



STUDENT HANDBOOK

Ryan Gloyer Middle School
122 Seneca School Road
Harmony, PA 16037
724-452-6043
WWW.SVSD.NET/GLOYER

SCHOOL YEAR
2023-2024

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Administration



Anthony Babusci

My name is Anthony (Tony) Babusci and I am the principal of Ryan Gloyer Middle School. I began my career in education in 2004 as a Social Studies teacher in the Seneca Valley Intermediate High School. After 8 years of teaching United States History in the traditional classroom, I transitioned to teaching the Social Studies curriculum through the Seneca Valley Academy of Choice (SVAOC) cyber program. I began my administrative career as Assistant Principal of the SVAOC in 2014. During the 2017-18 school year, I served as an assistant principal in Ryan Gloyer Middle School (Seneca Valley Middle School at the time) before being named principal of the building for the 2018-19 school year.

After graduating from Seneca Valley in 1996, I earned my bachelor's degree from Clarion University of Pennsylvania. Following my time at Clarion, I attended Duquesne University where I earned my Pennsylvania teaching certificate along with a master's degree in Education. I earned a second master's degree in Educational Leadership along with my Pennsylvania Administration Certificate from the American College of Education. I am currently pursuing my doctorate through the University of Pittsburgh's EdD program.

Along with my teaching and administrative roles, I have been active in coaching several of our athletic teams over the last two decades.

Middle Level Education

As a middle school principal, I acknowledge and value the unique development taking place in the students of Ryan Gloyer Middle School. Each building decision is made with consideration given to the physical, social- emotional, and intellectual development of students. Through practices such as the teaming of students and through organizational structure such as the design of our bell schedule, Ryan Gloyer Middle School embodies a commitment to the essential attributes and characteristics of successful middle schools established by the Association for Middle Level Education (AMLE).

Administration (continued)



Robert Raso

Hello, Ryan Gloyer Middle School community. My name is Robert Raso. I am the assistant principal of Ryan Gloyer Middle School. I began my educational career as an English teacher in the Charles County School District in Maryland. I began teaching English at Seneca Valley Junior High School in 1989. The junior high school consisted of 7th, 8th, and 9th grade at that time. I moved over to Seneca Valley Intermediate High School in 1995. I served as the Dean of Students of the Intermediate High School from 1999 to 2005. I began my administrative career as the assistant principal of the Intermediate High School in the 2005. I have been the assistant principal at Ryan Gloyer Middle School since the 2015-16 school year.

I earned bachelor's degrees in communication and secondary education English from Slippery Rock University. I earned a master's degree in educational leadership from Carlow College in 2001.

During my time at Seneca Valley, I have had the opportunity to coach all three grade levels of junior high football, in addition to my teaching and administrative roles.

Trisha Butschle

My name is Trisha Butschle, and I have had the utmost pleasure teaching and growing in the Seneca Valley School District and community for over twenty years. My first nineteen years were spent teaching various English courses in the Intermediate High School. As a teacher, I loved teaching the English content, but what I enjoyed most was getting to know my students and their unique abilities and characteristics.

During the 2018-19 school year, I came to Ryan Gloyer Middle School as an Acting Assistant Principal. Thrilled to challenge myself and grow in my own education, I quickly became enchanted by the unique mindset of the seventh and eighth graders. I embraced my new position with both faculty and students and am honored to continue in this position as an Assistant Principal at RGMS.

My own education began at the University of Pittsburgh where I earned my bachelor's degree in English and Communications, and then continued at Duquesne University where I earned my master's degree in education. With a love of learning, I pursued and received my Principal Certification from Indiana University of Pennsylvania.

When I am not at school, I spend my time dedicated to my family. My husband, Ron and I celebrate life with our five children: Ryan, Jenn, Mathilda, Gabbie, Nate, and our granddaughter, Ivy.

Administration (continued)

LaVarr Stephens-Howling

My name is LaVarr Stephens-Howling and I am beyond excited to join the administrative team as an Acting Assistant Principal at Ryan Gloyer Middle School. I started at Ryan Gloyer Middle School as a school counseling intern over ten years ago. Seneca Valley quickly became my home as I moved to the area after I finished graduate school. Over the past ten years, I have had the pleasure of being a school counselor at Haine Elementary School and Ryan Gloyer Middle School. Throughout my time in the district, I thoroughly enjoyed getting to know our students and their families.

I earned my Masters in School Counseling from Slippery Rock University in 2014. Inspired by the growing needs of students and teachers, I started a program to obtain my Principal Certificate from Slippery Rock University in 2020. I am so thankful for the opportunity that I have in my new role as an Acting Assistant Principal, which allows me to continue to follow my passion for helping students and supporting teachers. In addition to being an assistant principal, I will continue to advise student council. My role as a student council advisor allows me to connect with students outside of the classroom to promote student leadership and create a positive school community.



BELL SCHEDULE

RYAN GLOYER MIDDLE SCHOOL		
2023-2024 BELL SCHEDULE		
PERIOD	REGULAR SCHEDULE (Mon - Fri)	2 HOUR DELAY SCHEDULE
Period 1	8:03 - 8:43	10:03 - 10:31
Period 2	8:46 - 9:26	10:34 - 11:02
Period 3	9:29 - 10:09	11:05 - 11:33
FLEX Period	10:12 - 10:33	NO FLEX
A LUNCH	10:36 - 11:06	11:36 - 12:06
Period 4BC	11:09 - 11:49	12:09 - 12:37
Period 5DE	11:52 - 12:32	12:40 - 1:08
Period 6FG	12:35 - 1:15	1:11 - 1:39
Period 4AB	10:36 - 11:16	11:36 - 12:04
C LUNCH	11:19 - 11:49	12:07 - 12:37
Period 5DE	11:52 - 12:32	12:40 - 1:08
Period 6FG	12:35 - 1:15	1:11 - 1:39
Period 4AB	10:36 - 11:16	11:36 - 12:04
Period 5CD	11:19 - 11:59	12:07 - 12:35
E LUNCH	12:02 - 12:32	12:38 - 1:08
Period 6FG	12:35 - 1:15	1:11 - 1:39
Period 4AB	10:36 - 11:16	11:36 - 12:04
Period 5CD	11:19 - 11:59	12:07 - 12:35
Period 6EF	12:02 - 12:42	12:38 - 1:06
G LUNCH	12:45 - 1:15	1:09 - 1:39
Period 7	1:18 - 1:58	1:42 - 2:10
Period 8	2:01 - 2:41	2:13 - 2:41

1. What is Flex Period?

Flex period is a 25-minute period every day where students return to their homeroom for one of the following:

- To receive **intervention and support** on academic concepts they need help with
- To receive **extended learning opportunities** for academic concepts they have a passion for
- Teams and teachers intentionally address the **physical development** taking place and present opportunities for physical activity
- Teams and teachers intentionally address the **social-emotional development** taking place and present opportunities for developing positive relationships with peers and adults
- Planning and preparing for **Community Grown**
- Complete **LEAD activities** focused on digital citizenship, college and career readiness, belonging and diversity, kindness and bullying prevention, and health and wellness activities

2. What do students do from the time they arrive until 8:01?

Students are to report to their first period classes after stopping at their lockers. Other options such as the library and the gymnasium may be offered to students at different times during the year.

Annual Transition Events at RGMS

RGMS School Counselor Visits

- Prior to student scheduling, the counselors from RGMS visit both Haine and Evans City Middle Schools to talk to 6th grade students about what it is like to be a 7th grader and all the academic and extra-curricular opportunities that can found at RGMS.

RGMS Open Visitation

- 7th grade students along with anyone new to the building are invited to come tour RGMS every August. Members from Student Council are here to help with finding locations and answering questions about lockers, cafeteria etc.

RGMS Transition Week (first week of school)

- The first week for students includes a customized schedule that allows time for students to build relationships with their teaching teams and their homeroom teachers while becoming familiar with the building. The week is capped off with an assembly where students are welcomed to the building and introduced to the staff members.

RGMS Activity Fair

- Typically held during the first 2 or 3 weeks of school, the activity fair is a chance for students to stay after school and see all the different clubs and activities that are available at Ryan Gloyer Middle School.

Getting to Know Ryan Gloyer & Learning from the Legacy of Ryan Gloyer

- Our annual visit from Mr. Dick Gloyer (father of Ryan Gloyer) along with classmates and others who knew Ryan is designed to teach students about "Who" Ryan Gloyer was, the legacy he left behind, and "Why" the building was named for him.

RGMS Student Council Welcome Back Kick Off!

- RGMS Student Council hosts a night of music, pizza, popcorn, and snacks along with an outdoor movie for all RGMS students.

Annual Transition Events at RGMS (continued)

RGMS Open House

- Typically held in mid-September, open house is a chance for parents to come see the building, meet teachers, and attend informational sessions related to middle school students.

RGMS Pajama Rama

- Typically held during the first week(s) of October --7th grade girls are invited for a two-hour night of games and movies led by female counselors and teachers.

RGMS Main Event

- Typically held in late in first week(s) of October -- 7th grade boys are invited for a two-hour night of fun and games led by male teachers and counselors.

RGMS Fright Night Event

- Student Council coordinates a night of music, costumes, and games for all RGMS students.

Seneca Valley SD 2023-24 Student/Teacher Calendar

FINAL REVISION - APPROVED 4/2023

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	IS	ASO	19
20	ASO	FD	23	24	25	26
27	28	29	30	31		

11 Staff Days; 8 Student Days (10 w/ASO)
Aug. 22 - First Student Day

September 2023						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	ASO	26	27	28	29	30

20 Days
Sept 25 - Yom Kippur (Act 80)

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	ASO	28
29	30	31				

22 Staff Days

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	IS	11
12	13	14	15	16	17	18
19	20	21	H	H	H	25
26	H	28	29	30		

18 Staff Days; 17 Student Days
Nov. 10 - IS/Staff Clerical Day

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	H	H	H	30
31						

16 Days

January 2024						
S	M	T	W	T	F	S
	H	H	3	4	5	6
7	8	9	10	11	IS	13
14	ASO	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Staff Days; 20 Student Days
Jan. 11 - End of First Semester
Jan. 12 - IS/Clerical Day

February 2024						
S	M	T	W	T	F	S
					1	IS 3
4	5	6	7	8	9	10
11	12	13	14	15	SM	17
18	IS	20	21	22	23	24
25	26	27	28	29		

20 Staff Days; 18 Student Days
February 19 - IS/Clerical Day

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ASO	16
17	SM	19	20	21	22	23
24	25	26	27	28	H	30
31						

19 Days

April 2024						
S	M	T	W	T	F	S
	H	H	H	H	H	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 Days

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	ASO	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	LD-S	31	

22 Days
May 30 - Last Day for Seniors (Grad. Day)

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	LD	IS	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Staff Days; 4 Student Days
June 6 - Last Day for K-11 Students

191 Work Days for Teachers

Snow (Emergency) Makeup Days:

- #1 - Feb. 16, 2024
- #2 - March 18, 2024
- #3 - Remote Learning
- #4 - Remote Learning
- #5 - Remote Learning

District Local Holidays:

- Nov. 22, 2023
- Nov. 27, 2023
- Dec. 25, 2023
- Jan. 1, 2024
- April 1, 2024

KEY

ASO - Act 80-Prof. Develop. Day (No school for students)

H - Holiday (No school)

IS - In-Service Day (No school for students)

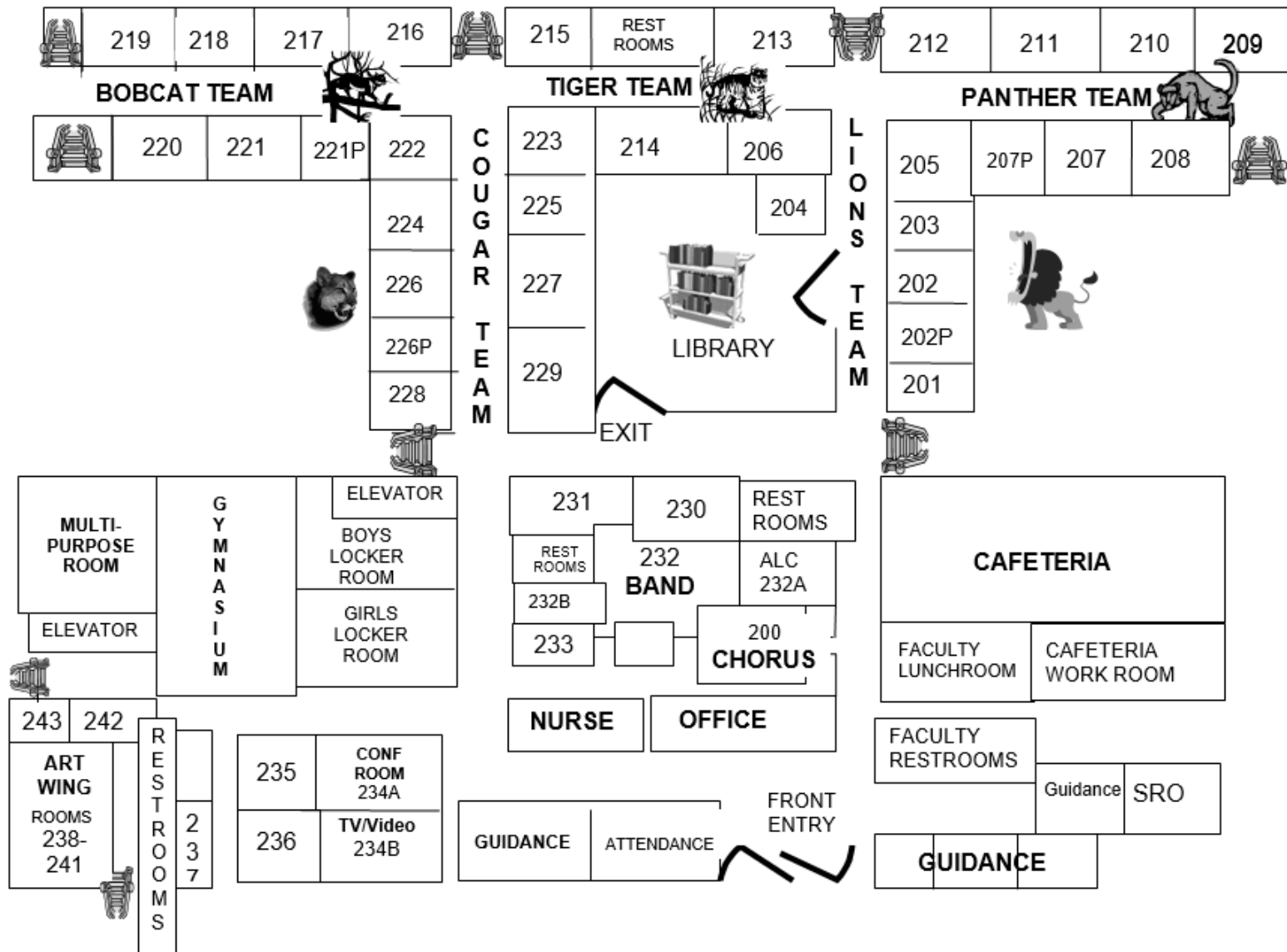
FD, LD & LD-S - First Student Day, Last Student Day & Last Day/Graduation Day for Seniors

SM - Snow Makeup Day (this day becomes a holiday if no snow make-up days are needed)

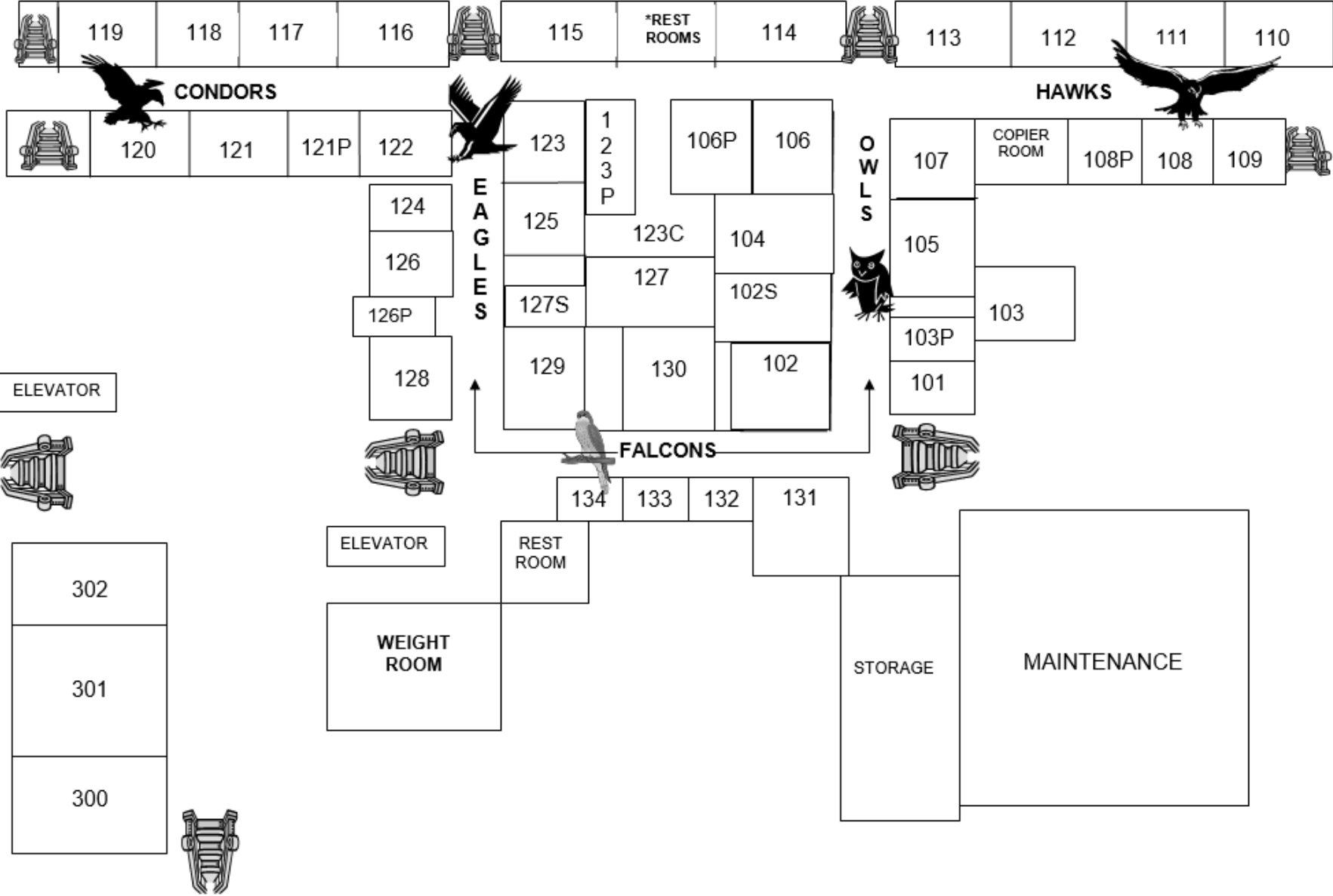
Remote Learning - Flexible Instructional Day/Students engage in remote learning from home

Please note all dates are subject to change

RYAN GLOYER MIDDLE SCHOOL – UPPER FLOOR



RYAN GLOYER MIDDLE SCHOOL – BOTTOM FLOOR



Ryan Gloyer Middle School and District Information

INTRODUCTION

Welcome to Ryan Gloyer Middle School. The staff and administration have designed a program of studies that you will find to be both diverse and challenging. It is now up to you to put forth your best effort to take full advantage of the many opportunities available to you. Our middle school is specifically designed to meet the academic and developmental needs of adolescents, including these key features:

- * an exploratory program that provides students with an opportunity to sample a variety of course offerings.
- * An advisory program that provides an opportunity for students to discuss upcoming events and building issues in a small group setting.
- * an interdisciplinary curriculum which creates connections between subject areas to enhance comprehension.
- * teaming where students are organized into CORE teams that include a math, science, English, social studies, health, and reading teacher.

BE PROUD OF YOUR SCHOOL! Take good care of it and be appreciative of the efforts of others. You are fortunate to be a part of an outstanding school district that offers a comprehensive quality educational program. We have established a proud tradition and remain committed to excellence.

Please read the student handbook information carefully to learn about general procedures and important school district policies. For more detailed information about any district policy contained in this handbook, go to the district website to the School Board link.

EMERGENCY INFORMATION- SCHOOL CLOSING/ DELAYS/ EARLY DISMISSALS/ SCHOOL MESSENGER

When Seneca Valley has a closing or delay, the SVSD App will be updated and then the district will utilize School Messenger, the district's school community notification system, which is programmed to call the primary phone number as listed for each child. In the case of an emergency or if the district goes from a two- hour delay to a closure, an updated emergency message will be sent to all provided numbers for each student, including the primary number and up to two additional numbers provided per child, so that the information reaches all school community members affected by the emergency or change in status. School Messenger information is collected and updated at the beginning of every school year, and parents can go the SV Portal throughout the year to provide updates, as necessary.

Please note the following regarding a two-hour delay:

- *NO Vo-Tech classes
- *Afternoon and evening activities will be determined on a case-by- case basis

Please note the following regarding early dismissals/cancellations:

- *NO after school activities
- *NO home or away evening activities
- *NO groups are permitted to assemble at any school facility
- *NO transportation of any kind will be provided after the regular school bus runs
- *NO facilities will be used by rental groups

**When an early dismissal is called, all students are expected to board their regular buses to return home.*

WEATHER and EMERGENCIES

The following is a complete list of the channels you can watch and the stations you can listen to for up-to-date information on delay/closure/early dismissal/emergencies:

TV and RADIO STATIONS

KDKA - TV 2 and KDKA 1020 AM
WTAE - TV 4
WPXI - TV 11
SVTV Channel 50
SVTV (Digital Channel 208, TV Channel 407 for Consolidated Communications customers)

RECORDED and ONLINE MESSAGES

Seneca Valley Central Office:
(724) 452-6040
www.svsd.net

The Seneca Valley School District will make every effort to close or delay school by 5:30 a.m. of the affected day. Delays that turn into closures will be made by 7:30 a.m. of the affected day. Please know that early dismissals will be avoided whenever possible, but if necessary, will be made by 11 a.m. of the affected day.

Ryan Gloyer Middle School and District Information (continued)

REPLACEMENT PLANNERS

Replacement planners are available in the office for a \$5.00 fee (cash only).

VISITOR PROCEDURE

Access to district buildings is restricted to visitors during the school day. Anyone wishing to enter the building is required to use the captured entrance. Please note that video cameras record the entrance to the building and movement throughout the building.

All visitors are required to sign-in and to identify the person/ location they are visiting. Visitors need to provide their driver's license, which will be scanned into the RAPTOR system, and vehicle information. Visitors will be provided a visitor badge that must be worn and visible while in the building. When leaving the building, visitors are asked to return the visitor badge. Thank you for following these procedures for the safety of our students and staff.

AMENDMENTS TO THE HANDBOOK

It is possible that after posting this handbook, corrections or changes may be made. Students are expected to abide by the most current version of this handbook. Students will be advised of any amendments to the handbook. The most current version is always available on our website.

STUDENT SERVICES

SCHOOL COUNSELING PROGRAM

Our counseling program in Ryan Gloyer Middle School is concerned with all phases of a student's development. Counselors assist students with personal and social issues that arise during the school day. Additionally, counselors are available to help students with scheduling, academic issues, and future educational and career planning. Emphasis is placed on each student's personal and academic growth to prepare students as they transition to high school and into adult life. Utilizing individual data identifying ability, aptitude, and skill, the school counseling staff employs the NAVIANCE online career program to support students as they investigate options beyond high school.

Counselors are an integral part of the Core team of teachers. They regularly attend team meetings and act as a liaison for parents, teachers, and students.

Any parent or guardian who has a question or concern about his or her child's progress in school is encouraged to contact the school counselors at 724- 452-6040, ext. 3075.

HOMEBOUND INSTRUCTION

If a student is confined to his or her home for a period of more than two weeks, he or she may be eligible to receive homebound instruction. When submitting requests, a parent/guardian must present a statement from a medical doctor indicating the necessity for homebound instruction. All requests are processed through SVSD Central Administration.

SENECA VALLEY ACADEMY OF CHOICE

The Academy of Choice provides students with a world-class virtual and performing arts education with opportunities to participate in a wide range of district activities and individualized instruction and support by certified and highly qualified members of the Seneca Valley School District professional teaching staff. Benefits include flexibility of scheduling, travel experiences, and exploration of career options. Please visit the Seneca Valley School District website for more information.

HOMEWORK HUB

This program is designed to help students with their schoolwork, study skills, and organizational skills. Students who attend need to be serious about improving their grades and study habits. Sessions occur every Tuesday and Thursday until the 5:15pm activity bus. Students **do have to register** prior to attending a session, and once there, students are expected to adhere to all Homework Hub procedures.

THERAPY DOGS

There are numerous educational benefits for trained therapy dogs to support education. A human handler always accompanies therapy dogs. Periodically, therapy dogs will visit school buildings to support learning. If you have any concerns about therapy dogs relating to your child(ren), please contact the school office.

STUDENT SERVICES (continued)

Y.E.S.S. STUDENT ASSISTANCE PROGRAM

(as per policy #236)

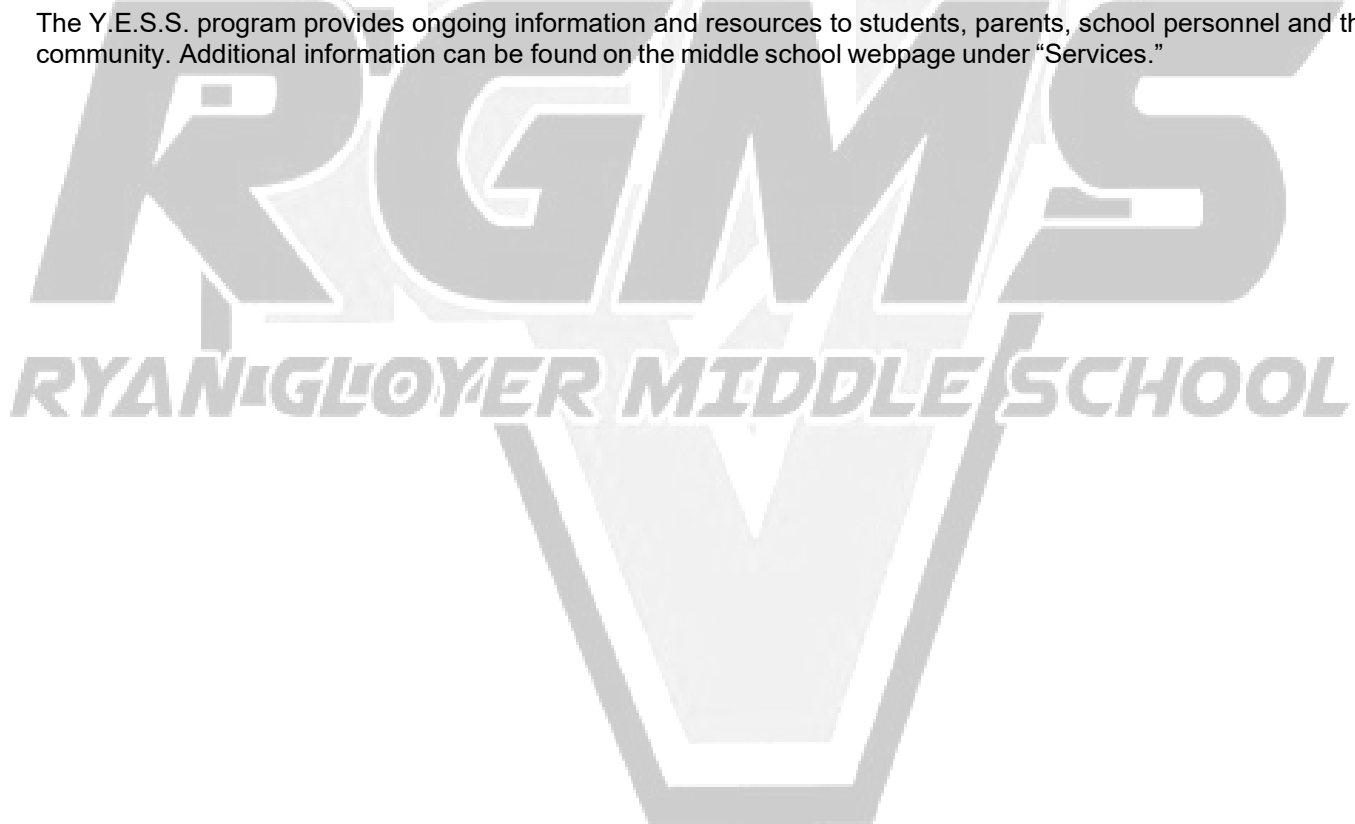
Y.E.S.S., the Youth Education Support Services program is Seneca Valley School District's Student Assistance Program. Student Assistance is the Commonwealth's vehicle to identify barriers to a student's learning and to provide programs to address these barriers thereby enhancing a student's academic and personal development. Barriers to a student's learning can be complex and may include things such as a recent move or relocation, sudden grief and loss, attendance issues, use of substances, being the victim of violence or harassment, poor coping skills, depression and anxiety, poor organization/ study skills, sudden changes in academic achievement, and strained relationships.

The goal of Y.E.S.S. is two-fold. First -- Y.E.S.S. provides intervention and referral services via existing school programs, the school mental health liaison, and/or outside community resources. Existing school programs may include school-based support groups, individual counseling, and mentoring. Second --Y.E.S.S. has a prevention component which promotes healthy lifestyles through student education, leadership programs, and alternative activities.

Y.E.S.S. also provides support services and education to school personnel and parents regarding those issues which affect a student's personal growth and ability to learn.

The Y.E.S.S. Core Team facilitates each building's programs. The Core Team consists of a coordinator, teachers, counselors, a school nurse, administrators, and liaisons from the community. The Core Team is specially trained and certified by state student assistance providers to work with students.

The Y.E.S.S. program provides ongoing information and resources to students, parents, school personnel and the community. Additional information can be found on the middle school webpage under "Services."



STUDENT INFORMATION

ANNOUNCEMENTS

All posters and announcements must be approved by the building principal or a designee. Posters or signs that are not approved may not be displayed and will be removed. This procedure also applies to any sign or flyer posted outside the school by a student group or organization. It is the responsibility of the sponsor of the student activity to remove all signs or flyers the day after the advertised event or function.

ATTENDANCE

(as per policy #204)

Each student's attendance record at school is very important. To achieve ones best in the classroom and to develop a responsible approach to work habits which carry over to adult life, regular school attendance is necessary. Moreover, the state of Pennsylvania has attendance laws that we are obligated to enforce.

The Pennsylvania Compulsory Attendance Law states that a child between the ages of 8 and 17 must attend school daily. **The only exceptions are for illness/ injury, doctor's appointments, family emergency, funerals, authorized religious holidays, absence approved in advance by the principal, impassable roads as determined by the Director of Transportation, inclement weather, and suspensions. All other absences are considered unexcused.** Under state law, students with three (3) or more unexcused absences are "truant." Students with six (6) or more unexcused absences are "habitually truant." Ryan Gloyer Middle School is obligated to enforce Pennsylvania compulsory attendance laws regarding students classified as "truant" and "habitually truant."

Students are more successful academically when they are present for instruction. We appreciate your support in promoting your child's daily attendance.

STUDENT ABSENCE:

For an absence to be considered excused by law, the parent/ guardian must supply a note (handwritten/typed or upload electronic note in the SV Parent Portal under attendance) including the date, the student's name, date of absence, the reason for the absence, and must contain the signature of the parent/ guardian. Upon returning to school, students are to submit the excuse to the attendance secretary within five (5) days of the student's return to school. Additionally, students should make plans with their teachers to make up all work missed during the absence. This is the student's responsibility.

Failure on the parents'/guardians' part to provide a written excuse or the student to present such **an excuse within five (5) days of the student's return to school may result in the absence being marked unexcused.** The fact that a parent/guardian provides a written excuse for the student's absence does not make the absence excused. The absence must be for a legal reason according to law. ***Under no circumstances should a student write his/her own excuse, even if signed by a parent/ guardian. Such absences are recorded as unexcused.***

When a student is absent, parents/ guardians are notified during the school day.

Illness/injury (be specific) may be verified by a medical doctor's excuse or parental note indicating the nature of the illness or injury. A written excuse from a parent will be accepted to excuse up to five (5) consecutive days and/or twenty (20) days during the school year. After this time, the district will send notification to require parents/guardians to verify any future illness/injury with a specific written excuse from a medical doctor. Note: After ten (10) parent/guardian notes have been presented to verify chronic illness/injury, the parent/ guardian may be required to verify each future illness/ injury with a specific excuse from a medical doctor. An excuse may be provided by the student's doctor that states he/she may miss school due to a specific illness and parent must refer to that specified illness when writing an excuse for each subsequent absence. These absences will then be excused. A new excuse/letter from a doctor must be provided every ninety (90) days.

STUDENT INFORMATION (continued)

EARLY DISMISSAL:

Early dismissal from school requires a written or electronic request from the parent/ guardian. Include the student's homeroom number in the request. Please submit the request before first period. If approved, the student will be issued an EARLY DISMISSAL SLIP, and his/her name will appear on the Daily Absentee Sheet. At the early dismissal time, the student must report to the office. If someone other than a parent/guardian is picking up a student, parents must inform the office prior to the dismissal. Acceptable reasons for early dismissal are medical appointments and family emergencies. The EARLY DISMISSAL SLIP needs to be signed by a doctor or dentist and returned to the office when the student returns. **Parent/ Guardian or the authorized person picking up a student must provide photo identification (driver's license) to sign out a student for an early dismissal.**

STUDENT TARDINESS:

Each tardy to school is documented. Students arriving to school after 8:01 A.M. must enter through the captured entrance and will receive a late pass. Late arrivals to class/school are registered as unexcused unless the student present a valid written excuse when they arrive in the attendance office.

A student is late to class if they are not in their assigned seat when the bell rings. Staff members will keep student tardy records. An administrator will meet with students who continue to be late to school &/or class. Repeated tardiness either to school &/or class will result in disciplinary action. Please refer to the disciplinary guidelines.

CAFETERIA

A child with any food-related allergy requiring food other than what the cafeteria normally provides must fill out the special dietary form and return it to the Health Office.

Breakfast: Breakfast is available in the cafeteria or students may purchase a hot or cold Grab-N-Go from 7:40am to 7:55am. On days with a two-hour delay, breakfast is available.

Lunch: The current lunch menu is always available on our homepage. Please follow the apple icon on the upper right-hand side of the page. Please note – the daily menu may change without notice.

Students are given their account balance after every transaction. Funds may be added to student accounts at any time by registering at myschoolbucks.com or by sending cash or a check in a deposit envelope to the student's school. Envelopes will be available in the office and checks should be made payable to SVSD RGMS Cafeteria Account.

All students are required to eat lunch in the cafeteria. You may bring a lunch from home or purchase a lunch from the cafeteria. To ensure that all students conduct themselves in a respectful fashion, these cafeteria rules and procedures will be enforced.

- Report directly to the cafeteria.
- Arrive on time and in an orderly fashion.
- Line up single file.
- Do not cut into the lunch line.
- Sit one person to a seat.
- Remain in your chosen seat. Do not loiter or move around the cafeteria.
- Request permission to use the hall pass.
- Do not bring open bottles/ cans into the cafeteria. Do not leave with open bottles/ cans.
- Do not solicit for funds or sell fundraising items (candy etc.) during lunch.
- Clean up your area.
- Remain seated until dismissed.
- Celebratory food items/ large quantities of food for sharing are not permitted to be brought in by students or dropped off by parents.
- Do not bother other students for lunch money or lunch items.

Students who fail to follow these rules face consequences including cafeteria clean-up duty, lunch detention, after-school detention, or suspension, depending on the severity of the offense.

Theft of cafeteria items will not be tolerated. Violators are subject to disciplinary action and/or criminal penalties if applicable.

STUDENT INFORMATION (continued)

MYSCHOOLBUCKS.COM

The Seneca Valley School District is pleased to provide a cafeteria payment service over the internet. Seneca Valley now accepts payments for school meals through the mySchoolBucks.com online payment service. There is no fee to use the mySchoolBucks service to setup an account and view your child's meal purchases, balances and to set up automated email notices when your child's meal account falls below a dollar amount you specify. There is a fee for using mySchoolBucks service to make an online payment; they accept Visa and MasterCard. Please visit www.mySchoolBucks.com for more information.

COMPASS

For students with financial need, free and reduced lunch applications may be submitted online to the PA website at www.compass.state.pa.us, printed from the Seneca Valley website or picked up in the school office. A new application must be completed each school year to qualify for benefits.

POS

The cafeteria uses a point of sale system. Students must use their ID number when purchasing food items in the cafeteria. The system tracks items purchased and allows students or parents to apply money to their cafeteria accounts. Cash or checks can be applied to student accounts. Students are permitted to pay cash daily for their purchases, but they MUST scan their ID badge.

CARE OF TEXTBOOKS

Each student is entrusted with various supplies to support academic study. These supplies may include textbooks, paperbacks, supplemental reading materials, lab manuals etc. Because these materials represent a major investment for the school district, lost, stolen or damaged books should be reported immediately. If books or supplemental materials are damaged, lost or not returned, students will be charged a replacement fee or rebinding fee.

CLOSED CAMPUS

To ensure the safety of our students and staff, Ryan Gloyer Middle School maintains a closed campus. All building exterior entrance doors, including the main lobby doors, are locked from the outside during school hours. Students must remain in areas assigned to them according to their schedules. No student is permitted to be in the building unsupervised or unauthorized. Visitors to the building must report to the main office. Violation of this policy is a serious offense that may require the assistance of local law enforcement.

To ensure the safety of our students and staff, report any unsafe conditions or accidents in the school building, on school grounds, or at a school event to the main office or person in charge of the event.

EDUCATIONAL TRIP FORMS

The Seneca Valley School District recognizes that students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. A written request (Seneca Valley Educational Trip Request Form) must be received at least two weeks prior to the actual trip. Pre-approval forms are available in the school office or on the SVSD website. Only one educational trip is approved per school year. The determination of each request is based on prior attendance records, current grades, previous requests, frequency of such requests, and the educational value of the experience. **It is the practice of the Seneca Valley School District not to approve absences for educational tours or trips during the first two weeks or the final two weeks of the school year, nor during PSSA and Keystone testing.**

It is the student's responsibility to obtain all classroom assignments before he/she departs. It is further understood that all assignments are due the day the student returns from the trip unless a teacher indicates otherwise.

STUDENT INFORMATION (continued)

FIELD TRIPS

A student with excessive absences may not be permitted to attend school-sponsored field trips or activities if the activities require additional absences from regularly scheduled classes. A specific dress code may be required for participation in certain field trips. The school dress code always applies.

Any field trip participant who is suspended or assigned to the ALC the day of a field trip is not permitted to attend the trip and will forfeit any money paid for the trip. Refunds are typically not given.

FIRE DRILLS and EMERGENCY PREPAREDNESS

The safety of our students is always a high priority for all of us here at the Ryan Gloyer Middle School. One of the best ways that we can ensure a safe school environment is to practice our emergency procedures. As required by state law, our school must conduct fire, severe weather, and lockdown drills throughout the school year.

Fire exits have been posted throughout the building. When the fire alarm is sounded, students should follow the signs. Once outside the building, keep moving to an area designated by your teacher so that attendance may be taken. Follow any additional directions. Return to your classroom when directed by a teacher or principal.

FLEX

Students are expected to attend Flex. Missing the Flex period without permission is a class cut. This time is used for announcements, LEAD, a variety of individual and team activities, and an opportunity to attend to any academic needs.

FOOD ALLERGIES

Students with food allergies should inform the nurse's office and the cafeteria of such allergies in writing. Due to the severity of peanut allergies, peanut products are not sold in the cafeteria. Outside food & drink is discouraged.

FUNDRAISERS

All school-related fundraisers must be approved by the administration using the designated form found in the school office. Only approved fundraising can take place at Ryan Gloyer Middle School. Any sale not associated with a school-sponsored group is prohibited in school, on school grounds, or on school buses.

GAMBLING

All forms of gambling are strictly prohibited.

GRADING

Report cards are issued every nine weeks.

GRADING SCALE:

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

A student's final grade will be an average of nine-week percentages.

HONOR ROLL

Grade point average is determined according to a formula that calculates a letter grade value with the frequency of class meetings.

The following guidelines are in effect:

Highest Honors	4.0
High Honor Roll	3.75-3.99
Honor Roll	3.20-3.74

No individual who has "D", "F", or an "I" at the end of the grading period will be eligible for the honor roll.

STUDENT INFORMATION (continued)

GRADE ADVANCING PROCEDURES

To graduate from Seneca Valley, you must earn 24 credits in specific areas outlined in Policy #217: Graduation Requirements.

1. To become a sophomore, you must obtain 4 credits
2. To become a junior, you must obtain 10 credits
3. To become a senior, you must obtain 16 credits

Students who have obtained less than the recommended amount should be guided to the Seneca Valley credit recovery process in order that they may obtain the recommended amount and advance to the next grade level throughout the summer.

GYM LOCKERS

Students are encouraged to use locks on their gym lockers during physical education classes or practice sessions. All locks must be removed at the end of the semester or athletic season. Any locks left on the lockers will be removed.

Gym lockers are the property of the Seneca Valley School District and are subject to the regulations outlined in the "Lockers" section. School officials may conduct searches of gym lockers if there is reasonable suspicion.

LIBRARY

The Seneca Valley library program provides both digital and print materials to meet the needs of our students. RGMS has comprehensive, up-to-date library facilities and technology resources for instruction and practice. These resources help to create information-literate students who use data ethically and effectively to support learning. By promoting literacy, we encourage students to value reading as a lifelong skill. student has been absent three or more days. Parents can pick up schoolwork after 3:00pm the day of the request. Parents or students can also email teachers directly with schoolwork requests.

For grade 7-12, library is no longer a weekly class; instead, the library is a resource classroom for all. Students will be scheduled in the library for the team's research skills unit and for library skills instruction. At <http://destiny.svsd.net> students can access the card catalog, e-books, digital databases and other resources for homework and projects.

The library is open daily from 7:30am to 2:55pm. Students may visit the library at any time with a pass from a classroom teacher. A current student photo ID is required for students to check out library books and to use computers. It is our goal in the library to meet the 21st century information and curriculum needs of our students and faculty.

MLA RESEARCH DOCUMENTATION

Seneca Valley has adopted the MLA (Modern Language Association) style of documentation for all research papers and projects. Students will be taught this specific documentation style in English classes and will be expected to use it in all classes. Students and teachers should consult with English department members or the librarian for specific guidelines.

LOCKERS

Each student is assigned a locker to store personal and school-related items. Use your assigned locker only. Do not set the combination for easy access or tell other students your combination. The school does not assume responsibility for articles taken from any lockers. You are responsible for items found in the locker assigned to you. Each student is responsible for keeping his or her locker clean. Any material (picture, flag, symbol etc.) that violates district policy or school rules cannot be displayed inside or outside the locker. Food and beverages should not be stored in a locker. Be aware that lockers are the property of the district and subject to search for reasonable suspicion.

LOST AND FOUND

Any person finding a lost or misplaced item should take the item to the main office. A lost article may be reclaimed after proper identification of the article has been established. Unclaimed items will be discarded after a reasonable length of time. Lost or misplaced books will be returned to the appropriate teacher.

STUDENT INFORMATION (continued)

MAKING UP MISSED ASSIGNMENTS

When students are legally absent from classes, it is the student's responsibility to arrange with his or her teachers to make up the missed work. The amount of time given to make up the work depends on the amount of time the student was absent. For example, a student who is legally absent for two days would have two days to make up the work if necessary. Students who are absent from an after-school performance in band or chorus will be required to complete an alternative assignment for credit.

All homework requests should be made through the office. Make up work can only be requested when a student has been absent three or more days. Parents can pick up schoolwork after 3:00pm the day of the request. Parents or students can also email teachers directly with schoolwork requests.

MEDIA RELEASE

As part of an ongoing process to generate good news about our schools, the Seneca Valley School District often invites the media inside classrooms to learn about our outstanding academic programs and events. If you do not want to appear in a photograph or to be interviewed for a story, please have your parents/guardians provide written notification to the principal.

MONITORING DEVICES

A variety of monitoring devices (cameras, metal detectors, search dogs) may be used during the school year to ensure the safety and well-being of all students and staff of Ryan Gloyer Middle School.

MORNING ARRIVAL

When arriving to school, students should either go to the cafeteria for breakfast or report to their first period classes. Additional options will be added throughout the year.

OBLIGATIONS

Students are responsible for the satisfactory settlement of costs for lost or damaged books and other school property, unpaid fees, school equipment not returned etc. Satisfy any obligations by the end of the school year. Debt records move with students to the next grade level and/ or building.

ONE-TO-ONE INITIATIVE

Students will receive their school-issued personal device with stylus, power adaptor and installed software at the start of the school year. Students are expected to bring a fully charged device to school daily to be used for educational purposes. Students are responsible for the care and security of their device. Report a lost or stolen device to the main office. Additional information regarding this initiative is located under the Academics link at www.svsd.net.

OPEN CONTAINERS

Students are permitted to possess clear plastic water bottles during the school day. When not in use, these bottles must be stored appropriately. Glass bottles and cans are not permitted to be carried during the school day. If cans are brought to school as part of a lunch, they must be consumed in the cafeteria.

PHYSICAL EDUCATION - ATTIRE

Physical education attire includes athletic sweatpants/shorts, a t-shirt of any color, socks, and tennis shoes, unless directed otherwise by the teacher. **Students are responsible for their valuables.**
All valuables should be locked in a locker or given to a PE teacher to be locked in the office.

SALE OR TRANSACTIONS

The selling or purchasing of items in school between students is not permitted without permission from the principal. Examples include clothing, electronic devices, jewelry etc.

STUDENT INFORMATION (continued)

STAYING AFTER SCHOOL

There are occasions why students may stay after school – a club or group activity, a rehearsal, a sports practice, Homework Hub, or as a spectator at a scheduled after-school event. Students staying after school must remain in the location of the activity until dismissal from the activity. Students are not permitted to be anywhere else in the building but the scheduled activity.

STUDENT IDENTIFICATION CARDS

The school district issues each student a photo ID card. Students are not permitted to alter or deface their ID cards. Students must have the ID card in their possession while on campus. If an ID card is lost or damaged, students are required to purchase a replacement card at a cost of \$5.00 per card (cash only).

STUDENTS RIGHTS AND RESPONSIBILITIES

(as per policy #235)

Students do have rights as citizens. Legal rights include the right to due process, the right to an education, the right to express opinions, and the right to be free from discrimination. Student responsibilities include regular school attendance, a conscientious effort in the classroom, adhering to school rules and regulations, obedience to school authority, and respecting the rights of others. Beyond these general responsibilities, students have specific rights and responsibilities in the following areas:

Religion

Right: The school may not interfere with your right to observe any religion (or none if you wish) by requiring or conducting religious exercises for you.

Responsibility: Each person has his/her own personal beliefs; you have the responsibility to respect the religious beliefs and observances of others.

Speech and Expression (policy #220)

Right: You have the right to express your views, either verbally or symbolically.

Responsibility: When expressing yourself, you must do so in a manner that does not materially or substantially disrupt the instructional environment. You may not, in expressing yourself, violate another person's rights by using slanderous speech or expressions.

Flag Salute and Pledge of Allegiance

Right: You may not be forced to take part in the salute of the flag or pledge of allegiance if doing so violates your beliefs or values.

Responsibility: If you refuse to participate in the salute to the flag or pledge of allegiance, you may not disrupt the activity of others who choose to do so.

Suspension and Expulsion (policy #233)

Right: Before you may be suspended from school for one to ten days, the suspending school official will explain what rule was broken, will explain why he or she believes you have broken the rule, and will give you the chance to explain what had happened.

Responsibility: You have the responsibility to follow school regulations. You are not shielded from suspension "properly imposed" according to the above procedures. In such cases a hearing in which the above rules are followed should be given as soon as practical after you are suspended.

STUDENT INFORMATION (continued)

STUDENTS RIGHTS AND RESPONSIBILITIES (continued)

Discrimination/Title IX Sexual Harassment Affecting Students (Policy #103)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, sex, gender, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. For more information please contact our Title IX Coordinator/Compliance Officer Mr. Ashley Porter, Supervisor of Equity and Title IX Coordinator by mail: 124 Seneca School Road, Harmony, PA 16037, by phone: 724-452-6040, ext. 1016, or by email: porterad@svsd.net. The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Child Abuse (policy #806)

All district employees are identified as Mandated Reporters of child abuse. If abuse of any kind is suspected of occurring to a child in our care, district employees are required to comply with the reporting requirements for suspected child abuse. School employees shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse.

TRANSPORTATION

(as per policy #810)

BUS TRANSPORTATION:

Riding a school bus is a privilege not a right. **All school rules do apply to the bus.** As to not compromise your safety or the welfare of others, please refrain from any behavior including language or actions that disrupts other passengers or distracts the driver's attention. Conduct yourself in a responsible manner while riding the bus by following these guidelines.

- Be at your designated bus stop five minutes prior to your scheduled pick-up time.
- Talk in a respectful and considerate manner. Refrain from shouting and/or using unacceptable language.
- Remain seated during the bus ride.
- Eating, drinking, and using tobacco products, including e-cigarettes and vape pens, are not permitted.
- **Use your cell phone responsibly. You are not permitted to take photos and videos without consent and without the other person's knowledge of being taped or photographed.**
- Do not throw anything inside or out the bus.
- Keep your hands and head inside the bus.
- Be respectful to your bus driver.
- Follow any additional instructions given by the bus driver, which may include seat assignment.

Students involved in any bus misconduct that distracts or disrupts may be referred to the administration. Consequences range from an administrative warning to suspension. Students may lose riding privileges. Students who have lost riding privileges are still expected to attend school.

To assist the bus drivers and other school personnel in placing students on the correct activity buses, the Transportation Department is asking that students know their address and directions to get home.

STUDENT INFORMATION (continued)

TRANSPORTATION (continued)

Please contact the school regarding any bus issues between students. A school administrator will address the incident. If you have a concern about your child's bus or the bus driver, please contact ABC Transit at 724-473-4500 or the SVSD Transportation Department at 724-452-6040, ext. 1758.

VIDEO AND AUDIO MONITORING:

The School Board has adopted **policy #810.1** that authorizes audio and/or visual recording on school buses or school vehicles for disciplinary or security purposes. The audio/video recordings on school vehicles would be exempt from disclosure under the Public Right to Know Law because such recordings constitute an educational record protected from disclosure by FERPA. Principals, their designees, bus garage managers and transportation department personnel are the only people allowed to view the recordings. Law enforcement may also view the recordings if school officials deem necessary. Each school bus or school vehicle with audio and/or visual recording devices will post a notification in clear sight so driver and passengers understand their actions and communication may be recorded. The audio/video recording will not operate if the vehicle is used for non- school purposes.

TEMPORARY CHANGE OF ASSIGNMENT

Per School Board Policy #810, no transportation requests are approved for work, music lessons, dance classes, gymnastics, visiting a friend, or going to a friend's house so that a parent can drive to an after- school event. Examples of requests that will be approved: a death in the family, the hospitalization of an immediate family member, or when a temporary guardian is needed due to an absence from home of a parent/ guardian. Requests for "**Exceptions**" to transportation can be made by accessing "Transportation Requests" on the Transportation Department link at www.svsd.net. **Click on departments and from the drop-down menu, click on Transportation.** Each written request will be evaluated on an individual basis by the Transportation Director. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus. Unless a request arises from an emergency, requests for changes in transportation assignments must be made in advance and will not be granted on the date of the request. Processing requests may take three to five business days to complete. During the school day, contact the Transportation Department at 724-452-6040, ext. 1758.

For bus emergencies before 8:00am and after 4:00pm, contact ABC Transit (724-473-4500) or Valley Lines (724-473-4411). The company name is on the side of the vehicle.

CUSTODY AGREEMENTS DAYCARE -- ALTERNATE STOPS

Parents sharing equal custody of a child or parents needing daycare before and/or after school may need an alternative stop location. However, only one alternative stop location can be requested. An alternative stop is only set up in case of a custody agreement or daycare. Parents and/or guardians need to alert the Transportation Department of an alternate address if needed. The days for an alternative stop need to be consistent each week. No alternating Fridays are accepted. All alternative stops will be deleted at the end of the school year, and parents will need to submit a request for an alternative stop before the beginning of the following school year. Requests for "**Alternate Stops**" to transportation are made by accessing "Transportation Requests" on the Transportation Department website www.svsd.net. **Click on departments and from the drop down menu, click on Transportation.** The days for an alternative stop need to be consistent and a regular schedule. A regular schedule consists of specific days and is consistent each week of the school year. Processing requests may take three to five business days. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change depends upon the availability of space on the alternative bus.

The deadline to notify the Transportation Department of an alternative stop request for the 2022-23 school year is August 5, 2022. No requests are taken during the first few weeks of school. Parents missing the deadline will be responsible for transportation. The district will resume taking alternative stop requests on September 12, 2022.

LOST ITEMS ON THE BUS

It is best to contact the bus garage immediately when an item is missing. The garage managers can call the driver to confirm if the lost item is on the bus. Please have the bus number available prior to calling. Please call ABC Transit (724-473-4500) or Valley Lines (724-473-4411). The company name is on the side of the vehicle.

STUDENT INFORMATION (continued)

WITHDRAWAL AND TRANSFER

If you are moving to another area or permanently withdrawing from school, you must first officially notify personnel in the school counseling office and sign a withdrawal form.



DISCIPLINE

STUDENT DISCIPLINE

(as per policy #218)

The Seneca Valley School District has adopted a district-wide unified discipline code (policy #218). We encourage all students to familiarize themselves with this policy so that an effective and consistent learning environment may be created and maintained in every classroom and throughout our school. Policy #218 establishes disciplinary guidelines that may result in the withdrawal of privileges, detention, suspension, and/ or expulsion from school. Copies of the student discipline code (policy #218) are available in each homeroom, the library, and the main office.

If learning is to prevail, discipline policies and procedures aim to protect and nurture the physical, social, intellectual, and emotional health and growth of our students and staff. In addition, these regulations specifically must limit the opportunity of any individual to interrupt another student's educational growth.

The following principles guide school personnel in the enforcement of these policies and procedures.

1. All students have worth and dignity. Our school strives to use positive ways of guidance which help communicate belief in self-worth and recognize student needs regarding personal growth and history.
2. All students have the capacity to learn cooperation and respect for others. The school attempts to provide a climate in which mutual respect, trust, and communication prevail. Students must understand the reasons for discipline policies and procedures and to foresee the consequences of their behavior and actions.
3. All policies and procedures must be consistently enforced to maintain an attitude of fairness for all students.
4. All students have the right to receive their education in an appropriate learning environment and violations of that right by other students will not be tolerated. Students exhibiting disruptive behavior may be removed from a class with a failing grade for repeatedly interfering with another's opportunity to learn.

ACADEMIC INTEGRITY

Plagiarism is defined as taking or imitating the ideas, thoughts, or language of another to represent them as one's original work. It is imperative that all work submitted by the student be representative of his/her own ideas, thoughts, and language capability. Therefore, plagiarism is strictly prohibited. If the ideas, thoughts, or language from another source must be used in academic work, it is the student's responsibility to cite the information appropriately.

Academic dishonesty also includes cheating on tests, quizzes or homework, the electronic transfer of academic material from one student to another and taking any curricular or testing materials from a classroom. Teachers determine the academic consequence. Additional consequences may be assigned by an administrator.

CLASS CUTS/ TRUANCY

Being absent from a class/ classes or being absent from the building without permission are offenses that warrant disciplinary action as stated in the disciplinary code. Disciplinary action will be taken when a student cuts a class/ classes or is absent from the building without permission. Repeated offenses will result in additional consequences.

CLASSROOM DISRUPTIONS

When a student is removed from class for a disruption, he or she must report directly to the main office.

DETENTION

Detention sessions are held after school every Tuesday, Wednesday, and Thursday from 2:45pm to 5:05pm. Students must report on time and with the necessary materials. Failure to attend detention will result in additional disciplinary action. **Students are permitted to ride the 5:15pm activity bus after detention.**

DISCIPLINE NOTIFICATION

If disciplinary consequences are issued to a student, a school administrator will contact a parent or guardian by phone or email communication.

DISCIPLINE (continued)

DISCIPLINE RECORDS

Records and verified reports of students involved in recurrent or serious infractions are maintained beyond the end of the school year. These records may be referenced in determining future disciplinary consequences for a student.

DISRESPECT

Any behavior that promotes or creates disrespect to teachers, staff, or other students will not be tolerated. This type of action will result in consequences ranging from a warning to suspension.

FIGHTING

Fighting is NOT permitted at any time on school grounds, at school-sponsored activities, at school bus stops, or on school-related buses. Consequences are based on the findings of the administration. Law enforcement officials may be contacted as necessary.

LATE ARRIVALS TO CLASS

Students are late if they are not in their assigned seat when the tardy bell rings. Staff members will keep student tardy records.

An administrator will meet with students on their third late to class. On the 1st set of three late notices, the administrator will call home to a parent/guardian. After the 4th late, additional consequences will be assigned.

LEAVING BUILDING WITHOUT PERMISSION

Students are not permitted to leave the school premises without consent of a principal. Students who leave the school building during regular school hours or fail to report to classes are in violation of school regulations and will receive disciplinary action. Parents are notified. If applicable, the SRO will be contacted.

PUBLIC SHOW OF AFFECTION

There are to be no public displays of affection in the school, on school grounds, at school activities, or on school buses. Consequences range from a warning to suspension.

SATURDAY SCHOOL

Saturday School may be assigned by a building administrator as an alternative to suspension. Saturday School operates in the Intermediate High School from 9:00-11:00am. Students must be on time, must have educational work, and must provide their own transportation. Failure to attend an assigned Saturday School will result in further disciplinary action.

SUSPENSION IN-SCHOOL (ALC)

Students who are suspended may, at the discretion of the Administration, be assigned to the Alternative Learning Center during their suspension. During this time, supervised schoolwork will be done. Failure to do assigned work will result in further disciplinary action. Parents will be notified of all suspension(s) and, should it become necessary, a parent conference will be requested. Students who have received in-school suspension will not be permitted to participate in after-school activities on the day or days of the suspension.

THEFT

The unauthorized use/ possession of another person's property, goods, materials, or services will result in the appropriate consequence and restitution (if applicable). If applicable, the SRO will be contacted.

DISCIPLINE (continued)

VANDALISM/ SCHOOL PROPERTY

Students who disfigure or deface school property, break windows, or do other types of damage to school property will be subject to disciplinary action and may be required to make restitution. Law enforcement may be contacted. Students are not permitted access to teachers' desks, cabinets, computers, or personal belongings without permission. If applicable, the SRO will be contacted.



POLICIES

BULLYING

(as per policy #249)

The Seneca Valley School District is committed to providing all students and employees with a safe and civil educational environment, free from threat, harassment, or bullying. Any student who feels as though he or she has been bullied shall report the incident immediately to a teacher, guidance counselor, or building administrator. As per board policy, bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students; which occurs in or relates to a school setting; that is severe, persistent, or pervasive; and that has the effect of doing any of the following:

- Substantially interfering with the education of another student
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

For more detailed information about Seneca Valley's anti-bullying policies, please refer to District Policy #249.

CAFETERIA

(as per policy #246, #808, #809)

Seneca Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. The district's Wellness Policy complies with the Pennsylvania School Nutritional and Food Standards. You may find this policy in its entirety on our website under School Board Policies.

DANGEROUS ITEMS/WEAPONS

(as per policy #218.1)

The Seneca Valley School District acknowledges that the possession of weapons/ dangerous items is a threat to the safety of students and staff. Weapons/ dangerous items include but are not limited to any knife, cutting instrument, cutting tool, firearm, rifle, straight razor, explosive, irritating or poisonous gas, poison, drug, exploding devices of any kind (firecrackers, smoke bombs), or replica of a weapon. No student is permitted to have these items on his/her person, in his/her locker, in the building, on school property, at school-sponsored activities, or on school buses. Possession or use of these items, including the replica, will result in substantial disciplinary action including possible expulsion and/or referral to the appropriate law enforcement agencies in accordance with district policy #218 and Act 26, the Gun Free School Act.

POLICIES (continued)

DRESS CODE

(as per policy #221)

The Seneca Valley School District acknowledges that personal attire and good grooming positively affect student achievement and conduct. The district also recognizes that each student's mode of dress and grooming is a matter of individual preference.

Students are expected to dress appropriately and to maintain personal hygiene. Appropriate dress is that which is not offensive, distracting, nor does it present a disruption or safety hazard to members of our school community. The purpose of our dress code is to define acceptable student attire while promoting an atmosphere for academic success and recognizing student choice and expression. RGMS administration would ultimately decide whether a clothing or grooming choice is distracting.

General:

- Head Coverings including hats, hoods, and bandanas are not to be worn in the building.
- Bandanas are not to be worn or carried in school.
- Do not wear clothing, apparel, or jewelry that displays inappropriate messages – items that promote alcohol, drugs, tobacco products, weapons, violence, sexual innuendo, vulgarity, profanity, or any other items that demean, degrade, or intimidate another.
- Appropriate undergarments worn and not to visible.
- Shorts and skirts are to be of reasonable length.
- No bare midriffs

All clothing must fit and be worn properly. Students who do not follow the dress code will be asked to change clothes, cover-up, or remove accessories (jewelry, head gear etc.). If the student does not have the appropriate alternative clothing at school, it may be necessary for parents to bring in appropriate clothing. The school may also provide appropriate clothing if necessary and available. Repeated dress code violations may be dealt with as incidents of insubordination.

Not all situations and conditions can be covered by the district policy; therefore, the administration reserves the right to evaluate all items and situations regarding the dress code.

RGMS administration will follow this procedure regarding dress code violations.

- Student will meet with administrator or counselor.
- Student will be given alternate clothing.
- Student's cell phone will be collected as collateral and can be picked up at the end of the day.
- Parents and Guardians will receive the email below to inform them of the loss of cell phone due to dress code violation:

Hello,

This email is to inform you that in response to a dress code violation, your child's cell phone has been taken for the day and will be held in our office as collateral for the clothing that was provided to them. Your child is aware that they can and should pick up their phone at dismissal today before boarding the bus or leaving for a school-sponsored after school event. Our dress code expectations and procedures can be found here in our Student Handbook [Ryan Gloyer Middle School Student Handbook \(svsd.net\)](#). If you need to communicate something to your student, please call 724-452-6043 and we will deliver the message for you. If you have questions about the violation, please discuss the situation with your student this evening. If questions remain, please email Mrs. Trisha Butschle (Assistant Principal) at butschletl@svsd.net

Sincerely,

Ryan Gloyer Middle School Administration

POLICIES (continued)

RESPONSIBLE USE OF PERSONAL TECHNOLOGY

(as per policy #237)

The Board, while recognizing that technology is an essential element of 21st century education, adopts this policy to establish guidelines for the use of personal technology resources in order to minimize disruptions to and maintain a safe educational environment. This policy aims to ensure a productive learning environment while emphasizing use of technology through the teaching of digital citizenship at every grade level.

Personal Technology Resources shall be defined as any device capable of capturing, storing, and/ or transmitting information including text, audio, and/ or video data. **Personal Technology Resources** include, but are not limited to, such devices as cellular devices (those devices that receive and send messages electronically), digital cameras, personal digital assistants (PDAs), laptop computers, portable media players, mobile devices, ear buds, headphones and smartwatches.

The Board permits students to bring smartphones and other personal technology resources to school but they must be stowed on your person and out of sight or stored in a locker or backpack. Teachers will have the direction to utilize a storage system for devices for students to store their devices in the classroom. These items may not be used unless there is an emergency or at the teacher's discretion for instructional purposes. These devices should be turned off, placed on silent or vibrate mode during the school hours.

Exceptions may be made for students with specific medical needs as determined by the student's health plan.

In addition:

1. For grades K-6, devices may not be used in the cafeteria during lunch, in the hallways or other non-instructional areas.
2. For grades 7-8, devices may be used in the cafeteria during lunch, but may not be used in the hallways or other non-instructional areas. Cell phones should not be used in a manner that disrupts the learning environment or interferes with the rights of others.
3. For grades 9-12, devices may be used in the cafeteria during lunch, in the hallways, and in other non-instructional areas. Cell phones should not be used in manner that disrupts the learning environment or interferes with the rights of others.
4. For extracurricular activities, devices use would be left to the discretion of the coach or sponsor.

The Board prohibits the possession of laser pointers and attachments on school grounds, on buses and school vehicles or at school-sponsored activities.

ELECTRONIC IMAGES AND PROCEDURES

The taking, storing, accessing, disseminating, transferring, viewing or sharing of violent, obscene, pornographic or lewd images, photographs, or messages, whether by electronic data transfer or other means, including, but not limited to, texting and emailing, is prohibited and constitutes a Level III violation of the district's Student Discipline policy. Because such violations also may constitute a crime under state and/or federal law, the district may report such conduct to the law enforcement authorities.

Violations of this policy may result in disciplinary action and may result in confiscation of personal technology resources for an extended period of time.

RGMS administration supports the responsible use of cell phones. Cell phone use that becomes a distraction, annoyance, or safety concern during the school day is an irresponsible use of cell phones.

How this policy applies to Ryan Gloyer Middle School students:

- Students are not permitted to have headphones, ear pods, Bluetooth speakers or any other audio device connected to their cell phones during regular school hours.
- Students are not permitted to use phones while in the hallways during regular school hours.
- Students are permitted to use cell phones in classrooms with teacher permission only.
- Any disruptions caused by cell phone usage will lead to a cell phone violation.
- No cell phones or electronic devices are allowed in the restrooms.

POLICIES (continued)

RESPONSIBLE USE OF PERSONAL TECHNOLOGY(continued)

RGMS administration will follow these steps regarding cell phone violations.

- **First offense** – Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified.
- **Second offense** - Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified. Additionally, students will be seen in the main office to review the policy and will lose their device for one school day.
- **Third offense** – Parent/Guardian will be required to pick up the device from the main office. Additional discipline may be assigned and can result in consequences which range from detention to in-school suspension.
- **Each subsequent offense or refusal to surrender personal device** – This will result in parent pick up of the device and a review of the policy with the student. Progressive discipline will take place at this level and depend on the scope and number of policy violations.

Communication to Parents and Guardians

- Students cell phones will be tagged with their name and locked up in our captured entrance office
- Parents and Guardians will receive the email below to inform them of the cell phone violation:

Hello,

This email is to inform you that in response to a cell phone violation, your child's cell phone has been taken for the day and will be held in our office.

Your child is aware that they can and should pick up their phone at dismissal today before boarding the bus or leaving for a school-sponsored after school event.

Our cell phone expectations and procedures can be found here in our Student Handbook [2023-24 RGMS Student Handbook 7-7-22.pdf \(svsd.net\)](#) on page 28.

If you need to communicate something to your student, please call 724-452-6043 and we will deliver the message for you.

If you have questions about the violation, please discuss the situation with your student this evening. If questions remain, please email the teacher or administrator who turned in the violation. If your student is unsure of who the teacher was and you have questions, please email Mr. Rob Raso (Assistant Principal) at rasors@svsd.net.

Sincerely,

Ryan Gloyer Middle School Administration

POLICIES (continued)

LOCKERS AND PERSONAL PROPERTY

(as per policy #224 and #226)

A locker to store personal items and school supplies is assigned at the beginning of the year. Please use the locker assigned to you only. Keep your locker locked and do not share your combination with others. The school will not assume responsibility for lost or stolen personal items.

Please be aware that the lockers are the property of the Seneca Valley School District and are provided to you for storing school-related items and personal items. The school has an obligation to ensure that all lockers are properly used and that no item placed in the lockers jeopardizes the health, safety and welfare of our students, faculty, school property or the educational process. To fulfill this obligation, school officials are empowered to conduct reasonable searches of students, their personal property (including backpacks, purses, gym bags etc.) and school property where reasonable suspicion exists that the student may be in possession of drugs, weapons, alcohol or other materials in violation of school policy or state law or any materials that pose a threat to the health, safety and welfare of that student or other school community members. In case of emergency, blanket searches may be made. The district reserves the right to conduct periodic searches including random bag searches and the use of drug- or bomb- detecting dogs.

SMOKING AND TOBACCO POLICY

(as per policy #222)

Possession or use of tobacco products including matches, lighters, electronic cigarettes and vape pens on school property, school transportation, or at school- sponsored events is prohibited. Smoking or possession of tobacco products is a level two violation of District Policy #218.

- * First Offense- 2 afterschool detentions to be scheduled for the end of the month so that student can attend the Keystone Wellness Program.
- * Second Offense- 2 Saturday detentions, completion of Smokeless Saturday Virtual Class (\$50.00 cost), referral to the magistrate.
- * Third Offense- Progressive discipline and referral to the magistrate.

SUBSTANCE USE/ ABUSE POLICY

(as per policy #227)

The Seneca Valley School District prohibits the possession, use, misuse, being under the influence, or the distribution by students of drugs (controlled, non- controlled or mood-altering substances), look-alikes, designer drugs, drug paraphernalia, health endangering substances, medication not registered with the health office, or alcohol on school district property, at any school-sponsored event, or during activities under school jurisdiction, or in any conveyance providing transportation to or from school or school-sponsored events. Students in violation of this policy will be subjected to the appropriate disciplinary action and procedures as defined in the District's Substance Use/Abuse Policy. Students suspected of any illegal activities will be referred to the proper law enforcement agency.

HEALTH SERVICES

COMPREHENSIVE ALLERGY MANAGEMENT

PLAN (as per policy #210.2)

The Seneca Valley School District has established a Comprehensive Allergy Management Plan to support students who suffer from severe allergies. The plan provides a procedural guide for the management of allergies in our schools and includes educational information, specific guidelines for all stakeholders, and supplemental resources to support administrators, teachers, parents, and students.

The plan establishes clear procedures for food products that can be brought into the classroom for daily snacks and/or special events. Food for these activities is controlled by the classroom teacher. This approved food list is available under Food Services on the district website. The plan also establishes that classroom celebrations may not include food. The plan, however, provides a list of possible activities for celebrations.

HEALTH OFFICE

Students who are not feeling well or who have been injured at school, should report to the health office to be evaluated. If the nurse is not available, report to the main office. Reporting anywhere else will be considered a class cut. Students must obtain a pass from their teacher before reporting to the health office. Only for an emergency will a student without a pass be seen.

Any student who has a temporary mobility problem (crutches, knee brace etc.) should report to the health office on arrival to school to obtain a travel pass or permission to use the elevator. A parent or physician note must accompany the student to explain the injury or condition and specify the expected duration that accommodations are needed.

Please notify us of any change in emergency contact, your phone number, or work number and update your emergency contacts in the SV Parent Portal.

Please follow Pennsylvania Department of Health guidance regarding Covid-19 and your child's return to school should a diagnosis occur.

All parent or guardian calls for illnesses and/ or injuries must be made from the health office.

HEALTH EXAMINATIONS

(as per policy #209)

In compliance with the school code, the Board shall require that district students submit to health examinations. These screening programs are conducted annually at Ryan Gloyer Middle School:

- * 7th Grade - height, weight, vision, hearing & scoliosis
- * 8th Grade - height, weight, vision

PRESCRIPTION MEDICINES AND OVER-THE-COUNTER MEDICATIONS

(as per policy #210)

With written parental permission, the school nurse may administer Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (i.e. Tylenol) from a standing order written by our school doctor. This request can be satisfied with the completion of the annual emergency health form. An age/ weight- appropriate dose will be given. Any dose exceeding the recommended dose will need to be ordered by a student's personal physician. These two medications may be administered for the occasional relief of mild pain or discomfort from headaches, orthodontic pain, or menstrual cramps. Students will not be given these medications to reduce a fever.

Students are not permitted to carry or self-administer the above noted medications or any other medications. Special accommodations may be made for rescue medications (epi-pens and inhalers) with physician and school nurse approval. The school nurse will not administer any prescription or over-the-counter medication (except acetaminophen and ibuprofen as stated above) without the specific order of a health care professional and written parental permission.

See additional Health Services information on the district Health Services page
<https://www.svsd.net/Page/12781>

SCHOOL SPORTS/ACTIVITIES/CLUBS

ACTIVITY BUS SCHEDULE

- * The daily 5:15pm activity bus is for students in clubs/ activities, athletes, and sport spectators.
- * All students not involved in supervised after-school activities must leave on the 2:41pm bus.

ACTIVITY BUS – 7TH THROUGH 12TH GRADE

The secondary activity bus provides transportation home for students in supervised after-school activities. The secondary activity bus does not go into housing developments, but rather stays on main roads within the district. These buses depart Seneca Valley secondary schools on Monday through Friday at 5:15pm. Students must ride their assigned activity bus. Copies of bus stops are available in the secondary building offices. For more information on activity bus schedules, please contact the transportation department at www.svsd.net.

Click on departments and from the drop-down menu click on Transportation. The links to “Activity Buses” will be on the left of the web page. The transportation phone number is 724-452-6040 ext. 1758. Bus emergency (after 4pm only): ABC Transit (724-473- 4500) or Valley Lines (724-473- 4411). The company name is on the side of the vehicle. Please note there are no activity runs on Act 80 Days, in-service days, or half-days on the secondary campus.

CLUBS AND INTRAMURALS

(as per policy #122)

Ryan Gloyer Middle School has a school club program for interested students. The type of clubs offered varies, depending on student interest and availability of sponsors. A listing of all clubs is available in the front office. School clubs meet after school on designated days. Transportation home is provided via an activity bus for those participating in the club program. Pay to Participate fee information can be found on the district website at www.svsd.net.

DRUG TESTING PROGRAM and RANDOM DRUG TESTING

(as per policy #227.1)

A drug testing program was initiated in the Seneca Valley School District to help deter student athletes, student drivers and students involved in activities from drug usage. After an initial testing, students will be placed in a random testing pool for the remainder of the school year. A weekly random list, generated by the testing contractor, is provided to school administration and those students listed will be asked to provide a urine sample. Compliance with this policy is mandatory for students to continue to participate in their sport or activity. Applications are available in the front office. Additional information can be found at www.svsd.net on the Athletics' web page.

RANDOM DRUG TESTING

All students participating in athletics and extra- curricular activities are subject to School Board Policy #227.1, which is an extension of policy #227. This policy outlines the drug-testing requirements of students who participate in the district's athletic programs and extra-curricular activities. If a student withdraws from his/her sport or extra-curricular activity and wishes to be removed from the random drug testing pool, a parent/guardian must submit a written request to the principal. Fee information can be found on the district website at www.svsd.net.

HAZING

(as per policy #247)

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership affiliation with any organization recognized by the board. Administrative investigation will determine consequences for any violations of the policy.

INTERSCHOLASTIC SPORTS

(as per policy #123)

Numerous sports are available to all Ryan Gloyer Middle School students including, but not limited to, intramural sports, basketball, cheerleading, cross- country, football, soccer, softball, track, volleyball, and wrestling. A 2.0 grade point average must be maintained, or the student athlete will be assigned to a mandatory after-school study hall. Pay-to-Participate fee information can be found on the district's website at www.svsd.net.

SCHOOL SPORTS/ACTIVITIES/CLUBS (continued)

GUIDELINES FOR STUDENT ACTIVITIES

1. All student activities held in the name of the school must be approved by the Administration and chaperoned by faculty members or approved chaperones.
2. All student activities should be held in the school building or on the school grounds unless otherwise approved by the Administration.
3. Students in attendance are liable for the care of the facilities.
4. Guests are not permitted to attend unless approved by the school administration.
5. All school policies including those relating to drugs and alcohol are in effect at all school activities.
6. Students must be drug tested (see drug testing information below) to participate in extra-curricular activities.
7. Students must pay the appropriate activity fee prior to participating. Information about participation fees is available on the district website.

EXTRA-CURRICULAR ACTIVITIES

(as per policy #122 and policy #204.2)

ATTENDANCE

All students are to attend school on the day of any activity. Students who are absent from school or tardy after **11:01 AM** will not be eligible to participate in any extra-curricular activities, practices, or games on that day without prior approval from the principal. If the activity or game occurs on a Saturday or during a school holiday, the student must be in attendance by **11:01 AM** on Friday prior to the event or activity. Students who have early dismissals are ineligible to participate in practice or games unless they have prior approval from the building principal to do so. Students who do not receive prior permission from the principal to participate following an early dismissal must return to school prior to the end of eighth period to be eligible for competition or practice on that day. While serving suspensions (in-school or out-of-school), students are not permitted to participate in any after-school activities.

STUDENT BEHAVIOR

Students are expected to demonstrate appropriate behavior at all extra-curricular activities. All expectations in effect during school hours apply to students attending extra-curricular activities. Any misbehavior at a school event will result in appropriate consequences at school, and students may be removed from the activity without a refund.

Any behavior that endangers the health, safety or welfare of others may additionally result in suspension from school and/or extra-curricular activities and may result in police involvement. Suspension from activities includes participation and spectating at athletic events, club participation and attending social events.

This behavior expectation also applies to those students who will be staying after school as a spectator of an after-school sporting or extra-curricular event. As a spectator, students are expected to act in a responsible manner as they support their classmates. Once the school day has ended, student spectators are to report directly to the event location, or a location designated by the school administration. Students are expected to remain at the event location until leaving to ride the activity bus or to be picked up by a parent/ guardian.

Ryan Gloyer Middle School offers a wide range of extra-curricular student activities. The complete list is available on the school website. Please remember that when you participate in athletics or any other extra-curricular activity, you represent our school, your home, and our community. All actions by students and the school district regarding athletics, club sports, and extracurricular activities are governed by school board policies and departmental rules.

SCHOOL SPORTS/ACTIVITIES/CLUBS (continued)

STUDENT COUNCIL EVENT GUIDELINES

Ticket Sales

- * Students may purchase one event ticket for \$5.00 (cash only). Tickets are sold during school lunches and not at the door. There are no refunds for tickets for any reason. **Only students of Ryan Gloyer Middle School are permitted to attend these events.** Refreshments are sold at the events.
- * All events will begin at 6:30pm and end at 9:00pm.

EVENT RULES FOR STUDENT BEHAVIOR

Regular school rules are in effect for school events. Students are expected to be courteous to each other and to the adults as well as to respect school property. Once a student arrives at the event, he or she is not permitted to leave until the end of the event. A parent/ guardian may pick up a child early but must meet with the event sponsor to sign out the child.



COMPUTER USE/TECHNOLOGY

SV PORTAL

The SV Portal provides secure central access to all personalized resources available to Seneca Valley parents/guardians and students. Grades, contact/ emergency information, health information, classroom calendar, sports forms and other items are available at this site for viewing.

To access the portal information, please utilize the SV Portal wallet card that was mailed to you. Multiple children within one family can be viewed with one card.

Individual cards are not needed for each child. If you need a replacement wallet card, please contact the Central Office Front Desk at 724- 452-6040, ext. 1675, and one will be provided to you via U.S. Mail. Usernames and passwords cannot be supplied by phone. This procedure is necessary due to the sensitive nature of the information being requested.

The parent portal can be found on the district homepage at www.svsd.net or by going to <https://portal.svsd.net/>

ELECTRONIC GRADEBOOK

Teachers update grades each week in **SV Gradebook**, our online grade-reporting program. Parents and students can view grades by accessing the portal on the district website. If you experience problems using the system, please call or email our building technology facilitator.

COMPUTER and NETWORK USE/ ACCEPTABLE USE

(as per policy #815)

There are numerous computers available throughout the building for student use. Students are permitted to use these computers for educational purposes. Enrolled students have an account on the network system for file storage and software access. Once logged in, students must indicate that they agree to use the computer in accordance with the district **Acceptable Use Policy**. Individual files are not considered to be personal property. These files may be accessed at any time by teachers, administrators, or the system manager. Students are responsible for what appears in their accounts and on media in their possession. Students are not permitted access to other students' files. Tampering with files, copying of copyrighted software, downloading, or installing games, password tampering, accessing unauthorized directories or removing equipment or software will be considered theft. Tampering with any hardware or equipment or violating policies and/or guidelines governing the use of networks, Internet or software programs are also considered offenses and will be dealt with per District Policy #218. Violators may also be prosecuted under applicable local, state, or federal civil or criminal law. The **Acceptable Use Policy** is available online.

Learning – Individual – Future – Society – Environment

Through a learning partnership with family and community, Ryan Gloyer Middle School will provide young adolescents with a positive, integrated, educational experience in a nurturing environment, developing responsible, life-long learners.

Community – Parents – Students – Teachers - Administrators