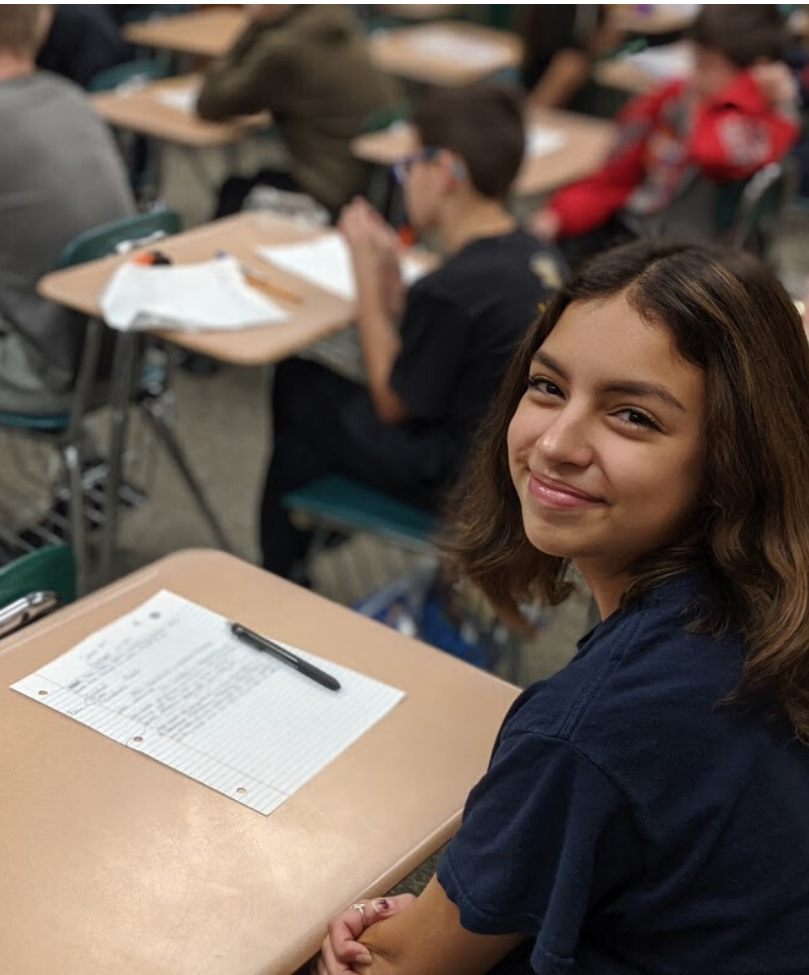




# 2020-2021 | 7-8 HANDBOOK



## PINE-RICHLAND MIDDLE SCHOOL

FOCUSED ON LEARNING FOR  
**EVERY** STUDENT **EVERY** DAY

# 2020-21 STUDENT HANDBOOK PINE-RICHLAND MIDDLE SCHOOL

100 Logan Road  
Gibsonia, PA 15044  
724-625-3111  
www.pinerichland.org

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Dr. David Kristofic, Principal  
Mr. Jacob Minsinger, Assistant Principal  
Mrs. Jennifer Mullaugh, Guidance Counselor (Students A-K)  
Olivia Mastrangelo, Guidance Counselor (Students L-Z)

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## **RESPONSIBLE REPORTING**

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a Trusted Adult, One at Home and One at School. Below are resources for reporting and resources for yourself.

### **reSolve Crisis Services**

1-888-796-8226

### **Pine-Richland TIPS Line**

724-449-TIPS

(Your message is recorded and immediately reviewed and delivered to NRPD.  
Calls can be made anonymously.)

### **National Suicide Prevention Lifeline**

1-800-273-8255

(Calls are answered by a mental health counselor 24/7.)

### **Crisis Text Line**

Text START to 741-741 to text with a crisis counselor.

### **Safe 2 Say Something Mobile App**

1-844-SAF-2SAY

1-844-723-2729

## 2020-21 CALENDAR

### **AUGUST**

26 - Wednesday

First Day of School for Students

### **SEPTEMBER**

7 - Monday

No School – Labor Day

### **OCTOBER**

30 - Friday

No School for Students (Staff In-Service/Clerical Day)

### **NOVEMBER**

2-3 – Monday and Tuesday

No School for Students (Parent-Teacher Conferences)

26-30 – Thursday through Monday

No School – Thanksgiving Break

### **DECEMBER**

24-31 – Thursday through Thursday

No School – Winter Break

### **JANUARY**

1 – Friday

No School – Winter Break

4 – Monday

Classes Resume

18 – Monday

No School for Students – Martin Luther King Day  
(Staff In-Service Day)

### **FEBRUARY**

15 – Monday\*

No School – President’s Day

16 – Tuesday\*

No School for Students – Staff In-Service Day

### **MARCH**

29-31 – Monday through Wednesday

No School – Spring Break

### **APRIL**

1-2 – Thursday and Friday

No School – Spring Break

5 – Monday\*

No School for Students (Staff In-Service/Clerical Day)

### **MAY**

31 – Monday

No School – Memorial Day

### **JUNE**

9 – Wednesday

Last Day for Students (Half Day)

10 – Thursday\*

Staff In-Service Day

11 – Friday\*

HS Graduation and Teacher/Clerical Flex Day

\*Emergency Make-up Days – February 15, February 16, April 5, June 10, June 11

**ACADEMIC PROGRAM**

A day at the middle school consists of eight class periods, each approximately 40 minutes in length, and a 30-minute lunch. These eight periods include five academic classes, two Unified Arts classes, and Academic Support/Performing Arts. Courses taught at each grade level are as follows. A more detailed description can be found in the [Pine-Richland Middle School Program of Studies](#).

<b>Grade 7</b>	<b>Grade 8</b>
English	English Current
Reading	English C/E
World Cultures	Reading
Life Science	American History Current
Fundamentals of	American History C/E
Pre-Algebra	Physical Science Current
Pre-Algebra Current	Physical Science C/E
Pre-Algebra C/E	Fundamentals of
Honors Algebra I	Algebra
	Algebra I Current
	Algebra I C/E
	Honors Geometry
	French I
	Spanish I
	German I

Eighth grade Unified Arts classes will consist of 9 weeks each in Art, Automation and Robotics, Intro to Business, and Family and Consumer Science. In addition, they will alternate between Physical Education and Health every other day throughout the year.

7<sup>th</sup> grade unified Arts classes also consist of 9 weeks each in Art, Design and Modeling, Family and Consumer Science, and Computer Applications, and will alternate between Physical Education and 9 weeks in each World Language course (Spanish, French, German and Cultural Fusion) every other day throughout the year.

Academic support period is a structured time for students to see their teachers for extra help with academics. It is also time when interventions and enrichment opportunities will be offered. Some students choose to participate in a Performing Arts class such as band, chorus or orchestra during the academic support period.

**ACCESS TO THE BUILDING**

Regular school hours are from 7:45 a.m. until 2:36 p.m. While students should not arrive at school prior to 7:30 a.m., students arriving earlier should report directly to the main gym until the homeroom bell at 7:30. Between 7:30 and 7:45 a.m., students should report directly to their homerooms.

**After School Hours**

Students are only permitted to stay after school if:

1. They are staying with a teacher for extra help. Students would then report to that teacher after school and stay with him or her until picked up.
2. They are participating in a scheduled activity such as a club or sport. Students would then report to their club sponsors or coaches after school and stay with them until they are picked up.

Students may not roam the school or campus unsupervised after dismissal.

**ATHLETICS**

**Interscholastic and Club Athletics**

Throughout the year, announcements will be made to the student body concerning tryouts/signups for various interscholastic and club team sports. All middle school students are invited to sign up for these sports. Students will pay an annual fee for participation in school sports.

The PIAA mandates that students receive a new physical for each school year if participating in a school sport. Students are only required to have one physical per year. This physical should be done by the student’s private physician and the [required school paperwork](#) completed and returned to the Athletic Office prior to the first competitive season in which they participate. These physicals must be done after June 1<sup>st</sup> for the upcoming school year. The following interscholastic and club team sports may be available and may include a fee for participation:

<b>Girls</b>	<b>Boys</b>
<b>Fall</b>	<b>Fall</b>
Cross Country	Cross Country
Field Hockey	Football
Soccer	Ice Hockey*
Volleyball	In-Line Hockey*
	Soccer
<b>Winter</b>	<b>Winter</b>
Basketball	Basketball
	Wrestling
<b>Spring</b>	<b>Spring</b>
Lacrosse	Baseball
Softball	Lacrosse*
Track and Field	Track and Field
	Volleyball*
<b>Multiple Seasons</b>	<b>Multiple Seasons</b>
Cheerleading	Crew*
Crew*	

**\*Indicates a club sport**

**Academic Eligibility for Athletics and Extra-Curricular Activities**

Students participating in athletics and activities are expected to maintain passing grades in all of their subjects as reported weekly in grades measured from the beginning of the grading period. Eligibility is determined by the three cases that are described below.

1. Passing less than four full-credit subjects in any given week. Result: Ineligible.
2. Failing two or more subjects in any given week. (First-week grade issued in any grading period will not affect student eligibility.) Result: Ineligible.



3. Failing just one course in a given week. Result: May participate, but the student is warned.

**Procedures** – Under the direction of the athletic director, students who participate in extra-curricular and athletic activities will have their cumulative nine weeks grades reviewed at the end of each week. Students who fall under case 1 and 2 listed above shall be ineligible from participation in extra-curricular and athletic activities for a one-week period of time as measured from the next Sunday through Sunday following the report of eligibility. These students and their parents and coaches/sponsors will be informed of their status in a timely manner. Students who receive failing grades will be encouraged to participate in some form of academic coaching.

## ATTENDANCE

### **Absence From and Tardiness to School**

Students are expected to be present and punctual for all classes throughout the year. When sickness or obligation to family necessitates an absence from or tardy to school, the following steps should be followed:

1. A parent or guardian should call the school office **by 7:30 AM** to report the absence by calling 724-625-3111 (dial 2#).
2. In an effort for all school districts across the state of Pennsylvania to follow similar attendance procedures, any student who misses more than 50% of a school day will be considered absent for the day. Parents will continue to see the time their student signed in or out of school in the Sapphire Community Portal (replacing Home Access Center). However, if the student did not complete at least 50% of the school day, then the attendance code will be absent.
3. When a student returns to school following a period of absence or enters school tardy, a written excuse signed by a parent or guardian that includes the student's name, days of absence or tardy, and the reason for the absence or tardy must be presented to the school office. The written excuse must be turned in within three days of returning from an absence or tardiness or it will be recorded as unexcused.
4. The student should make immediate plans with teachers to make up all work missed during the absence or tardiness. This is the student's responsibility. Students will be given one day to make up homework/tests for each day of absence. Students should check Blackboard and Google Classroom for homework assignments when absent.
5. After 10 days of unexcused or parent-excused absences, parents will be notified by letter and the school will require the parent to verify any additional absences with a written statement from a physician.

### **Unexcused Absences**

An unexcused absence means either that a written excuse for being absent was not received within three school days, or that the excuse for being absent contained in the written note was not one of the acceptable reasons for being absent from school as defined in the [District Discipline Code](#).

### **Tardiness**

Students who arrive to school after the late bell must report to the office for a tardy slip. Students are reminded that every instance of being tardy must be excused by a written note from a parent. Students who are detained in the office at the change of class or by a teacher should ask for a pass before going to the next class.

### **Unexcused Tardiness**

Unexcused tardiness means either that a written excuse for being tardy was not received within three school days, or that the excuse for being tardy contained in the written note was not one of the acceptable reasons for being tardy to school as defined in the [District Discipline Code](#). "Sleeping in", "missing the bus" and "car problems" are not considered valid reasons for being tardy.

### **Early Dismissal**

Students are encouraged to make doctor and dental appointments during out-of-school hours and on non-school days. If this is not possible, release time from school may be requested. A note from the parents must be presented to the office prior to first period. The student will be given an Early Dismissal pass and will report to the office at the designated time. Parents are to sign out their child at the middle school office. Parents arriving prior to the planned dismissal time will be asked to wait in the office until their child arrives. Please do not ask our office staff to disrupt your child's class earlier than planned. For unplanned early dismissals, please arrange to pick-up your child during a class change and be prepared to show some form of identification (see the [bell schedule](#) on the middle school website).

### **Concussions**

If a student has been diagnosed with a concussion, please use the following procedure to report the concussion:

1. Report the absence(s) as soon as possible to the attendance secretary.
2. Notify the student's assigned Guidance Counselor.
3. Provide a copy of an Academic Accommodations sheet from his/her doctor which will be distributed to the student's teachers.
4. The Guidance Counselor will communicate with the parents and teachers to create a support plan for the student.

### **Educational Trip Requests**

We encourage parents to plan family educational trips during regularly scheduled school vacations in order to ensure the continuity of education for each student. If this is not possible, please use the procedures outlined in the [Pine-Richland District Discipline Code](#).

1. Obtain a [Request for Special Absence](#) form from the front office or middle school website. Provide all required information on the form and submit it to the front office for the principal's approval and signature at least two weeks prior to the trip.
2. Once approved, the form will be given to the student to obtain signatures and assignments from his/her teachers. The student will then return the

completed form to the principal to be filed in the attendance office.

- 3. If plans must be made with less than two week’s notice, we cannot guarantee that the student will have sufficient time to gather signatures/assignments from teachers.

Families should understand that it is the student’s responsibility to make up work missed because of a family trip.

**BACKPACKS**

For safety reasons and because they are large and heavy, students are not permitted to wear/carry backpacks/bags during the school day. Backpacks/ bags should be placed in student lockers upon arriving at school and removed when leaving the building at the end of the school day.

**BUSES**

**Bus Passes**

If a student is going home with another student after school and must ride a different bus, the student must bring a note from a parent allowing him/her to ride that different bus. This note should be submitted to the front office first thing in the morning and a bus pass will be issued, which should be presented to the bus driver prior to boarding. Requests for bus passes will not be accepted over the phone. There may be occasions when requests for bus passes will be denied due to overcrowding.

**Passes to Ride Home**

When a student is picked up by a parent at regular dismissal time, no permission slip is required. However, students need a permission slip from their parents allowing them to ride home with other students’ parents. Students also need a permission slip from their parents allowing them to ride home with older brothers and sisters from the high school.

**CAFETERIA**

Breakfast and lunch are served daily in the cafeteria. Meal service is not offered on school scheduled half days and breakfast is not served on 2-hour delay days. A monthly [printable breakfast and lunch menu](#) can be found on the website.

**Meal Program**

The school cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a selection of healthy items are offered at a reasonable price. Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives.

Free and reduced meals are available to eligible families. Families must re-apply each year for eligibility. For more details and an application, please [click here](#).

**Paying for Cafeteria Purchases**

A computerized debit system is used at all schools and each student will use their 5-digit student ID number at the register. Students must use their own ID number for all purchases. Please contact the Food Service Department if you do not have your student’s ID number.

Parents have three options to pay for lunch:

- **Pay Online:** Pay online at [www.schoolcafe.com](http://www.schoolcafe.com). View your child’s purchase history and make

payments. Payments can be set up automatically or add money as needed. A convenience fee will be charged at the time of payment. Payments will update to your account within 24-48 hours, but as quickly as 30 minutes. You can set up an alert to notify you when your student’s meal account has fallen below the amount you have specified. We recommend you set up the low balance reminder at \$10.00 to provide families with enough time to add additional funds.

- **Pay By Check:** Make checks payable to the Pine-Richland Cafeteria Fund or PRCF and please record your student’s name and student ID number on the check. We recommend you place your check in an envelope with your student’s information. Students can turn in their check at breakfast or lunch to the cashier.
- **Create On-line Account/Pay By Check:** We have many parents/guardians who would like to monitor their student’s meal habits, but continue to send a check in with the student. It is FREE to create an on-line account with [www.schoolcafe.com](http://www.schoolcafe.com), monitor your student’s eating habits and create low balance alerts. The only time you are charged a fee is if you choose to pay on-line. We recommend all families create an account to monitor spending.

In accordance with [PR School Board Policy #808 – Food Services](#), the district has established guidelines for low and/or negative balances.

**Meal Price**

To offer meals with higher quality of food, increased scratch cooking, increased plant-based options, and increased fresh products, a two-tiered price system was approved. This system will allow more flexibility for our meals. The food service menus will continue to offer a variety of lunch options at both prices. You will see two types of meals offered. The first is our DAILY meal, and the second our RAM meal. We will implement signage on menus and in the cafeteria so students will recognize the differences. Parents will also see the DAILY and RAM description listed on our menus, so they will know how much each meal will cost. Our RAM meal will focus on increased scratch cooking, plant-based and fresh products.

<b>Meal Choice</b>	<b>Paid (Grade 7-12)</b>	<b>Reduced (Grade 7-12)</b>	<b>Free (Grade 7-12)</b>
Breakfast	\$1.25	\$.30	\$0.0
DAILY Meal (Entrée, fruit, vegetable, milk)	\$2.65	\$.40	\$0.0
RAM Meal (Entrée, fruit, vegetable, milk)	\$3.25	\$.40	\$0.0

If the cost of meals is a hardship for your family, an application for free or reduced meals is provided to each family at the beginning of the school year. This form may also be obtained from the district office or online at any time throughout the year. Complete the information and return the application to the school office. You will be notified of the status of the application. Prior to your approval, you will

be responsible for any cafeteria charges incurred. Confidentiality is strictly adhered to and no distinction is made between those students who pay and those who do not.

One breakfast and one lunch meal per day is permitted as free or reduced. Second meals are at the full meal price. Students receiving reduced-meal prices must place money in the meal account.

### **Cafeteria Rules**

Students violating cafeteria rules and regulations may be denied cafeteria privileges by being suspended from the cafeteria. Students would then bring a packed lunch or purchase a bag lunch from the cafeteria and eat in the Time Out Room.

1. All students occupying a table are responsible for the cleanliness of the table and the area surrounding the table. This is a group responsibility and anyone sitting at the table shares that responsibility.
2. When students have finished eating, they should take their trays to the disposal area.
3. After passing through the disposal area, students return to their tables to await dismissal.
4. Cafeteria monitors dismiss students by table. **Students are not permitted to take open food or drink containers from the cafeteria.**
5. Students are not permitted to leave the cafeteria during lunch for any reason without the permission of a cafeteria monitor.
6. In an effort to provide students with a safe and pleasant lunch experience, it is necessary that there be courteous and appropriate behavior. Students who fail to behave appropriately in the cafeteria risk losing cafeteria privileges and can face further disciplinary consequences.

### **CAREER READINESS**

At PRMS, we recognize that part of the middle school experience is about giving students the opportunity to explore possible career paths. Middle school is an exciting time where kids have the chance to think about the endless possibilities that their life can hold. As a part of that experience, your child will take a career cluster survey that will show them suggested career options based on their interests. Students will complete Naviance Surveys to start exploring Career Opportunities based on interests, personality traits, and values. They will then explore careers within their identified Career Cluster or Career Key to determine what extracurricular activities and academic courses would help them reach a specific career.

As your child engages with this process, we encourage you to talk with them about your career paths. What were you interested in when you were in middle school? How did you discover your own career path? Having these conversations with your child will reinforce one of our key messages, which is that it's always important to think about your future.

### **CLUBS AND ACTIVITIES**

The basic purposes of our clubs and activities are to provide students with an opportunity to develop positive interests and activities for leisure time, and to serve the school and the

community. Students may pay an annual fee for participation in school clubs/activities.

The following is a list of clubs/activities and their sponsors that occurred last year at the middle school. These clubs/sponsors may change since they are organized in the fall each year based on student interest. Listen to announcements and watch for posters explaining how to join. Club sponsors may be called for answers to questions at 724-625-3111, followed by their voicemail number unless otherwise noted in the following club descriptions. Most clubs and activities meet after school. Students must sign up with the club sponsor/teacher when attending after-school activities and must arrange for their own ride home immediately following the conclusion of their activity. Students must stay with the club sponsor until picked up. Accordingly, out of respect for the club sponsor's time, prompt pick-up at the designated time is a must.

#### **Chamber Singers**

Sponsor: Miss Flora, [hflora@pinerichland.org](mailto:hflora@pinerichland.org) (X2253)

Open to: 7<sup>th</sup> and 8<sup>th</sup>-grade choir members

Meetings: After school Wednesdays in the Choral Room all year (you must arrange for your own ride home).

Purpose: To provide another outlet for talented singers. Because of the smaller number of students involved, it also provides an opportunity for more extensive musicianship than does the chorus.

Activities: Rehearsal and performances

How to join: By audition. See Miss Flora in the Choral Room if you have any questions.

#### **Drama Club**

Sponsor: Angela Gross, [angcgross@gmail.com](mailto:angcgross@gmail.com)

Open to: Grades 7 and 8

Meetings: After school in the auditorium – days to be announced.

Purpose: To allow students the opportunity to be exposed to and nurture their interests and aspirations in acting and stage craft. The outcome of the club's efforts will be a dramatic production.

Activities: Students will be able to participate actively in the various aspects of the production, such as: acting, set building and painting, costumes, makeup, lights, sound, etc.

How to join: Listen for instructions on how to join.

#### **Ecology Club**

Sponsor: Mrs. Mason, [smason@pinerichland.org](mailto:smason@pinerichland.org) (X2305)

Open to: Grades 7 and 8

Meetings: Twice a month after school

Purpose: To provide an opportunity for students to explore many areas of their natural environment. To educate Pine-Richland students about the natural resources and beauty of Western Pennsylvania and the Pine-Richland area. To empower and assist students to make a difference in their community through service projects and environmental education opportunities.

Activities: Going on nature walks, discussing the importance of different types of ecosystems, and exploring the natural areas around the school and in the community. Work on planting and growing flowers and greenery to beautify the school grounds. Sponsorship of school-related recycling efforts aimed to educate fellow students of the importance of recycling.

How to join: Listen to the announcements for information.

#### **First Lego League (Ramblings)**



Sponsor: TBD  
Open to: Grades 7 and 8  
Meetings: Once a week  
Purpose: To teach kids programming and building skills, as well as working with a team while discovering and learning about STEAM. To teach middle school students about the basics of robotics.  
Activities: Participation in an annual challenge and compete in local tournaments.  
How to join: Listen to the announcements about sign-ups in the fall.

#### **Forensics**

Sponsor: Mr. Byko, [jbyko@pinerichland.org](mailto:jbyko@pinerichland.org) (X1810)  
Open to: Grades 7 and 8  
Meetings: Monday through Friday after school in room 106 at the High School.  
Purpose: Forensics is an activity that allows students another outlet for performing talent and public speaking practice.  
Activities: Students may practice speech pieces in preparation for forensics tournaments. Students may choose from Humorous Interpretation, Dramatic Interpretation, Duo Interpretation, Prose, Poetry, Debate, and others.  
How to join: See Mr. Byko for more information. Meetings will begin at the start of the school year.

#### **Intramurals**

Sponsor: Mr. Frank, [jfrank@pinerichland.org](mailto:jfrank@pinerichland.org) (X2302)  
Open to: Grades 7 and 8  
Meetings: After school when announced.  
Purpose: To have fun!  
Activities: Dodgeball, floor hockey, handball, soccer and other fun activities.  
How to join: Listen to school announcements advising when these activities will be offered or see Mr. Frank in room 302 for more information.

#### **Jazz Band**

Sponsor: Mr. Stillwagon, [jstillwagon@pinerichland.org](mailto:jstillwagon@pinerichland.org) (X2232)  
Open to: Any 7<sup>th</sup> and 8<sup>th</sup>-grade band students playing standard jazz ensemble instruments.  
Meetings: After school Mondays in the Band Room (you must arrange for your own ride home).  
Purpose: Learn and perform jazz arrangements of popular songs.  
Activities: Practice jazz arrangements and perform periodically at concerts.  
How to join: By audition with Mr. Stillwagon. See Mr. Stillwagon in the Band Room if you have any questions.

#### **Leaders' Club**

Sponsor: Mrs. Moore, [amoore@pinerichland.org](mailto:amoore@pinerichland.org) (X2209)  
Open to: Grades 7 and 8  
Meetings: As needed throughout the entire year.  
Purpose: To develop leadership skills by doing volunteer and service-oriented activities directed by Mrs. Moore. To develop self-esteem, confidence, responsibility, empathy, and citizenship by placing others' needs ahead of your own.  
Activities: Various volunteer activities.  
How to join: Informational/organizational meeting is held in September. During the school year, Mrs. Moore will consider student additions (especially as sports seasons change). See the sponsor in room 209 if you have questions.

#### **National Academic League**

Sponsors: Mrs. Harris-Crowe, [aharris-crowe@pinerichland.org](mailto:aharris-crowe@pinerichland.org) (X2304) and Mrs. Mullaugh, [jmullaugh@pinerichland.org](mailto:jmullaugh@pinerichland.org) (X2229)  
Open to: Grades 7 and 8  
Meetings: Practices typically occur during the months of November and December as needed to prepare for competitions.  
Purpose: For academically-focused students to participate in various trivia and academic games, competing against local schools with questions encompassing subjects such as math, science, geography, world history and language arts.  
Activities: Competitions occur weekly during the months of January and February. Students answer questions for various subject areas as well as prepare presentations about current events. Students also have the opportunity to compete at the national level if a championship is won.  
How to join: Listen to the announcements for information about joining NAL each fall.

#### **Newspaper, Pine-Richland Post**

Sponsor: Mr. Prucey, [jprucey@pinerichland.org](mailto:jprucey@pinerichland.org) (X2309)  
Open to: Grades 7 and 8  
Meetings: Held periodically in order to plan for upcoming issues of the newspaper.  
Purpose: To develop skills in written and oral communication, website publishing, and photography. To foster an interest and pride in the middle school community. To learn about the process of creating a newspaper. To have fun and make new friends.  
Activities: Brainstorm story ideas, conduct interviews, take photographs, and write and publish stories.  
How to join: Attend the first meeting, held in September. During the school year, Mr. Prucey will consider student additions (especially as sports seasons change). See Mr. Prucey in room 309 if you have questions.

#### **Odyssey of the Mind**

Sponsor: Mrs. Deal, [kdeal@pinerichland.org](mailto:kdeal@pinerichland.org) (X2237)  
Open to: Grades 7 and 8  
Meetings: Mainly after school and on weekends. Teams of 5-7 students coached by parents. Rehearsals begin by October with regional competition in March.  
Purpose: To provide an opportunity for creative problem-solving and to foster original and divergent thinking.  
Activities: Meetings, performance rehearsals, and competitions.

#### **Student Government**

Sponsors: Mrs. Harris-Crowe, [aharris-crowe@pinerichland.org](mailto:aharris-crowe@pinerichland.org) (X2304), Mrs. Bubb, [jbubb@pinerichland.org](mailto:jbubb@pinerichland.org) (X2308) and Mrs. Kelly, [ckelly@pinerichland.org](mailto:ckelly@pinerichland.org) (X2104)  
Open to: Grades 7 and 8  
Meetings: Committees will meet once a month or as needed throughout the year.  
Purpose: The Student Government is a governing organization in which students take leadership roles in helping to better our middle school. Students lead and sponsor several school-wide activities and events. Students also meet with school administrators monthly in order to discuss changes and improvements needed in the school.  
Activities: Planning and organizing events. Discussing matters of concern. Making posters and completing whatever tasks are needed to successfully carry out each activity.

How to join: The application process is held in September when any student in grade 7 or 8 can apply.

### **TV Club**

Sponsors: Mrs. Murslack, [smurslack@pinerichland.org](mailto:smurslack@pinerichland.org) (X2301)

Open to: Grades 7 and 8

Meetings: The club will meet most mornings to do the morning announcements. We will occasionally meet after school to work on student-created videos.

Purpose: The PRMS TV Club will give the students the opportunity to learn every aspect of TV production, including directing, producing, and anchoring the daily morning announcements. We will also be producing student-made videos that could possibly be entered in the Pine-Richland "Rammys" contest. We will join the high school's PR-TV club to help broadcast the Pine-Richland sporting events and other activities and shows. The students will meet a few times a week before or after school.

Activities: Record morning announcements, learn behind-the-camera jobs (directing, producing, graphics, audio, video), learn anchor positions, produce student-created videos.

How to join: See Mrs. Murslack in room 301 or Mrs. Jones in room 402.

### **Women's Ensemble**

Sponsor: Miss Flora, [hflora@pinerichland.org](mailto:hflora@pinerichland.org) (X2253)

Open to: 7<sup>th</sup> and 8<sup>th</sup>-grade female choir members

Meetings: After school Mondays in the Choral Room all year (you must arrange for your own ride home).

Purpose: To provide another outlet for talented singers. Because of the smaller number of students involved, it also provides an opportunity for more extensive musicianship than does the chorus.

Activities: Rehearsal and performances.

How to join: By audition. See Miss Flora in the Choral Room if you have any questions.

### **Yearbook**

Sponsors: Mrs. Harris-Crowe, [aharris-crowe@pinerichland.org](mailto:aharris-crowe@pinerichland.org) (X2304)

Open to: Grades 7 and 8

Meetings: Are announced weekly and may be combined with other clubs.

Purpose: To foster school pride and interest as we compile the keepsake yearbook.

Activities: Writing copy, photographing events, organizing information and photographs, indexing photographs.

How to join: See Mrs. Harris-Crowe in room 304 or Mrs. Murslack in room 301.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

The middle school has several ways of communicating effectively with parents:

### **Assignment Notebooks**

Each student is provided with an assignment notebook at the beginning of the school year. Students should write their homework assignments and test dates in their assignment notebook daily. Parents should check their child's assignment notebook on a regular basis. Extra assignment note-books are available for purchase in the main office for \$5.

### **Teacher Email/Voicemail**

All teachers have a district email that consists of their first initial and last name @pinerichland.org. Teachers are instructed to check their email on a daily basis. A list of district emails can be found on the district website. This is a very effective way to communicate with teachers. Each teacher also has voicemail. Their voicemail numbers are listed in our middle school directory each year and on the district website. Messages can be left at any time of the day and teachers are instructed to check their voicemail daily.

### **Meet the Teacher Night**

The middle school holds a Meet the Teacher Night in the fall for 7<sup>th</sup> and 8<sup>th</sup> grade parents. Check the district activities calendar for the date.

### **Community Web Portal (CWP)**

The Community Web Portal provides teachers with a portal for timely communication with parents regarding student achievement. Parents can access their child's current information on-line, including grades, attendance, etc. Parents can also access their child's online classroom information by logging into [Blackboard](#) and/or [Google Classroom](#). This information comes straight from the teacher's grade book.

### **Parent Conferences**

Parent/Teacher Conferences are scheduled for the end of the first quarter. However, not all middle school parents are scheduled for a conference at this time. Teachers will directly contact only the parents of students they feel would benefit from a conference. Parents may request a conference anytime during the year as needed by contacting your child's team leader or Guidance Counselor.

### **E-Newsletters**

Electronic announcements are sent to middle school families on a regular basis to communicate important information about upcoming events, deadlines, etc. It is important that parents take the time to read these announcements in order to keep current with everything happening at the middle school. Please keep your email address updated with the front office. If you find you are not receiving notices, please self-register at [www.pinerichland.org/communications](http://www.pinerichland.org/communications).

### **Website**

Daily announcements made to students about after-school activities, club sign-ups, etc. are also posted on the middle school website under "Headlines – Daily Announcements". An up-to-date calendar is also maintained on the website and is updated throughout the day as necessary.

### **DAILY ANNOUNCEMENTS**

Announcements are made to the students at the beginning and end of each day. Students are encouraged to listen carefully to the announcements as this is our primary means of communicating important information to the students. Announcements are posted on the middle school website under [Daily Announcements](#) and are updated daily at approximately 2:00 p.m.

### **DISCIPLINE**

Pine-Richland Middle School follows the [District Discipline Code](#). The examples provided in this Discipline Code are not all-inclusive and should not be interpreted or construed

as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel. Any student found in violation of PR Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.

### **DISCRIMINATION**

The school board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the superintendent, building principal or school psychologist in accordance with PR Board Policy Nos. [103](#) and [103.1](#), which can be found in the [Policy Manual](#), which is linked to the district's [website](#). Applicable guidelines can also be obtained through a request to the superintendent, building principal or school psychologist. Reports of discrimination may also be forwarded to the school district's Section 504 coordinator:

Dr. Maura Paczan  
Lead School Psychologist  
Richland Elementary  
3811 Bakerstown Road  
Gibsonia, PA 15044  
724-443-7230 X6503

### **ELECTRONIC DEVICES**

Students are not permitted to use cell phones or other electronic devices such as smartwatches during regular school hours. If these devices must be brought to school for after-school activities, they must be turned off and kept in the student's locker until after dismissal. If a student is found using one anywhere in the building during regular school hours, the item may be confiscated according to the [PR District Discipline Code](#). These devices are to be turned off and placed in backpacks before exiting the school bus in the morning. When the school day ends, students may use their devices once they get on the bus. Students staying for after-school activities may use them in the building at the discretion of their club sponsor/coach after 2:35 p.m. Students are unable to receive text messages during the school day. Students may use the landline phone in the lobby to call home and parents may contact the front office if a message needs to be relayed to a student. The school is not responsible for lost or damaged cell phones/smartwatches or other electronic devices.

### **EMERGENCY DATA**

At the beginning of each school year, parents are provided with a copy of their child's emergency data and asked to check the accuracy of the data on file for their child in the case of an emergency. We ask that the information be updated yearly on both the front and back of the form and returned to school immediately. Any changes made throughout the year should be communicated to the school office as soon as possible to ensure that emergency contacts are up to date for our students.

### **EMERGENCY DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is first given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions to follow during each drill. Most importantly, once outside, students must stay with their

classroom teachers so that attendance can be taken. Students stay with their teachers until everyone is allowed back into the building. Fire alarms must be obeyed whenever they sound, during school or after school hours. Additional safety drills are held throughout the year for severe weather, lockdown and reverse evacuation.

### **EMERGENCY SCHOOL CLOSINGS**

If for any reason it becomes necessary to cancel or delay a regularly scheduled day of school, announcements will be made over local television and radio stations. Information will also be posted on the Pine-Richland Information Line at 724-443-7575, PR-TV Channel 50, or the district's website at [www.pinerichland.org](http://www.pinerichland.org).

### **FOOD AND BEVERAGES**

Students are not to eat any food or drink beverages in the hallways, at their lockers, or during regular classes. No food or beverages (opened or unopened) may leave the cafeteria.

Glass bottles must never be brought to school, even as part of a packed lunch. Such items will be placed in the office or disposed of as appropriate. Any exceptions to this rule must be approved by the school office.

### **GRADE REPORTING**

The academic year is divided into four quarters; each quarter is nine weeks long. Midterm and final benchmark assessments are equal in weight to a nine-week grade. All grades are posted in the Sapphire Community Web Portal (Formerly Home Access Center) and updated regularly. You must register on the Pine-Richland website initially to receive a user ID and password in order to access your child's grades. Report cards and progress reports can be viewed on the site as well and are not mailed home. We encourage students and parents to contact teachers directly if there are any questions regarding a grade.

#### **Grading Scale**

The following is the grading scale for the Pine-Richland School District:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

#### **Honor Roll**

Honor roll students are determined each nine weeks. All subjects are used in determining the honor roll. To earn the distinction of honor, high honor, or highest honor, students may not have any grades below a C. The honor roll scale is as follows:

3.25 – 3.49	Honor
3.50 – 3.74	High Honor
3.75 – 4.0	Highest Honor

#### **Merit Scholars Program**

The Merit Scholars Ceremony is held at the end of the school year. Students that are eligible must have a 3.85 cumulative GPA or above for the first three grading periods in the current school year.

#### **Incomplete Grades**

We expect students to complete all course requirements. Should a situation arise in which some requirements are not completed by the end of the quarter, students will receive an “INC” for incomplete on their report card. The student will then have ten school days after report card distribution to complete all course requirements. Failure to do so will result in the incomplete grade becoming an F.

#### **Academic Integrity**

Students are expected to do their own school work. Students must not represent the work of others as their own. Some examples of falsely representing work include forging a parent’s signature, cheating on tests and quizzes, copying homework, and using the work of others without giving them credit.

Instances of cheating, forgery and plagiarism will be handled on a case-by-case basis. Generally, the consequences for these situations are academic. For example, students may not receive credit for the work and may have to redo an assignment. Additionally, if copyright laws have been violated, students may see legal action from outside parties.

#### **HALL PASSES (ASSIGNMENT BOOKS)**

Students must have their teacher’s permission before they can leave any classroom for any reason. Students are not to be in the halls during a class period unless they have signed out of their classroom and they have their assignment book initialed by an authorized staff member. Teachers have been requested to limit student access to the hallways during instructional periods.

#### **UNLAWFUL HARASSMENT**

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, gender, gender identity, national origin, age, or handicap/disability. A substantiated charge of harassment will subject the student to disciplinary action and may include Level II or higher consequences, educational activities or counseling services. Details related to unlawful harassment including delegation of responsibilities and complaint/appeal procedures can be found in [PR Board Policy #248: Unlawful Harassment](#).

#### **Compliance Officer**

Mr. Owen Kenney  
Director of Human Resources and Legal Affairs  
702 Warrendale Road  
Gibsonia, PA 15044  
724-625-7773 x6301

#### **HEALTH SERVICES**

The Pine-Richland Health Services [staff](#) act as a liaison between the family, school, and community in an effort to improve the health status of children and have them achieve the maximum benefit from their educational experience. Parents/Guardians have the primary responsibility for the welfare of their children.

The school nurses support learning by assessing illness and injury, administering medication, providing nursing procedures, supporting students with chronic health problems, providing mandated health screenings, monitoring immunizations, and being a resource for families on available community health care programs.

For questions regarding health service information, please contact our school nurse.

#### **Accidents**

##### **Policy 705: Safety**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

#### **Diabetes Management Plan**

School nurses are to obtain and maintain written record for the authorization of care and written instructions for the management of diabetes from the students’ licensed health care provider, as well as the parental consent on the [Medication Permission Form](#) for treatment by the Pine-Richland School District nurse. The school health team is to then create the [Diabetes Medical Management Plan](#) (DMMP) based upon the authorization and management procedures from the health care provider. For more information on generating a DMMP for your child, please contact your school nurse to learn about the necessary documentation.

#### **Epinephrine Administration**

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

Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

#### **Health Examinations**

##### **Policy 209: Health Examinations/Screenings**

The following examinations are mandated by the state of Pennsylvania and may be performed by your child’s personal physician or dentist:

- Physical examinations (kindergarten or first grade, sixth and eleventh grades, and any student entering school in Pennsylvania for the first time).
- Dental examinations (kindergarten or first grade, third and seventh grades, and any child entering school for the first time in Pennsylvania).

If you are unable to schedule these exams with your own health care provider, please contact the school nurse to arrange for a free exam at school.

#### **Health Screening**

##### **Policy 209: Health Examinations/Screenings**

The Pennsylvania School Health screening program includes the following:

- Each student is weighed and measured every year from kindergarten through twelfth grade. In addition, a Body Mass Index (BMI) for age percentile is calculated on all students.
- Each student has a near and far vision test every year.



- Each student has a hearing test in kindergarten through third grade and in seventh and eleventh grades.
- Each student is screened for Scoliosis (curvature of the spine) in sixth and seventh grades.
- Health Screening results are communicated in an annual health screening letter. Parents/Guardians are notified when a screening result indicates a potential area of concern and follow-up with a health care specialist may be indicated.

### Illness

Please consider the following guidelines when making the decision to send your child to school:

- Fever of 100 degrees or higher: children should be fever free (<100°) for 24 hours without fever-reducing medication.
- Uncontrollable coughing.
- Vomiting/Diarrhea: children should be free of symptoms for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well.

The Pine-Richland School District follows the [Allegheny County Health Department "Guide to Infectious Diseases for Schools"](#) to determine when a child should return to school after an infectious illness. Specific information on strep throat, pink eye, lice, chicken pox, and other common infectious illness in schools are outlined in the link above.

### Immunizations

#### [Policy 203: Immunizations and Communicable Diseases](#)

In accordance with the Allegheny County Health Department and the Pennsylvania Department of Health, the following immunizations are required for school enrollment/attendance:

For attendance, children in ALL grades (K-12) need the following vaccines. On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the following vaccinations or risk exclusion.

- 4 doses of tetanus\* (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of diphtheria\*(1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio\*\*\* (1 dose on or after the 4<sup>th</sup> birthday)
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DTP or DTap, or if medically advisable, DT or Td

\*\*Usually given as MMR

\*\*\*A fourth dose is not necessary if the third dose was administered age 4 years or older and at least 6 months after the previous dose.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must provide a medical plan card signed by his/her doctor within the first five days of school

for obtaining the required immunizations or risk exclusion. Your school nurse can provide you with a blank medical plan card.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

Children in 7<sup>th</sup> grade need the following ADDITIONAL immunizations for entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap), if five years have elapsed since last tetanus immunization.

Children in 12<sup>th</sup> grade need the following ADDITIONAL immunization for entry:

- 1 additional dose of meningococcal conjugate vaccine (MCV)
- If one dose was given at 16 years of age or older, that shall count as the 12<sup>th</sup>-grade dose.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine-preventable disease.

Information regarding immunizations can be received from the Allegheny County Health Department by calling 412-578-8062.

### Lead Testing

Allegheny County requires that all children be tested for lead exposure at approximately 9-12 months old and again at approximately 24 months. Children who have not had their blood tested before 24 months must be tested as soon as possible before the age of six or before entering kindergarten, whichever comes first.

For more information, contact your family physician or: Allegheny County Health Department, Housing and Community Environment Program, [www.achd.net/safehomes](http://www.achd.net/safehomes) or by phone at 412-350-4046. This form has been added to the Kindergarten registration packet and is suggested for use by physicians to document lead testing dates.

### Medication

The law which regulates the administration of medication in the school and school activities is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over the counter medications (including but not limited to acetaminophen, ibuprofen, and cough drops). If you anticipate or find that your child must take medication during school hours, please obtain a copy of the [medication policy](#) and a [permission form](#) on our website.

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the



parent/guardian. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse's office. The only exception would be students needing to carry asthma Inhalers, diabetic supplies, and/or Epi-Pens (rescue medications) are allowed with the proper additional [permission to carry form](#).

Narcotic pain medication will not be given in school under any circumstances.

Please refer to school board policies [No. 210: Use of Medications](#) and [210.1](#) for specific guidelines for the possession and use of asthma inhalers/Epi-Pens.

### **HOMEWORK**

Homework assignments are an integral part of the middle school academic program. We expect all homework assignments to be completed and included in the student's grade. It is especially important that homework is done by the student and not copied. All teachers post their assignments for their class on Blackboard or within Google classroom. Students may access this site through the Pine-Richland website. Many teachers additionally post class notes and rubrics. If your child is absent from school, we ask that you use this site to find what classwork and homework were missed. We do not collect homework materials from teachers for parent pick up or retrieve items from student lockers. For obvious reasons, please do not bring your child to school to gather homework materials when absent for illness.

### **LIBRARY**

The library has books, magazines, software, and other materials for assigned study and recreation. It is open for use during the entire school day. Students should check with their teachers and the librarian for a good time to use the library.

### **LOCKERS**

Each student is assigned a locker. Periodic inspections are made by teachers to see that they are being kept neat and orderly. Students must use only the locker assigned to them and are expected to keep their lockers locked at all times. The school **is not** responsible for items missing from lockers. All personal items and books, when not in use, are to be kept in lockers. All middle school lockers have built-in locks. Students should not tamper with another locker or give their combination to another person. Students are not permitted to display or tape anything on the outside of their lockers or any other student's locker.

Students should not bring valuable items to school and leave them in their lockers. If valuables must be brought to school, they should be given to teachers or the office for safe-keeping.

### **LOCKER ROOMS**

There are separate locker rooms for boys and girls to use to change for Physical Education classes. Only those students scheduled for Phys. Ed. classes are permitted in the locker rooms. **DO NOT LEAVE MONEY OR VALUABLE ITEMS IN THE LOCKERS.** Give these to the teacher so that they may be secured.

In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray

deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

### **LOST AND FOUND**

Students who find lost items must turn them into the office. The school keeps a collection of lost and found articles throughout the year. Students and/or parents should check the lost and found as soon as possible when missing an item of clothing, jewelry, etc. Unclaimed items are donated to a local charity two times during the school year – at the end of the first semester and at the end of the year. The school highly recommends that nametags be placed on personal belongings.

### **MESSAGES/ITEMS FROM HOME**

From time to time, parents may want to drop off items that students need during the day. We call students down to the office for these items during morning announcements, during mid-morning announcements prior to the first lunch period, and during afternoon announcements at the end of the day. We are unable to interrupt classes at any other time to deliver messages or items from home. Parents should refrain from making this a regular occurrence and limit these deliveries to emergencies only.

### **PARENT STAFF ASSOCIATION**

The Parent Staff Association (PSA) is very active at the middle school. Regular meetings are held on designated dates throughout the school year at 9:30 a.m. in the middle school auditorium. The meeting schedule is determined at the beginning of each school year and communicated to parents through the Friday e-blast. Information to volunteer for committees is mailed to families at the beginning of each school year.

### **RAMS WAY**

The RAMS Way is Pine-Richland's district-wide system of positive behavioral supports and interventions. The purpose is to provide an intentional and preventative approach to improve upon a positive school climate. Procedural and behavioral expectations will be intentionally communicated and taught at appropriate developmental levels from grades K through 12.

The RAMS Way will focus on developing and improving positive behaviors through the use of common, developmentally-appropriate language and expectations.

“The RAMS Way” initiative spells out the acronym for a common set of behavioral expectations, which is being shared across the district that includes:

R-espectful  
A-ccountable  
M-otivated  
S-afe

Students will be learning what it means to be Respectful, Accountable, Motivated, and Safe in various areas of each school building, including the cafeteria, hallways, bathrooms, attendance, and the bus. As a part of that initiative, we will be instituting the following components in all of our buildings:

- School-wide behavioral expectations that are consistent for all settings
- Modeling, teaching, practicing, and reinforcing those expectations
- Acknowledging when students are meeting those expectations

### SALE OR TRANSACTIONS

The selling or purchasing of items in school between students (i.e, clothing, electronics, jewelry) is not permitted without permission of the principal.

### SCHOOL COUNSELING SERVICES

The Mission of the Pine-Richland School Counseling program is to provide a comprehensive developmental counseling program addressing the academic, career and personal/social growth of all students. In partnership with other educators, parents or guardians and the community, school counselors advocate maximizing student potential, academic achievement and preparedness for success in a global society. Students or parents are welcome and encouraged to contact their School Counselor with concerns at any time. Please call 724-625-3111; Jennifer Mullaugh (ext. 2229) is the Counselor for students with last names A-K, and Olivia Mastrangelo (ext. 2230) is the Counselor for students with last names L-Z.

### SEARCHES

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Every effort will be made to contact the student's parent/guardian prior to searching a student's belongings. Additional information related to searches can be found in [district policy via this link](#).

### SNACKS/TREATS FROM HOME

The [Pine-Richland School District Wellness Policy](#) was adopted in 2017. This policy states that:

- Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
- Shared classroom snacks are not permitted in district schools.
- Foods and beverages shall not be used as a reward or incentive in district schools.

The wellness policy allows students to choose healthy foods over those high in carbohydrates, sugar and empty calories. A list of suggestions was prepared by Pine-Richland Food Service Manager Diane Bucknum. Items that may be included are foods with no added sugar or minimal amount of sugar, fresh fruits and vegetables, and water, 100% fruit juice or milk.

### STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a state-mandated program in which the primary goal is to help students overcome any barrier to learning. The SAP team helps students so that they may achieve, remain in school, and advance.

SAP is a systemic process utilizing techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community mental health and drug and alcohol agencies. SAP team members are trained to identify problems, determine whether the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The SAP team members do not diagnose, treat, or refer to treatment; but they may refer for a screening or an assessment for treatment with parent permission.

There are four phases to the student assistance process:

- **Referral** – Anyone can refer a student to SAP when he/she is concerned about someone's behavior. Examples: Any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
- **Team Planning** – The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information from the parent is also collected. Together, the team and parent develop a plan that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment. For those students receiving treatment through a community agency, the SAP team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.
- **Support and Follow-up** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws and protecting the privacy rights of parents and students.

### SURVEILLANCE CAMERAS/AUDIO RECORDINGS

Under [PR School Board Policy #816: Use of Video Surveillance Cameras](#), the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles ([PR School Board Policy #810.2](#)). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

### **TELEPHONES**

A phone for local calls is located in the front lobby opposite the office for student use. There is no charge to use this phone. Students must have a pass from their teacher allowing them to use the phone during school hours.

### **TERRORISTIC THREATS OR ACTS**

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. All threats spanning grades K-12 whether communicated verbally, in writing, through gestures, or through other means such as phone calls, pictures/graphics, or electronic transmission will be taken seriously and investigated thoroughly. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Pine-Richland School Board may recommend that the student be permanently expelled from PRSD. It is the responsibility of the staff and students to responsibly report terroristic threats and acts. Any student supplying falsifying information shall be subject to disciplinary action.

### **TEXTBOOKS**

Textbooks for all students are provided at no cost. Every student is obligated to give books the best of care.

In general, each textbook has a number and teachers keep track of which student has which textbook. It is very important that students put their names in every textbook. In case of loss, teachers fill out a Student Charge form. Another book is issued to the student and the teacher turns the form into the office where it will be kept until the end of the school year, at which time the charge for the lost textbook will be mailed home for payment. The charge will also be entered in the student's Sapphire website account (replacing Home Access) where it will carry over and accumulate from year to year until required to be paid prior to graduation. Students must make adequate compensation for textbooks that they lose or damage.

Students will only receive one set of textbooks. If medical issues require that a set of textbooks be kept at home, the school-issued set of textbooks will remain at home and a

classroom textbook will be provided to the student for use while in class.

Requests to borrow textbooks over the summer must go through the school office. Parents must sign out these textbooks and return them by the beginning of August.

### **TIPS HOTLINE**

Tips concerning threats to the safety of the school and any of its members may be made by calling 724-449-TIPS (8477). All calls to the TIPS Hotline are confidential. The state of Pennsylvania has instituted the Safe 2 Say Something anonymous reporting system, which is accessible via app, phone, or internet. The phone number is 1-844-5-SAYNOW, or you can visit <https://www.safe2savpa.org/> to report anonymously.

### **VENDING MACHINES**

Snack and beverage machines are located in the hall beside the auditorium. Vending machines are accessible only after dismissal. Students requiring a snack after school must have their own change. The office does not have change for the vending machines.

### **VISITORS**

When visiting the middle school during regular school hours, parents or other school visitors must press the intercom button to the left of the front doors and identify themselves to gain entry into the school. Once inside, visitors must enter the interior door to the left and report directly to the main office. If going beyond the office into other areas of the building, visitors must present a valid driver's license to the office, which will be scanned into our Raptor system and a visitor's badge issued to be worn at all times while in the building. Visitors must also sign out when leaving the building by scanning their visitor's badge at the Raptor kiosk in the office. School personnel will meet their visitors in the office and escort them to their destination. Please note that we do not honor individual student requests to bring visitors from other schools or out-of-town friends or relatives during the regular school day.

### **WEAPONS**

Pursuant to [PR Board Policy No. 218.1](#) and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, and stun guns, explosive devices, and/or any other common household item, tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such students will also be referred to local law enforcement authorities for criminal prosecution.

School premises are defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips. Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class. Please refer to PR Board Policy No. 218.1 for additional information.