations unless told otherwise.
- Any student dancing in a manner that could be considered inappropriate or lewd will not be tolerated.
- Chaperones and staff will address and correct such conduct as needed. Repeat offenders will be removed from the dance and face possible disciplinary actions.

AUDITORIUM AND ASSEMBLIES

On occasion students will report to the auditorium for the purposes of assemblies. Students are expected to be on their best behavior in the presence of outsiders and also in the presence of our faculty, administrators, and fellow students. Students who display improper conduct will be denied the privilege of attending assemblies and/or more severe punishment such as detention or suspension. When students accumulate excessive disciplinary infractions, their assembly and field trip privileges will be withdrawn.

MIDDLE SCHOOL AWARDS

The following departments honor an outstanding eighth grader whom they feel has contributed the most in that particular field during their middle school years.

English	Attendance**	Leadership
Music (Instrumental/Vocal)	Art	Science
Mathematics	Computer	Academic Excellence
Physical Education	Social Studies	Others (as requested)

****For awards purposes: An absence of any kind except for school related field trips will cause a student to not receive perfect attendance; this includes unexcused tardies.**

ATHLETICS

Athletics and related opportunities to engage in competitive activities provide maturing and growth experiences which also complement the learning process. The Middle School offers the following for voluntary participation:

Football 7 & 8

Boys Basketball 7 & 8

Hockey 6, 7, & 8

Intramurals 6, 7 & 8

Girls Basketball 7 & 8

Co-Ed Track and Field 7 & 8

Girls Volleyball 7 & 8

Co-Ed Cross Country 7 & 8

The Middle School will use the following standards to determine eligibility for athletics: A student must be passing 5 core classes (60% or above) in order to be eligible for athletics.

PHYSICAL EDUCATION

A different change of clothes are required for physical education classes. Students should inquire of the Physical Education teacher as to the type of clothing needed before making a purchase. Clothing must be school appropriate. All jewelry must be removed before participation in Physical Education class because of safety precautions for yourself and others. Valuables should be given to the teacher or locked up for safe keeping. The district is not responsible for theft or loss of personal items.

SPORTSMANSHIP

The Freeport Area School District values the notion that every participant, worker, and spectator should enjoy sports in an honorable atmosphere free from any form of hate or discrimination. We ask that everyone respects those participating, working and watching and refrain from any inappropriate behavior. Any person found to be in violation of this expectation will be subject to disciplinary action which may include removal from teams and/or being prohibited from attending future events. Sporting events should be free from any form of harassment, hate, or demeaning comments, especially from adults to officials and/or adults to student-athletes.

Students should support their team with enthusiasm at all times. Derogatory comments, signs, gestures or booing are not appropriate behavior at any athletic contest. Students must be aware that they are under the jurisdiction of all school regulations at athletic events, regardless of whether the event is home or away.

STUDENT ORGANIZATIONS AND ACTIVITIES

Students participating in extracurricular activities on school grounds must be supervised by a teacher, sponsor, or coach at all times. Students may not loiter in the building or on school grounds after school hours without direct adult supervision.

STUDENT EXPRESSION

Purpose

The Board respects the right of students and employees to express themselves in word or symbol and to distribute materials as part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

Authority

The Board reserves the right to designate and prohibit the kinds of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

- Libel or harass any specific person or persons.
- Advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students.
- Are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them.
- Incite violence, advocate the use of force or urge the violation of law or school regulations.
- Advertise goods or services for the benefit of profit making organizations.
- Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Superintendent or his designee.

The Board shall require that students who wish to distribute materials submit them for prior review to the building principal.

SCHOOL COUNSELOR PROGRAM

A full time school counselor is available to assist students in scheduling courses, testing, career planning, academic counseling, study skills, conflict resolution and crisis management. The middle school age and experience is very important in the development of the TOTAL child, including academic, emotional and social growth. The Middle School Counselor hopes to assist in making the student's time in middle school both successful AND positive.

Located in the Guidance Office is an information center available to both students and parents. Books, pamphlets, and videos are available to help students with study skills, peer pressure, self-esteem, and goal setting. Career and education planning information is also available. This program is explained to all sixth grade students during their individual or group meeting with the counselor once school begins.

FREEPORT AREA CARE TEAM (FACT)

Freeport Area Care Team (FACT) is a group of concerned Middle School and Senior High School staff members who have been trained to provide the support and the assistance that many teens need. FACT deals with drugs, alcohol, mental health, and other personal problems that students may encounter. Students in need of assistance may refer themselves to any member of FACT. Referrals are confidential and can also be made by FACT members, faculty members, students and parents.

FACT may form student groups to discuss coping skills, social skills, and life skills. If you need more information on these groups, please contact the guidance department. If you do not want your child to participate in these groups, please inform the building principal by letter.

THREAT ASSESSMENT

Each school district across the Commonwealth of Pennsylvania are mandated to have threat assessment teams when a student threat occurs. Threat assessment teams can include school administration, school counselors, teachers, and school police officers. Students and staff will be trained annually in regards to the process of the threat assessment teams. Please reference the attached link to access resources in regards to threat assessment: <https://www.freeport.k12.pa.us/content/892> .

HEALTH PROGRAM

Routine Services

Freeport Area School District and the Pennsylvania Department of Health require medical examinations of all school children on original entry to school and in grades 6 and 11. Dental examinations are required on original entry and in grades 3 and 7. Scoliosis screening is required in grades 6, 7 and 9. These grades are selected because they represent critical periods of growth and development in a child's life. New students in other grades who do not have an adequate dental or physical exam on record are also required to have these exams.

The Pennsylvania Department of health recommends these examinations be done by your family physician and dentist since they can best evaluate your child's health status. This knowledge enables the school staff to help children achieve maximum benefits of their educational opportunities. You will be informed of the procedure to follow in advance of the time these examinations are due.

Every child in grades K through 12 will have height, weight and vision screening done annually. State law requires the school to report your child's Body Mass Index (BMI). A written report will be sent home each year. Hearing screenings will be given to students in grade K through 3, 7 and 11. Those with a history of hearing difficulty will have an annual hearing screening. Tuberculin testing is done in grades K and 9 if necessary. Whenever results are abnormal, parents will be notified.

Immunization

A student who has not been immunized in accordance with State regulations shall not be admitted to or permitted to attend District schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple-dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth (5th) school day of attendance. For general information about the Immunization

Policy, please refer to the District webpage and Policy # 203. For specific information concerning current required immunizations, please refer to the District website.

Use of the Health Suite

Parents and students are reminded that the use of the Health Suite is for school related illnesses and injuries only. Illnesses and injuries occurring outside of school are the parent's responsibility.

Students who become ill at school are to notify their teacher and the teacher will write a permit to see the school nurse. The student must then report directly to the Health Suite. The school nurse will provide a place for the student to lie down or if the student is very ill, the school nurse will make arrangements for a parent or guardian to come to the school to take the student home. Students are not permitted to make their own arrangements for early dismissal. This must be done by the school nurse.

If a student becomes ill when the nurse is not in the building, the student is to report to the office and a secretary or the Principal will handle the arrangements. *A student is not permitted, under any circumstances, to make their own arrangements for early dismissal. All calls home and arrangements must be made by a school official.*

If a student becomes ill and wishes to remain in school, he/she will be permitted to remain in the health suite for one class period only, and only if the school nurse is present to provide supervision. If they are still ill after that time it will be necessary to call a parent or guardian to come to the school and take the student home or to a doctor.

It is very important that every student submit the Emergency Information in InfoSnap at the beginning of the school year with additional authorized people listed in case it is impossible to reach a parent or guardian.

If a student begins to exhibit signs or symptoms of Covid-19, students will be quarantined in a room separate from the nurse's suite to ensure students and staff are not exposed to the virus.

If a student has already been absent for ten (10) days, and they leave early even from the nurse's office, a doctor's excuse will be required for this absence.

Procedures for Administration of Medication

Public schools have been organized for the expressed purpose of educating children and not to diagnose, prescribe or administer medications or health care of any kind beyond that required in the school code. In an effort to fulfill this role, attention will be given to the safety and welfare of children placed in the care of Freeport Area School District for the period of time designated for their education. Parents of children who require continual medication or medical care should be advised that our schools are not staffed or equipped to handle any situation beyond the routine type provided by an average family. The only exception would apply to emergency care, which is designed to be temporary until transportation can be made to a hospital or other appropriate medical facility where proper medical attention can be received.

When distributing medication is necessary, the following guidelines will be followed:

1. All medication required by a student during school hours must be registered in the nurse's office or school office immediately upon arrival at school by the student or the student's parent/legal guardian. The medication must be in a labeled container. Exceptions to this procedure must have prior approval by the school nurse.
2. A written order by the prescribing physician will accompany a medication form (available through the nurse's office) signed by the parent. Parents are responsible for informing the school of any changes in their child's medication, health or level of activity.
3. Our district physicians have provided an order for Tylenol or Ibuprofen (Advil, Motrin), to be administered by the school nurse as needed to students in grades 6-12. Written parent/guardian permission is required and may be completed as part of the InfoSnap online enrollment process.
4. The school nurse is the authorized person who may administer medication.
5. A student may be eligible to self-administer in exceptional circumstances, after evaluation by the school nurse.

6. The principal will designate in writing those persons authorized to administer medication in the absence of the nurse.
 - a. Parental permission must be given for a school employee to administer medication to a student and must be signed by the parent.
 - b. The principal or his/her designee may assist the student in the self-administration of medication by performing the following tasks:
 - i. Reminding the student when to take the medication; procuring water for taking oral medications; opening the container/bottle if necessary; and placing the container(s) of medication in close proximity to the student so that it may be reached.
7. The amount of medication stored by the school will be based on the length of time the medication is to be administered and other individual factors when feasible. Medications will be kept locked in the nurse's office.
8. A medication log will be kept for each student receiving medication in the nurse's office.
9. The procedure for the administration of medication for students participating in school-related activities occurring off campus or after school hours will be determined on an individual basis as the situation warrants.
10. Unused medication not claimed by the student, parent or guardian at the close of the school year may be destroyed by the school nurse. When returned or destroyed, the nurse will record the medication, date and amount.
11. Medications that do not comply with the above guidelines and procedures will not be given by school personnel and will be returned to the parent or guardian.

EMERGENCY HEALTH INFORMATION

At the beginning of each school year, parents will be asked to fill out information on the InfoSnap site with telephone numbers for us to call in the event your child becomes sick or injured while he is in school. We also will need to know what specific health problems your child has. Please include as much detail as possible on the site. If your child wears glasses or contacts, include that too. ***If there are changes in the information during the course of the school year, please contact us.***

We will make every possible attempt to follow your instructions on the emergency form in order to get your child necessary care as quickly as possible. We welcome communication from you regarding your child's particular health needs. This is an important matter as an aid for instructional purposes. Please feel free to contact the school nurse whenever necessary.

If a child becomes ill or is injured to the extent that it is necessary to call an ambulance, the closest available ambulance service will be called.

STUDENT ACCIDENT INSURANCE

The School Board permits a Student Accident Insurance Program to be purchased within the school district. The accident insurance shall be open to all students and staff members within the school district.

During the past several years the student accident programs have offered two choices.

- A school time accident protection plan while attending school, on the way to or from school and while school is in session.
- An "around the clock" plan giving complete accident protection 24 hours a day -- at home, at school, at play, on weekends, during vacations, in camp.

CAFETERIA

All students must report to the cafeteria even if they do not plan to eat lunch, and remain there until the end of the period. No student will be permitted to leave the building during the lunch period. It is not permissible to have "order out" food delivered to the school/cafeteria. There will be two lunch groups.

Menus are available online on the District webpage. A free or reduced price lunch program has been established in our cafeteria system. Application blanks and qualification forms are sent home with each child at the beginning of September and can also be obtained from the District website.

Be careful of your manners in the cafeteria. All students should place their waste paper in the proper receptacles. All food is to be eaten in the cafeteria. Students should stop at the restroom to wash their hands or use hand sanitizer before going to lunch.

Students are served through our cafeteria lines using a “point of service” computer system. Each student will have a confidential account which may be accessed by using their student ID. Each transaction is recorded and either credited or debited to their account. Parents may check their child’s account balance and make payments towards that account anytime online. Any questions concerning this system or your child’s account should be directed to the food service director of Nutrition, Inc. at 724-295-5143, ext. 1252.

If an account is in the negative, there will be no cash sales or charging of a la carte items. This will be set as a system wide default in the point of sale system. Every student must and will continue to be allowed to take a “reimbursable” meal regardless of available funds. Inactive negative accounts will be actively pursued.

Collection of Unpaid Cafeteria Balances

Any unpaid cafeteria balance of \$25 or greater will be placed with a collection agency.

Parents/guardians with unpaid cafeteria balances have until August 15, 2018, to make full payment of any unpaid balance to avoid incurring additional fees or credit reporting.

Payments can be made online at www.schoolcafe.com by credit card (5% fee applies) or by sending a check made out to “Freeport Area Food Service Fund” to the following address:

Freeport Area School District
Attn: Food Service Payment
PO Box C
Freeport, PA 16229

Please include your child's full name and (if known) Student ID in the memo portion of your check.

If you have any questions regarding your food service account, or would like to set up a payment plan to avoid the collection process, please contact Cassandra Mielke, Food Service Director, at 724-295-5143, ext 1252 or email mielke@freeport.k12.pa.us.

In the event an unpaid balance is placed with a third party collector, all collection fees or costs incurred will be added to the total amount due and will be the responsibility of the parent/guardian. Such costs/fees include but are not limited to collection fees or commissions, attorney fees, court costs and accrued interest.

Inactive positive accounts will be donated to the food service fund on October 1 of each year if a refund request hasn't been made. Refunds will not be made after this time.

Students with food allergies should contact the food service director to set up a course of action. The food service director can be contacted at 724-295-1541, ext. 1252.

The cafeteria is operated for your convenience. You may take advantage of its benefits so long as you comply with the following procedures.

- Take your turn in line.
- Conduct yourself in an orderly fashion.
- No food or drink is to be removed from the cafeteria except water bottles per the drink container guidelines*.
- Return trays and all eating utensils to the proper places.
- Dispose of refuse by placing it in container provided for that purpose.
- Follow other rules put in place by the cafeteria monitors.

*There are to be no open containers or hand-held beverages. Only water can be contained in the bottle. For safety reasons, bottles must be clear and plastic. Teachers have the right to check your water bottle. No misuse of water bottles: no flipping, popping the cap, etc.

If you do not follow any of these rules, there will be a strike system:

1st Offense – Verbal Warning and Discipline Referral

2nd Offense – Discipline Referral and Lunch Detention

3rd and Subsequent Offenses – (a serious infraction: something besides water in the bottle or spraying someone with it, etc.) will be deemed as Insubordination

TRANSPORTATION

Notification of Video and Audio Monitors

Each school bus will be equipped with a housing device capable of holding and utilizing a video and audio monitor for student rider surveillance. All buses will contain a camera capable of recording video and audio. Bus drivers and student riders will not be provided with any knowledge of the presence or absence of the cameras. It shall appear as though a camera is present on board and taping at all times and on all days.

STUDENT RULES OF CONDUCT PERTAIN TO EVERYONE RIDING A SCHOOL BUS

1. All seats will be assigned by the driver.
2. Parents will be responsible for any damage to school buses by students.
3. No eating, drinking, or smoking will be permitted on buses.
4. Littering or throwing objects of any kind either inside or from buses will not be tolerated.
5. Sticking heads, arms or objects out the windows will not be tolerated.
6. Radios of any type are prohibited on buses, State Law.
7. Musical instruments shall not be played on buses.
8. Obscene gestures or profane/foul language will not be tolerated inside the bus or directed toward people outside.
9. Any noisy, rowdy, or inappropriate behavior which tends to distract the attention of the driver or in any way interferes with the safety of any or all passengers on the bus will not be tolerated. Harassing other students or the driver will be grounds for referral for disciplinary action by the appropriate Building Principal.
10. Arguing, threatening, pushing/shoving, or fighting by students will not be tolerated within the bus or at bus stops.
11. Skateboards, bicycles and scooters are not to be transported on the school bus without special permission from the Bus Company and school.
12. If it is necessary for the principal to refuse transportation to students because of violation of any of the above rules, or other misconduct, it shall be necessary for the parents to meet with the Principal before the pupil is permitted to ride the bus. No student shall be put off en route. The student is to be delivered to his destination and the matter put in the hand of school authorities.
13. No student is permitted to leave the bus while en route to or from school or at a stop other than his own. The only exception to this regulation would be with an approved request from parents to school officials indicating that they desire the student to leave the bus at a different point or if the student is involved in a school sanctioned event.
14. Students must ride assigned buses and board buses at assigned stops. Violations are to be reported by the drivers to the proper school authorities for taking the steps necessary to alleviate the problem.

Bus Discipline Policy

STEP 1: All bus drivers will be provided with a set of Bus Disciplinary Referral forms by the building principals.

STEP 2: When an infraction warranting disciplinary action occurs, the bus driver will complete and submit one of these forms to the Building Principal. The name of the student(s), date, and infraction will be recorded on the report form.

STEP 3: FIRST OFFENSE - The Principal will meet with the student(s) as reported upon completion of the report form filed in the Principal's office. Parental contact will be left to the discretion of the Principal. A copy of the action taken will be sent to the appropriate Bus Contractor for sharing with the Driver.

STEP 4: SECOND OFFENSE - Steps 2 and 3 will be repeated. In addition, the Principal will forward a letter to the parents or guardian of the student(s) stating that their son or daughter has been reported for misconduct on the bus on two separate occasions and the next infraction will involve a three-day exclusion from the bus.

STEP 5: THIRD OFFENSE - Steps 2 and 3 will be repeated. In addition, a conference involving the Principal, parents or guardian, student(s), and bus driver will be held. At this conference, the parents or guardian will be informed that the child will be excluded from the bus for a period of three (3) school days.

STEP 6: FOURTH OFFENSE - Steps 2, 3 and 5 will be repeated. At this conference, the parent or guardian will be informed that their child will be excluded from the bus for the remainder of the school term.

Any of the above steps may be eliminated in the event that a serious discipline situation should arise. It will be the parent's responsibility to provide transportation during the period of suspension from the bus. The Board of Directors supports all bus personnel, administration and faculty in the enforcement of the bus discipline policy. It should be noted that the right to by-pass steps due to circumstances has been reserved for the Administration.

Bus Evacuation Drill

The purpose of school bus evacuation drills is to have the bus driver and each pupil that is riding in the school bus know exactly what to do in case of an emergency. Emergencies may occur because of fires or accidents, and in every instance the school bus driver shall give the evacuation instructions. If the bus driver is unable to carry out his duties, assigned pupils should assume the leadership to do so. Two evacuation drills are scheduled by the school superintendent. These drills are at the beginning of the school term and in the spring of the year. It is for the child's safety and welfare that these drills are held.

COMPLAINTS

Complaints regarding any type of situation involving a child, his teacher, his subject, his grades, etc. should be directed to the teacher, preferably in person in a conference with the teacher. If the parties involved are not satisfied through such action, the matter may be directed to the Principal. Questions and misunderstandings are frequently satisfactorily handled in these manners. If a solution is not available at the local building level, then the complainant has the recourse of contacting the Superintendent of Schools. Written complaints of such magnitude that are not satisfied in communication with the Superintendent can be referred to the School Board for discussion and/or formal hearing.

COMPLAINT AND GRIEVANCE PROCEDURE **TITLE IX SECTION 504**

A Freeport Area School District student or employee wishing to lodge a complaint with the Compliance Officer will use the following steps.

1. The complainant must file (by using FASD-5) a written statement of grievance within ten (10) working days of its occurrence. This form shall be filed with either Title IX compliance Offices, or the
Program Director (724-295-5141)
Freeport Area School District
P.O. Box C
Freeport, PA 16229
2. The Compliance Officer (by using FASD-5) shall respond to the grievance within ten (10) working days after its receipt from the complainant.
3. Thereafter, the complainant may appeal to the Superintendent of Schools within ten (10) working days of the receipt of the compliance officer's report (by using FASD-6).
4. The Superintendent of Schools shall respond to the complainant's appeal within ten (10) working days of receipt of the appeal (by using FASD-6).

If the complainant is not satisfied at Step 4, an appeal may be made within five (5) working days to the Freeport Area Board of Directors which will give a decision either affirming the Superintendent's decision or schedule a hearing before the board within thirty (30) calendar days (by using FASD-7). Board hearing shall be conducted so as to accord to all parties involved in the complaint.