

GATEWAY SCHOOL DISTRICT



Moss Side Middle School Parent Student Handbook 2023-2024

Building Information

MOSS SIDE MIDDLE SCHOOL

Mr. Michael Jack, Building Administration
Mrs. Lyndsey Love, Building Administration
Mr. Robert Hall, Building Administration

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Office: 412-373-5700

DISTRICT WEBSITE: www.gatewayk12.org

Gateway School District

Dear Parents/Guardians:

We have prepared this handbook to serve as an introduction to our middle school program and to answer some of your more pressing questions. Throughout the year, the district will supplement your information in regards to various programs through the Calendar/Handbook, building newsletters and the Gateway School District website at www.gatewayk12.org.

The instructional program at the middle school level is designed to meet the needs of the individual student. This can best be accomplished when teachers, parents/guardians, and administrators work together in this effort. You are encouraged to become involved with the school through the parent-teacher organization, and as a volunteer.

We look forward to working with you and your child this school year. Please feel free to contact your principal with any questions or concerns. Welcome back to school!

Sincerely,



Dr. William Short
Superintendent

MISSION STATEMENT

The mission of the Gateway School District, in cooperation with parents and other members of the community, is to provide quality educational opportunities for all students, to promote academic excellence in a safe and caring environment, to enhance self-confidence through personal responsibility, and to develop life-long learners who will be productive citizens in a diverse and changing world.

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Academic Progress

Athletic and Extracurricular GPA Policy

It shall be the policy of the Board that students maintain a 2.0 or above cumulative grade point average, or a 2.0 or above grade point average for the previous nine-week grading period and maintain a 2.0 or above grade point average at the midpoint of the next nine(9) week grading period. Weekly eligibility requirements established by P.I.A.A. will also be maintained in order to be eligible to participate in athletics. Official cumulative GPA checks/verifications will be calculated every nine weeks. Students entering grades 7 through 12 who do not qualify in June will have a one-time right to an August recheck to include summer school participation for classes they are failing. Each student will have one opportunity during his/her enrollment to apply summer school grades to meet eligibility. After this single August recheck option is exhausted, eligibility will be determined by the nine week GPA verifications, as well as the 4 ½ week mid-point verifications. Furthermore, students must maintain a weekly eligibility status as established by P.I.A.A during the current term to maintain eligibility to participate in athletics, in addition to any other eligibility requirements established by the P.I.A.A.

Promotion Guidelines

A student who successfully completes the school term at Moss Side Middle School will be promoted to the next grade level. If a student has not made satisfactory progress, a decision to promote or retain will be based upon a child's letter grade within his/her academic class. Academic classes include; English Language Arts, Mathematics, Science, and History/World Geography. Students who fail 2 or more credits of core area classes may be retained in their current grade. Students will have an opportunity to retake failed academic classes in summer school. Students failing all 4 academic classes are not eligible for summer school. They will be retained within the grade level for the coming school year. All information for summer school can be found on the Moss Side Middle School website. Throughout the course of the school year, parents will be notified of failing grades and the possibility of retention.

Prior to retention, building administration and staff will work with parents to assist with academic interventions to improve your child's progress within the school environment.

Skyward

Pupil progress is reported online via our student information system, Skyward, skyward.gatewayk12.org. Skyward Family Access is a secure Internet-based website that allows parents and guardians to easily track their students' progress. There are also apps available for Apple IOS and Android devices. Skyward will allow you to view student attendance, grades, schedule, progress, and assignments. Teachers are required to update agendas and grade the first day of every school week by 3:00pm.

Parents will also be able to access interim reports and report cards via their personal Skyward login information. If a parent/guardian requires paper copies of these documents please contact the middle school office.

Grading System

The grading system utilized to determine achievement consists of an alphabetical mark and numerical percent. This system is intended to provide clear and thoughtful insight about teaching and learning for parents and students. The evaluation for each grade level reflects benchmark measures that define what students should know, understand, and be able to do at a specific grade level. Each content area is based on the academic standards and assessment anchors prescribed by the Pennsylvania Department of Education.

Letter	Explanation	Percent
A	Superior or Excellent	90 -100
B	Above Average or Good	80 - 89
C	Average	70 - 79
D	Below Average or Poor	60 - 69
F	Failing	45 - 59

Parent- Teacher Conferences

During the school year, middle school conferences will be offered on an individual basis per administration, staff, and/or parent request. Parents/Guardians are able to contact administration or school counselors to schedule a day and time to discuss matters regarding their child.

Admissions

All new students entering the Gateway School District must register at the Gateway School District registration office. Please call Cindy Capell, 412-373-5705 or click [here](#) for registration link. A copy of the following information is required for registration:

- Mortgage statement, deed or rental lease
- Two proofs of residency
- Copy of child's immunizations
- Birth certificate
- Notarized Act 26
- School records
- Address of former school (if applicable)

Parents/Guardians are required to provide any change of address to the Registration Office with the proper documentation.

Attendance

A strong relationship exists between good school attendance and academic achievement. The classroom environment is considered to be the most meaningful and essential component of the instructional process. Class absences limit opportunities for classroom interaction and direct participation with a teacher and student. Therefore, regular class attendance is considered to be an integral part of the student's program if he/she is to accomplish his/her educational goals. Provisions for absence are established in the district, minimum standards for attendance must be met for course credit regardless of grades earned.

All students must submit a written excuse signed by their parent/guardian within (3) three days for each absence. Excuse Stations will be available to students upon entering the building to properly hand in excuses for documentation. Parents are also able to email excuses to the building secretary, Lynnsey Oliver. (loliver@gatewayk12.org)

Parents/guardians may write up to ten excuses throughout the school year for the legal reasons for being absent, including: illness (medical/dental), court related absence, or a family emergency. From the eleventh absence on, the only excuse that will be deemed legal will be one from a doctor's office on professional stationery or from the court. All other excuses will be considered illegal.

The compulsory school attendance age is under 17 years. Any student under 17 having more than three (3) unexcused absences during the school term will subject his or her parents to a fine. When a student has accumulated three (3) days of unlawful absences, a first offense notice will be sent to the parents. After the first notice is resolved, the next day during the school term that the student is unlawfully absent becomes the second offense. This offense is subject to a fine, according to the compulsory school attendance law.

Late To School/Sign-in Policy

Students will be considered officially late to school if they are not in their homerooms by the designated time, 8:18 A.M.

Late students must report directly to the office, provide a written excuse for tardiness, and follow the student sign in procedures. Excuses should be presented to the office on the day the student is late. The written excuse will be recorded as excused or unexcused. Written excuses will be accepted up to three school days following the tardy. Upon receipt, they will be evaluated and recorded as excused or unexcused. Excused reasons for tardy include: illness, family emergencies and documented medical/court appointments.

Early Dismissal/Sign-out Policy

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. Parents requesting an early dismissal should submit the following information to the office in writing:

- Full name of student
- Date of early dismissal
- Reason for early dismissal (name of doctor or dentist, if applicable)
- Signature of parent or guardian
- Home/business phone number

Parents/guardians are required to report to the office on the date and time of the early dismissal. Students will not be called to the office until a parent or guardian arrives to properly release the student. **In order to ensure student safety, students will only be released to the person(s) whose name(s) appear on the student's emergency care card and have appropriate government issued identification or a state issued driver's license.**

Please keep your student's emergency care card up to date within Skyward.

All early dismissals will be stopped at 2:15 PM each day. Any dismissals after that point, parents will need to go to the Student Pick Up line to get their child when the building is dismissed.

Educational Trip Approval

Parents requesting approval to take their children out of school to participate in an educational trip must complete a trip approval form (available in the school office or on our website) explaining the reason for the request and the length of the trip. **Forms must be submitted 10 days prior to taking the trip and approval must be granted by the school administration. If prior approval is not granted, the absence will be considered unlawful. Please click here for the form.**

Bus Transportation

Many children within the Gateway School District are transported to school by bus. Acquainting your child with the bus stop before the school term begins will give your child confidence in traveling to and from the bus stop. Students will only be permitted on the school bus at their district assigned bus stop, and are only permitted to ride their district assigned bus.

If a parent is requesting a temporary bus pass, a parental note for the student riding the unissued school bus, along with an additional note from the other child's parent must be submitted to the building administration. Temporary bus passes are only for the daily purpose and must be approved by building administration, who has the right to approve or deny permission. If you have questions regarding transportation times and/or the bus

stop, please contact the Transportation office via email at transportation@gatewayk12.org.

Conduct On School Buses And Vans

The safety of students during their transportation to and from school is a responsibility they and their parents share with bus drivers and school officials. Gateway's buses are equipped with audio/video cameras, with the purpose to monitor student behavior. The following is the **Gateway School District Transportation Code**:

Student Responsibilities:

The student is:

- to recognize that the bus driver is the exclusive authority on the bus/van when no other school employee is on the bus. The student is to obey the directives of the bus driver.
- to know all the rules and regulations for student conduct and behavior as outlined in the Student or Parent Handbooks provided by the schools.
- not to jeopardize the safety of other students.
- to stand in an orderly manner in a single file line without pushing to board the bus/van.
- to board the bus/van safely, be seated promptly, remain seated and depart in a safe and orderly manner at his/her assigned stop.
- not to distract the bus driver's attention from his/her duties by any disruptive behavior.
- ONLY permitted to ride the bus/van on which they are assigned.
- not to possess tobacco products which violate PA State Law Act 145. This law carries an automatic fine (minimum \$72). Use of tobacco products is a violation of Act 145 as well as Local Ordinance 1002 (BOCA) with fines up to \$500 plus court costs. A student using or possessing items such as firecrackers, lighters, matches, or any incendiary device will be prosecuted under the BOCA Code.
- not permitted to bring animals on the bus/van.
- not permitted to use or possess alcoholic beverages and/or drugs on the bus. This is a serious violation of the Gateway School District Drug and Alcohol Policy, which carries strict penalties.
- not permitted to possess any firearms or weapons in accordance with Act 29, Pennsylvania Safe Schools Act, which carries an automatic suspension and possible expulsion.
- not to put any body part out of the bus window.
- not to throw any item/article inside the bus or out of the bus window.
- not to get involved in fighting and/or disorderly conduct. A student who participates in such conduct may be faced with police involvement and charges.
- not permitted to stand and/or move freely from seat to seat while the bus/van is moving.
- required to identify himself/herself when asked by an authorized school official to do so (including the driver).
- not permitted to eat or drink while on the bus/van.
- reminded that any violation of the Discipline Code of the Gateway School District

and the rules established by the Transportation Policy may result in the student's loss of his/her bus riding privileges.

Since students who fail to observe these rules may affect the safety of others, the following disciplinary actions will be taken:

1. In the event of serious or repeated instances of student misconduct, a "Behavior Report" will be completed by the driver and given to the principal. The principal will meet with the student. The results of this meeting will be reported to the parents.
2. If a second "Behavior Report" is issued, the principal will arrange a conference with the parent and the student.
3. In cases of serious or repeated behavior reports, the student may be suspended from riding the bus or van for a period of time. The parents will be responsible for transporting the student.
4. Administration reserves the right to implement a disciplinary action on any Behavior Report or bus misconduct presented to the building principal.

NOTE: Should an incident occur in the morning, the bus driver will report it to the building principal. In case of an afternoon offense, the driver issues a report the next morning. Excessively dangerous behavior will result in immediate disciplinary action by the principal.

Parent Responsibilities:

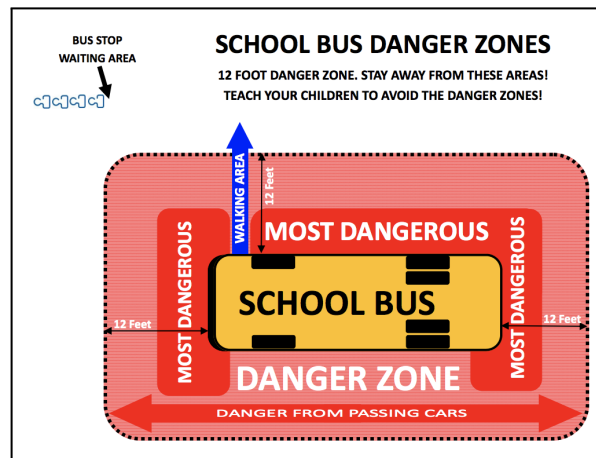
- Parents are not to board the bus. Unauthorized school bus entry is prohibited. Unauthorized entry is illegal.
- Transportation provided by the Gateway School District is **NOT** a right but a privilege extended by the District and this privilege can be revoked at any time.
- To know all the rules, regulations, and expectations for student conduct and behavior as outlined in the Student and/or Parent Handbooks and publications from the Gateway School District Transportation Office.
- Parents are responsible for the transportation of their child to and from the bus stop daily.
- Kindergarten students will NOT be left at the bus stop without a parent/guardian present to take them home. The child will be taken back to the school and the parent will need to pick them up.

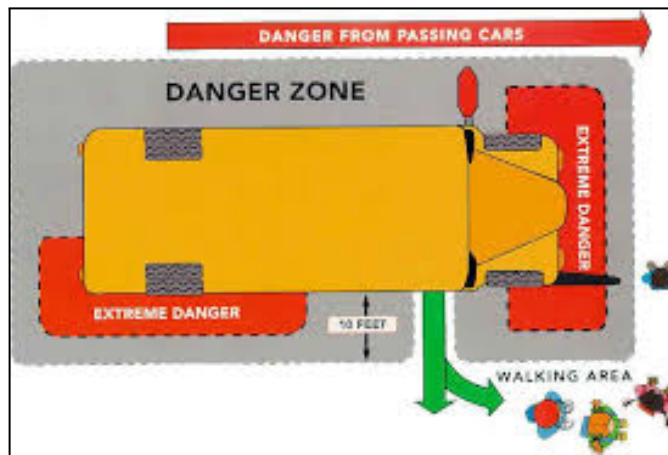
School Bus Safety

What is the *danger zone*?

It is the area surrounding the bus where children are hard to see. We want your children to be safe when they travel to and from school. Please help us by:

- Make children stay at least 10 feet away from the bus until they begin to enter. Children will be able to see the driver and the driver can see them.
- If children must cross the street to the bus they should cross the street 10 feet (five giant steps) in front of the bus where they can see the driver and the driver can see them.
- Warn the children that, if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Car drivers in a hurry sometimes try to sneak by the bus on the right hand side.
- Teach your child to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children can be so excited at seeing you after school that they may dash across the street and forget the safety rules.





Use of Video and Audio Equipment

Notice to Students and Parents

Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Students will not be notified when a recording device has been installed on their bus. The Transportation Department, a principal or a representative of the District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of the Gateway District may review tapes on a routine basis. Please refer to Policy 810.2, School Bus Video and Audio Surveillance.

Board Policies - Parent Notification

Board policies are located on the District's website. From the main page, go to [Our District](#), then select [School Board](#), and then select [Board Policies](#) on the right side of the page. The District shall annually notify parents and guardians regarding certain policies.

Board Policies-Maintaining Professional Relationships

According to board policy 824, it is the responsibility and expectation of all adults within the school environment to maintain professional, moral, and ethical relationships with Moss Side Middle School students. Inappropriate relationships include, but are not limited to, unlawful/improper interactions with students which could be grooming or boundary blurring behavior that may lead to misconduct. Individuals that violate this board policy may be subject to disciplinary actions. Additional information and details are contained within Board Policy 824.

Curriculum

Program of Studies

Moss Side Middle School has adopted a program of study which has been developed and designed to meet the needs and objectives of the youth of our community. This Program of Studies has been prepared to provide Moss Side Middle School students and parents with information needed to plan an appropriate and realistic middle school program. Additional classes and descriptions can be found within the document that is located on the Moss Side Middle School website.

Building Policies

Assemblies and Athletic Events Attendance

Assemblies and Athletic events are an important part of our middle school program, serving the purpose of both improving social-emotional skills, academic progress, and school pride. Students are expected to exhibit sportsmanlike and appropriate audience conduct when attending these events. The following procedures should be observed:

1. If an assembly or athletic event takes place during school hours, students will be escorted to and from the event by a classroom teacher. Students are not permitted to report to these events without supervision.
2. Students should move in a quick and orderly manner to the assembly with a minimum of confusion and straggling. Also, ensure to pay attention to the directives provided by staff members to maintain an organized atmosphere.

Throughout the school year, students are invited to attend after school athletic events as a spectator. In order to participate in after school events students must comply with the following rules and procedures;

1. Prior to reporting to an athletic event, students must present a handwritten note from a parent/guardian stating they are allowed and aware that their child will be attending a sporting event at Moss Side Middle School. It is a parental responsibility to provide transportation for their child home from the school event in a timely manner. **Building administration will not accept text messages or phone calls from parents/guardians allowing their child to attend a sporting event.**
2. Students will report directly to the athletic event after the dismissal bell. Students are not permitted to loiter in the halls or common areas.
3. Once a student decides to stay for an event, they are not permitted to leave school grounds and then re-enter the event.

4. Just as our players are expected to exhibit characteristics of good sportsmanship in a game, students are to display proper sportsmanship in the stands, such as proper respect for all players, coaches, and cheerleaders.
5. Students will not be permitted to order food to be delivered to athletic events.

Observance of these simple rules will help in establishing a good athletic reputation for Moss Side Middle School and greater enjoyment of the activity for everyone. Student behavior should be exemplary. Violations of the student code of conduct will be addressed according to district policy. Building administration reserves the right to not permit a student to attend after school events.

Bookbags

Students are permitted to carry a bookbag to and from school. However, **students are not permitted to carry bookbags, backpacks, or any form of large bag throughout the school building.** These items are required to remain in their lockers for the duration of the school day.

Classroom Dismissal

Per student request, students will be granted permission to leave the classroom for a variety of reasons (restroom, counselor, office, etc). Each time a student is permitted to leave the classroom, the teacher needs to ensure he/she has a hall pass. No student is permitted outside of the classroom without a teacher/staff assigned hall pass.

District Telephone

Gateway School District provides telephones within a variety of areas in the school building. Upon student request and staff approval, students will be permitted to utilize district telephones in the middle school and nurse's office. **Classroom telephones are for faculty use only. Students are not to use these phones under any circumstances.**

Equipment

Students shall be responsible for the proper care of all supplies and equipment provided. Payment for loss of such supplies and equipment or misuse on the part of the student, will be the responsibility of his/her parent(s) or legal guardian(s).

Outside Food

Students will not be permitted to eat outside food items from private vendors in the cafeteria or classroom. If parents choose to provide their child lunch from an outside vendor, the child will be required to eat in the office or conference room.

Lockers and Locks

Hall lockers and locks are assigned to individual students by the middle school office. It is recommended that students place personal and valuable items in their locker, and ensure their lock is secure on the locker. Students are not permitted to share lockers and are advised not to

provide peers with personal locker combinations. Lockers and locks are Gateway School District property, and are subject to be searched at any time. Students are not permitted to utilize personal locks. At the conclusion of the school year, students must ensure their locker is in good condition and return their assigned lock. Any missing or unassigned lock will be the responsibility of the student, and required to reimburse the district \$10.00 for a replacement.

The following locker procedures have been established:

1. All students will go to their lockers before homeroom period.
2. All students may go to their lockers before OR after their assigned lunch period.
3. All students may go to their lockers after period 9 prior to dismissal.
4. Students must obtain a hall pass to access their lockers outside the timeframes provided above.

Metal Detectors

Upon student arrival, students will be subjected to a bag check and required to proceed through a metal detector. Students are required to prepare their personal belongings and allow a staff member to search all belongings. The purpose of bag checks and metal detectors is to ensure the safety of all students, staff members, and visitors at Moss Side Middle School. Students that refuse to follow the metal detector policy or refuse to cooperate in any manner will be subjected to disciplinary action and not permitted to proceed with their daily schedule.

Personal Cell Phones

Students are permitted to bring personal cell phones to school, but they **must remain in the OFF position and kept stored in their individual student locker**. Students are not permitted to utilize cell phones for any forms of communication or usage. If a personal cell phone is discovered to be on or in use, the cellphone will be confiscated and held in the office until the end of the school day. Additional disciplinary action may be given to the student.

Textbooks

The Board of Education recognizes its responsibility to provide textbooks for use by the students. These textbooks are the property of the school district. Therefore, payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parent(s) or legal guardian(s).

Computer Use Guidelines

The Gateway School District provides computer technology and network connectivity to improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community.

In order to obtain access to technology resources, students and their parents/guardians must first read and understand the following computer use guidelines. This is a non-inclusive list and is not intended to limit the applicability of any other district policy

or discipline procedure.

Acceptable Uses Of District Technology And Networks

1. School district computer technology and network connectivity are provided to allow access to Course Management Systems, the Internet, software, and electronic resources for educational purposes only. This includes classroom activities, research activities, peer review of assigned work, and the electronic exchange of education-related ideas, opinions, and inquiries.
2. Users must respect disk space limitations. Users are responsible for deleting old and unused files that may take up excessive amounts of storage space.
3. Material created and/or stored on the system or network is not guaranteed to be private. Network administrators and teachers may review the system periodically to ensure that the system is being used properly and that resource limits are being observed. For this reason, users should expect that communication, files, web pages and other work that is created, sent, or received using the network or when using district technology equipment may be viewed by a third party.
4. Users must keep their passwords private at all times. Accounts and/or passwords may not be shared.
5. Users will follow appropriate computer use procedures, including proper startup, shutdown and sign-in.
6. Users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses Of District Technology And Networks

1. Users may not download, copy, or store any software, shareware, or freeware without prior permission from the teacher or network administrator.
2. District digital/computer technology and internal/external networks may not be used for personal, financial, commercial or criminal purposes. Users may not buy or sell products or services or use district technology resources for personal communication, commercial advertising, gambling, non-educational uses of social networking sites, cyber crime or political lobbying.
3. District computer technology and networks may not be used for any activity, or to transmit any material that violates local, state or federal laws.
4. Cyberbullying/Cyber Harassment: a situation when a child, teen, or adult is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise

targeted' by another child or teenager using text messaging, email, instant messaging or any other type of digital technology. Cyber bullying and/or Cyber Harassment are not permitted on Gateway School Districts digital/computer technology and internal or external networks. Users may not use vulgar, derogatory, or obscene language on computer systems. Users may not post private information about themselves.

5. Users may not access web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, s/he should immediately notify a teacher.
6. Users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Users may not attempt to disable, alter, or otherwise circumvent district filtering, firewall, antivirus, or other security measures.
8. Users may not damage, disable, alter, or remove software, hardware, wiring, or peripherals without prior permission from the teacher or network administrator.
9. Users must keep all food and drink well away from the Gateway School District equipment.
10. Users will not change, or attempt to change, computer settings or system files without prior permission from the network administrator.
11. Users may not copy district software or files. Digital technology is also not to be used to make illegal copies of software or other copyrighted media.

Custody

The building administration needs to be aware of all custody issues. A copy of the custody order and an explanation of how this impacts the school should be provided by the custodial parent to the administrators. Please keep the building administration up to date on any changes.

Daily Schedule

A complete student time schedule can be found on the Moss Side Middle School website.

School Day

8:00 Students are permitted in the building

8:18 Start of Homeroom

2:58 Start of Dismissal

Two Hour Delay Schedule

10:00 Students are permitted in the building

10:18 Start of Homeroom

2:58 Start of Dismissal

Discipline Code

If a school discipline code is to be effective in reducing discipline problems, it must organize student misbehavior into categories from minor to major and relate this misbehavior or infractions to appropriate disciplinary options/responses. By pairing these misbehavior with sound disciplinary responses, the school ensures that its disciplinary procedures are fair, firm, reasonable, and consistent. Students will be made aware of their responsibility to district rules and regulations of behavior.

All examples, procedures and disciplinary options/responses are applicable on school grounds, on school buses, during school-sponsored activities, field trips or excursions, and from the time of departure for school until arrival at home.

Student Responsibility

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment shall be safe, well organized and conducive to teaching, learning and living.

Students attend school so they may develop to their fullest potential. Therefore, each student should:

1. Know all the rules and regulations for student behavior made by school authorities and seek interpretations of all items not understood.
2. Accept responsibility for his/her own actions.
3. Recognize that by law the teacher serves in place of the parent, while he/she is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom and to all school-related activities.
5. Be aware that by law, minors are compelled to attend school until 17 years of age and that regular punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety so as not to cause disruption of the educational process.

7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and the property of others.
9. See that all school communications are taken home to the parent.
10. Be honest and ethical.

Student Disciplinary Actions

Moss Side Middle School will utilize a number of disciplinary procedures in accordance with board policy, which may include lunch detention, hallway restriction, removal from athletic/extracurricular activities, in-school suspension, out of school suspension, or expulsion. Students have the responsibility to make-up exams and work missed while being disciplined by any of the below means.

Detention

Detention sessions will be held during a student's lunch or special area classes. Students are required to complete work provided by a classroom teacher. Failure to follow detention guidelines or reports will result in the student not receiving credit for detention and may lead to further disciplinary actions.

Hallway Restrictions

Hallway Restriction would be implemented in the case of a student's inappropriate use of hallway passes and inappropriate hallway behavior. Building administration will design times for students to move about the building with limited peer interaction. Students and teachers will be informed of the time periods in which a student should move throughout the building to properly document class attendance.

Removal from Assemblies/Athletic/Extracurricular Activities

School privileges may be withdrawn by building administrators for a designated period of time. These may involve removal from extracurricular activities (both athletic and non-athletic), school social events, and other functions. Teachers may withdraw privileges extended within the classroom as a disciplinary response to student misbehavior.

Temporary Suspension (Out of School Suspension)

Temporary suspension shall mean exclusion from school for a period of one to three school days. The student shall be informed of the reasons for the suspension and shall be given an opportunity to respond before the suspension becomes effective. A parental conference may be held before a student is readmitted to school.

In-School Suspension

In-School Suspension shall mean exclusion from a student's daily schedule for a period of

time. The student shall be informed of the reason for the in-school suspension and will be required to report to an assigned location to complete academic tasks. Throughout the course of the school day, students are required to follow in-school rules and procedures. Failure to do so may result in additional disciplinary action.

Full Suspension (Out of School Suspension)

In all cases where the administrator determines that a student's conduct should merit a full suspension, an informal hearing must be held prior to the suspension. The student shall be placed on a three-day temporary suspension and, subsequently, on full suspension for the same offense. However, the temporary and full suspension may not be accumulated or made to run consecutively beyond ten (10) days. At the informal hearing, due process will be observed.

Expulsion

Expulsion shall mean permanent removal from the school rolls. In cases involving a possible expulsion, the student is entitled to a formal hearing. A formal hearing may be held before the entire Board of School Directors or a duly authorized Committee of the Board. At the formal hearing, due process must be observed.

Weapons Policy

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or on the grounds of any public school. Therefore, students are prohibited from possessing a weapon in the Gateway School District. A weapon is defined in the district's policy on weapons (218.1).

Harassment

It is the policy of the Gateway School District to maintain a learning environment that is free from harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student and could result in disciplinary action.

Bullying

The school district will not tolerate any acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, or transmitted in any way through school computers, networks or equipment.

Bullying shall mean unwelcome repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs

- Emotional bullying, (i.e., spreading rumors, ridiculing, manipulating social relationships)
- Threats and intimidation
- Extortion or stealing
- Racially or ethnically-based, or gender-based verbal abuse
- Spreading false information about a person
- Cyber bullying

Please refer to Policy 249

Olweus Bullying Prevention Program

The purpose of the schoolwide Olweus Bullying Prevention Program is to reduce the frequency of bullying by educating students on how to advocate for each other in bullying situations. Staff members are trained on how to effectively respond to bullying situations and how to promote a positive classroom climate free of bullying. The program is for all students, not just those who are being bullied or who are bullying others.

Each building has an Olweus team that will all be trained to implement Olweus programming. One component of this programming is a student questionnaire used to gather school specific data and help guide staff with the initial planning of interventions. As a result, the district will be administering a follow-up Bullying Olweus Questionnaire to students in grades some time in the Spring.

Fighting

Fighting is strictly forbidden on school property. Breaking this rule will result in disciplinary action by school personnel. Repeated occurrences of a severe infraction usually results in a school suspension along with legal consequences. A conference with parents will be necessary before a child is reinstated in school.

The following disciplinary procedures will be imposed for fighting:

1. Fighting will result in an immediate three-day suspension, pending informal hearing, and the student could receive 10 days.
2. Students involved will be referred immediately to the Gateway School Police for further civil action. That action will result in a written citation and/or arrest for disorderly conduct, harassment, or assault.
3. Students may receive suspension, alternative education/Cyber placement, and/or further consequences per administrators discretion including, but not limited to, attending school events..

Plagiarism/Cheating

According to the Modern Language Association, plagiarism is defined as a source. It is the false assumption of authorship: the wrongful art of taking the product of another person's mind, and presenting it as one's own. Simply, it is creating the impression that your writing is original when, in fact, you have taken another individual's work and

presented it as your own. Plagiarism is unacceptable and a violation of school policy and, therefore, is subject to the following disciplinary action: Students who submit work that is proved to be plagiarized, will receive zero points/percent for the assignment.

Students that are found copying classwork, homework, assessments, or any form of classroom requirements will receive no credit for the academic task. In addition, a behavioral referral will be submitted to the building administration for possible disciplinary action.

Drug and Alcohol Policy

The Gateway School District recognizes that students who abuse controlled substances place themselves in the high-risk category for serious problems that have an impact on their education, physical, and social performance. Moss Side Middle School will utilize disciplinary guidelines and Gateway School District Policies to support student growth and development to deter the use of controlled substance or “look-alike” drugs.

Controlled Substances may include, but are not limited to:

1. All dangerous controlled substances prohibited by law within the Controlled Substance, Drug Device and Cosmetic Act
2. All look-alike drugs
3. All alcoholic beverages
4. Anabolic steroids
5. Any drug paraphernalia
6. Any legal or illegal hemp products
7. Volatile solvents or inhalants used other than for their intended purpose and include glue and aerosol propellants
8. Any prescription or patent drugs, except those which are granted permission due to following nurse guidelines and board policy
9. Look-Alike Drugs: Include any non-controlled substance that in its overall finished dosage appearance substantially similar in size, shape, color, marking, or packaging to a controlled substance.

Tobacco and Vaping Policy

In recognition of the health hazards associated with the use of tobacco and in compliance with Act 145 of 1996 and the Tobacco Free Policy of Gateway School District, students (a person between the ages of 6 and 21 enrolled in school) are prohibited from possessing, using, and smoking tobacco or other smoking products in any form within school. The definition of school includes; any building, school bus, or property owned or under the control of a school district, including but not limited to, pupil’s attendance at school-sponsored activities, whether on or off Gateway School property. The term tobacco refers to lighted or unlighted cigarette, cigar, pipe or other lighted or unlighted smoking product and smokeless tobacco in any form, including but not limited to, snuff and chewing tobacco. This policy includes the possession and use of electronic cigarettes, vaping devices and smokeless tobacco.

Consequences for a violation of this policy include school consequences as well as legal action. A pupil who uses or possesses tobacco in a school shall have committed a summary offense under Act 145 of 1996. Pupils committing such offense shall be subject to legal prosecution initiated by the School District. When a pupil is charged with a violation, the court may admit the offender to an adjudication alternative program as authorized under 24 Pa. C.S.A., Section 1520.

Dress Code

The Board recognizes that an individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect modesty and good sense, as well as sensitivity to and respect for others. This is a decision that the student must make in conjunction with his/her parents or guardians, always keeping in mind that his/her appearance and hygiene must not present a danger to any student's health and safety, cause an interference with work, or create classroom distractions or school disorder. The building principal will monitor student dress and grooming in his/her building. It is the responsibility of the administration, staff, parents and students to ensure that the dress code is upheld.

The Dress Code includes the following:

Footwear

- Must be worn at all times
- No footwear is permitted which can cause damage to property
- Slippers will not be permitted to be worn
- Discourage the wearing of flip flops (footwear without heel support)

Clothing

- Clothing that depicts, advertises or promotes any of the following is prohibited:
- Alcohol/drug use
- Violence
- Tobacco or tobacco products
- Profane language
- Ethnically/racially inappropriate behavior
- Obscene/sexual content

Other

- Loose-fitting and/or oversized pants must be secured with a belt and must be worn at or above the hips.
- The midriff, lower back, sides of the body and/or undergarments may not be exposed. Therefore, garments which are backless, strapless, sheer (see-through) are unacceptable. Shirts with straps under one (1) inch are unacceptable.
- Torn shirts or torn pants with tears exposing undergarments are prohibited.
- Biker shorts/spandex shorts, and/or any tightly fitted garments are prohibited.
- Spaghetti strap tank tops are not permitted.

Headgear

- The wearing of hats, caps, hoods, or other head covering is prohibited inside the building. Also, the carrying of hats or caps during the school day is not permitted. Exception (with prior approval from the building principal): Any headgear worn due to religious beliefs or medical condition.

Accessories

- Students will be required to remove body piercing accessories and jewelry in certain areas, classes or activities if such accessories and jewelry may be unsafe to the students or observers during the performance of the activity.
- Chains that are attached to wallets or other items are not permitted.
- Sunglasses are not permitted.
- Any apparel, jewelry, accessories, notebook, or manner of grooming is prohibited which by virtue of color, arrangement, trademark or any other attribute denotes, advocates, or promotes any of the following:
 - Membership in a gang
 - Drug, alcohol, or tobacco use
 - Violence or disruptive behavior
 - Offensive or profane language
- ***Anything else that the administration deems as a detriment to the educational atmosphere at Moss Side Middle School.***

Emergency Care Card

Please keep the school informed of changes or additions to the Emergency Care Card. These cards are kept on file in our office in case of an emergency. Please realize that your child will only be released to those persons identified on the Emergency Care Card. If someone else is to pick up your child, written notification must be submitted to the main office in advance. Those who are picking up children should have proper government issued ID or driver's license.

All information regarding your contact information (telephone, email, etc) should be current . Changes related to your child's address or medical status should be reported via telephone or parent meeting to the proper individuals at Moss Side Middle School (administration, nurse, school counselor, etc). The Emergency Care Card is available in Skyward.

EMERGENCY DRILLS

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Staff and students will participate in drills to practice emergency procedures.

Evacuations (including Fire Drills)

Evacuation / Fire drills are conducted in compliance with Pennsylvania School Law.

Escape plans are posted in each classroom. Each class has an escape route to an outside area. Children are directed to these designated areas as soon as possible in a safe, quiet, and orderly manner.

Bus Evacuation

Periodically students will participate in bus evacuations. Proper procedures for safely evacuating the school bus in the event of an emergency are reviewed with students.

Other Types of Drill

Other types of drills are reviewed with students throughout the school year. These discussions may include severe weather, intruder, and lockdown procedures.

The District has trained staff with the principles of ALICE, which provides preparation and a plan for individuals on how to more proactively handle the threat of an aggressive intruder. Whether it is an attack by an individual person, ALICE Training option-based tactics have become the accepted response, versus the traditional “lockdown only” approach.

About the ALICE Program

- “Kids are taught in realistic terms what to do in case of danger” (p. 30).
- “ALICE is much like a fire drill or a tornado drill. Its purpose is to prepare students...” (p. 31).
- “Children should be taught to follow directions the first time given in an emergency” (p. 30).
- “Students should be able to STOP, LOOK, and LISTEN to the announcement at the time they are given” (p.30).

Source: Cook, J., & Hyde, M. H. (2014). I'm not scared ... I'm prepared!: because I know all about ALICE Training Institute. Chattanooga, TN: National Center for Youth Issues.

Emergency Situations

In an emergency, the district will utilize its mass notification messaging system, Skylert. Parents have options of receiving text messages, email messages, and/or phone calls. The emergency alert will include basic information about the nature of the emergency. In the event of an evacuation, you will be notified of where the students are being transported and where you can reunite with your children. Depending upon the situation, we will establish a reunification point and notify you of the specific details.

How Parents Can Help in Emergency Situations

For the safety of everyone, parents are asked to wait for instructions from the District on how to reunite with their child.

- Please refrain from calling the school during an emergency.

- If a reunification is enacted, please pick-up your child at the reunification point. We understand that emotions are high and we will follow our protocols to get the students to the reunification point as safely and quickly as possible. Arriving at the school may interfere with responders.
- We encourage parents to talk with their children about safety and emergency situations.

Field Trips

Field trips to many locations in our region are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to help defray the trip costs. Individuals who volunteer to chaperone field trips must follow the guidelines for clearances as set forth under Gateway Policy No. 916 – Volunteers. The entire Gateway Volunteer Policy is available online at www.gateway12.org.

Insurance Program

A student insurance program is available for all students. This is a voluntary program, paid for by the parents. Details as to coverage and charges are sent home in September, but the insurance can be purchased at any time.

Since a reputable firm sells the policy and the extensive coverage is inexpensive, parents are urged to purchase this protection. Coverage includes accidents that occur while traveling to and from school, during school hours and during school-sponsored activities. Twenty-four hour coverage, dental accident insurance and optional life insurance are available. This insurance policy covers all school athletic teams except senior high school interscholastic football.

Health Services

Pennsylvania State Requirements

A **physical examination** is required for students entering school for the first time in kindergarten or first grade and the sixth and eleventh grades.

A **dental examination** is required for students entering school for the first time in kindergarten, first, third and seventh grades. Families are encouraged to have their own family doctors and dentists perform these examinations. The school does arrange for school examinations, once each term, for children who do not have their own doctor or

dentist. Students not returning a PRIVATE PHYSICIAN REPORT will be scheduled for an examination by the school physician.

Medications and Medicines

Any medications, including over-the-counter products, that must be used at school by a student should be taken directly to the nurse's office (or the main office if the nurse is in another building) as soon as the student arrives at school. A written order from the physician and written parent permission must accompany the medication giving permission for the student to take the medication to school. A complete detailed policy regarding medication will be distributed to all students at the beginning of the school year.

Immunization Requirements

Pennsylvania Immunization Laws require all students to have proof of immunizations as a condition of attendance at school. The exact day/month/year of the immunizations should be sent to the school nurse. The following minimum immunizations are required at all grade levels:

Diphtheria and Tetanus – Four (4) or more properly-spaced doses of DTP, DTaP, TD or DT, with one (1) dose administered on or after the fourth birthday

Polio – Four (4) or more properly-spaced doses of any combination of oral polio vaccine or enhanced inactivated polio vaccine, with one dose after the 4th birthday

Measles – Two (2) properly-spaced doses of live measles vaccine (preferably MMRII) with the first dose administered at 12 months of age or older or a blood test to prove immunity.

German Measles (Rubella) – One (1) dose of live rubella vaccine (preferably MMR II) administered at 12 months of age or older, or a blood test to prove immunity

Mumps – Two (2) doses of live mumps vaccine (preferably MMRII) administered at 12 months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by a physician

Hepatitis B – Three (3) properly-spaced doses of Hepatitis B vaccine

Varicella (Chicken Pox) – Two (2) doses of live varicella administered at 12 months of age or older, or chicken pox immunity which has been proven by laboratory testing, or a written statement of history of chickenpox disease from a parent, guardian or a physician.

All students in grades 7-12 must have the minimum immunization requirements listed above plus:

Tetanus/Diphtheria and Pertussis – One (1) dose (Tdap after the 10th birthday)

Meningitis Vaccine – One (1) dose (after the 11th birthday) and a second dose on entry to 12th grade or when the student turns 18 years old.

Communicable/Contagious Diseases

Students with skin rashes, inflamed eyes, sore throats, or fever should not be sent to school and will be sent home until they recuperate or have a written diagnosis and consent to return to school from a physician. If there are any questions or concerns, please contact the school nurse.

Health Screening

Certified school nurses administer an annual vision test in all grades. Hearing tests are also given in grades K, 1, 2, 3, 7, and 11. All students are weighed and the height measured annually.

School Health Record

A Pennsylvania Health Record is kept on file for each student. Information concerning the student's physical condition should be given to the school nurse by the parents or the family physician. Health records are **confidential** and information is shared with professional staff on a need-to-know basis.

First Aid

If a student becomes ill or is injured at school, he/she will be cared for by the teacher, nurse or nurse's assistant, depending upon the seriousness of the illness or injury. The parent/guardian will be contacted if a referral to a physician is necessary. If the parents cannot be contacted, the persons listed on the Emergency Care Card will be called. If necessary, Monroeville's Emergency Medical Service will be contacted.

First aid in the school is limited to injuries that occur at school. (NOTE: INJURIES THAT OCCUR IN THE HOME ARE THE RESPONSIBILITY OF THE PARENTS/GUARDIANS AND MUST BE TREATED BEFORE SENDING THE CHILD TO SCHOOL.)

Transportation of ill or injured students is the responsibility of the parents. Ambulance service in extreme emergencies will be at the expense of the parents.

Please keep the school nurse informed, if your child develops medical problems or conditions that require special attention. The physician should write information and directions to be sent to the school nurse so the school nurse can develop an individual care plan.

Homelessness

McKinney Vento Homeless Assistance Act

McKinney Vento Homeless Assistance Act (McKinney-Vento Act) is a Federal Law designed to address the needs of homeless children and ensure educational stability.

Under this Act, school districts are responsible to support students/families through identification, connection to resources, and ensuring educational stability.

Homeless Definition

When a family experiences a loss of housing related to factors that create instability in housing and other similar hardships: living in motels, hotels, trailer parks, camping grounds, in cars and other related insufficient living conditions, they are considered homeless. Criteria for insufficient living accommodations include where they are staying lacks: regular fixed and adequate sleeping accommodations. Homeless youth who are not in the care of their parent or legal guardian are designated Unaccompanied when they meet the definition of homelessness.

Homeless Identification

Gateway School District begins identification of homeless students during the enrollment process and students may be identified when concerns are brought to the Homeless Liaison and/or District Social Workers who reach out to support the student/family.

Once identification occurs, consultation occurs to expedite the right to immediate enrollment. Those identified receive support including resources, referrals, school supplies, transportation, and collaboration between districts. Gateway School District may contact the district that the students most recently attended to obtain immunization and school records to assist expedited enrollment. Consultation between Gateway School District, the family, and the school last attended may occur to address school selection. This may include determining if keeping the child/youth in the school last attended is in their best interest or to enroll in Gateway School District.

Homeless Dispute Process

Anytime there is a disagreement that may arise regarding the education of homeless students including school placement, the district will first attempt to resolve the concern with the family/student and the district may notify the Allegheny Intermediate Unit (AIU) and collaborate with the AIU and the family to resolve the dispute. If the Dispute cannot be resolved a complaint may be filed with the Pennsylvania Department of Education (PDE). The district may also notify the family in writing that the PDE is being consulted to assist in the homeless determination. A written explanation of the district's decision will be provided allowing the family to dispute the determination. Throughout the dispute process, education will continue in the school last attended or in the district in which they are seeking enrollment. Access to education and services continue during the dispute process.

Gateway School District Homeless Liaison – Michele S. Majcher, LCSW – 412-858-3421

Lost And Found

All clothing found in the school is placed in containers in the middle school office. Money, jewelry, and other small articles of value are to be turned into the office. Students may claim them after proper identification.

Meal Programs

Gateway School District participates in the National School Breakfast and Lunch Programs.

- Must choose at least one fruit or vegetable serving with both breakfast and lunch.
- Greater selection and variety of fresh fruits and vegetables- 1 cup of each offered for lunch on a daily basis and a minimum of 2 fruit/ veggie offerings for breakfast
- The average of all grains offered must be whole grain rich meaning that it's made up at least 80% whole grains including pizza crusts.
- Only low fat milk and fat free flavored milk without high fructose corn syrup and added BGH may be offered.
- Continuing the gradual reduction of the sodium content in the foods being served

Statistics show that well-nourished children do better in school. Research also supports the importance of eating a healthy breakfast at school with regards to a child's performance in the classroom as follows:

- Eating breakfast improves test scores
- Breakfast eaters make fewer mistakes
- Kids who eat breakfast have improved attention spans and show improved behavior
- Breakfast eaters are less likely to become overweight

Students have a vast variety of menu choices for both breakfast and lunch on a daily basis. Monthly menus are posted under the Food Service Operations link on Gateway's website under the "Department & Services" Tab.

All meals for the 2023-2024 school year are free for all students.

If a student has a food allergy, a note from a medical doctor must be sent to the Director of Food Service before any food substitutions may be made. The form is available by clicking the following link: [PDE Medical Plan of Care Form](#)

The Department of Food and Nutrition allows meal charges because we believe it is important that students not be denied access to any meal during the school day. We however reserve the right to control what type of meal is offered to students with an excessive negative account. Refer to Administrative Regulations for Policy 808, Food Services on the District Website for detailed procedures.

Please note that parents, guardians, and other family members are not permitted to eat lunch with their child during his or her lunch period. This is to ensure child safety and promote social interaction with their peers.

Students will not be permitted to eat outside food items from private vendors in the cafeteria or classroom. If parents choose to provide their child lunch from an outside vendor, the child will be required to eat in the office or conference room.

Please refer to the Food Service Page on the District Website for further resources, [Link](#)

Parents having any concerns or questions may call the Department of Food and Nutrition at (412) 373-5776 from 6:00 A.M. – 3:00 P.M. daily, or email the Director of Food Service at mlorenzo@gatewayk12.org

Parent-Teacher/Family-Teacher Organization

The Parent-Teacher Organizations and Family-Teacher Organizations in each school have regular meeting schedules. You are invited to attend all of these meetings. The PTO and FTO groups have just one major interest – ***YOUR CHILD***. The general purpose of the Parent-Teacher Organizations/Family-Teacher Organizations is to improve communication between parents and teachers. All parents are urged to become PTO/FTO members, support all PTO/FTO projects and to regularly attend meetings. Contact the school office for specific information on the PTO/FTO groups.

Parent Requests

Students will be assigned to heterogeneous classroom groups by the administrator and school staff. School staff consider many factors when making classroom assignments. For example, they consider a range of academic abilities, social mixture, gender balance, individual learning styles, student personality and interaction, students benefiting from being together or separated, overall student behavior, student/teacher considerations, class size, etc. The objective of this process is to produce a well-balanced “workable” classroom. These decisions for classroom placement contribute significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment, and trust that we will group and provide children with the best possible learning environment. Students and parents will be informed of class assignments in August.

Public Relations

At times, requests are received from the local newspapers, school district newsletter and TV stations to photograph school children engaged in various school-related activities. For the most part, these public relations efforts deal with POSITIVE school news features. Newspapers attempt to identify the youngsters and print their names in a captioned format. Television stations do not usually identify youngsters by name. If you do not wish your child to be photographed for public relations efforts (i.e., newspapers, TV, video, etc.), please submit your objections in writing to the building principal.

Pupil Services

Counseling Services

The school counselors conduct a preventive and developmental program aimed at helping each child realize his/her full potential. Counselors visit classrooms to assist teachers in identifying potential problems and becoming sensitive to specific children's needs. The child's total well-being (i.e., physical, social, emotional, mental and environmental) is considered when assessing the child's adjustment to the school experience. Although the major effort of the counseling service is to counsel students, the staff makes itself available to teachers, parents and school administrators for coordinating and consulting.

English as a Second Language Services (ESL)

In accordance with state and federal laws that govern programming for English learners (ELs), Gateway School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English.

The purpose of the program is to increase the English language proficiency of our ELs through the implementation of a planned English language development (ELD) instructional program provided by a qualified English as a second language (ESL) teacher. Adaptations/modifications in the delivery of content instruction and assessments are made by all teachers based on students' language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the PA Core standards.

Services for School Age Students with Disabilities or Mental Giftedness

The Gateway School District provides a free, appropriate public education to students with disabilities or mental giftedness according to state and federal rules. To be eligible, the child must:

- Be of school age.
- Have a disability or mental giftedness *and* be in need of specially designed instruction.
- Meet eligibility criteria for one or more of the following disabilities as set forth in the Pennsylvania State Standards: autism, deaf-blindness, blindness, visual impairment, emotional disturbance, specific learning disability, other health impairment, traumatic brain injury, and speech/language impairment, orthopedic impairment, hearing impairment, deafness, multiple disabilities or intellectual disabilities. Services designed to meet the needs of eligible disabled students include:
 - The annual development of an individualized education program (IEP or Gifted IEP). A multidisciplinary reevaluation every 3 years for students

- with disabilities (except for those students with intellectual disabilities where evaluation is conducted every 2 years).
- A range of supports for students from itinerant level to supplemental level to full time level special education support within the school district or placement in a special education class outside of the school district.

The extent of special education services for students with a disability or mentally gifted students and the location for the delivery of such services are determined by the parents and the district staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention(s). The school district also provides related services, such as transportation, physical therapy, occupational therapy, speech and language therapy, and assistive technology if they are required to enable the student with disabilities to derive educational benefits.

Prior to initiation of services, parents of a student with disabilities are presented a "Notice of Recommended Educational Placement/Prior Written Notice" (NOREP) and parents of a mentally gifted student with a "Notice of Recommended Assignment" (NORA) with which they have the opportunity to agree or disagree. If parents agree to the program outlined by the multidisciplinary team and the parent signs either the NOREP or NORA, then the program is implemented for their child. If parents disagree with the program being recommended, they have the right to request IEP mediation and/or a due process hearing. Parents are issued their "Procedural Safeguards" which outlines in detail their legal rights as a parent of a child identified as having a disability or considered mentally gifted.

Services for Protected Handicapped Students - PA Chapter 15 (Section 504)

The school district will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extracurricular activities to the extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental handicap which substantially limits or prohibits participation in or access to an aspect of the school program.

Services for protected handicapped students are distinct from those applicable to disabled students enrolled in special education programs. Protected handicapped students fall under Pennsylvania's Chapter 15, sometimes known by its federal name, Section 504 (of the 1973 Rehabilitation Act). In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Pennsylvania's Chapter 14. While both Chapter 14 and 15 provide services to students, there are technical differences between the two. Additional information about evaluation procedures and provision of services to protected handicapped students is available by contacting the building principal.

Information regarding Chapter 14: Special Education; Chapter 16: Gifted Education and Chapter 15: 504 Service Plan/Agreement procedures and services may be obtained by calling the Special Education Department of Gateway School District at 412-373-5724.

Student Assistance Program

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying student issues which pose a barrier to learning and school success. SAP is not a treatment program, rather a systematic process using effective and accountable professional techniques to mobilize school resources to assist with the removal of barriers within the learning environment. SAP can also offer assistance to students and parents outside the school environment, by providing information about possible services.

One of the most important tasks of SAP is to build working partnerships with families/service providers to focus on student success and improvement. The participation in the SAP program is voluntary and requires parent permission for students under the age of 14 years old. SAP offers student-centered services within the learning environment. These services may include; support groups, mentoring, educational support, progress monitoring, etc. In a case where the problem lies outside the school environment and may possibly need additional support, it is the responsibility of the SAP to notify and communicate with the parent/guardian.

Social Worker

The responsibilities and duties of the Gateway School Social Workers shall be prescribed by the Public School Code of 1949, The Department of Education, and the Gateway School District. The duties of the school social work include; pupil school attendance and interpersonal relationships with students, parents, and employees to assist with pupil social and academic performance within the learning environment. All information provided and shared with the social worker is confidential, unless statements are made that indicate a threat of harm to the student or another individual. Our MSMS Social Worker, Karen Brecht, can be reached at kbrecht@gatewayk12.org with any questions or concerns.

Safe Schools

The primary responsibility of the Gateway School District is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teachers. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher,

guidance counselor, and the principal. Every effort will be made to address these issues.

Parents, please be advised that during school hours all outside doors of the school will be locked. In order to gain admittance into the building, you must check in at the main entrance of the school.

School Closings- Snow Days / Inclement Weather

When weather conditions are questionable, check the district website or Skyward for all weather related delays/closings.

If road conditions deteriorate during a school day, district officials may order an early dismissal. All delays and cancellations will be communicated by district administration via Skyward messaging center. Please ensure that all contact information is updated in Skyward. If it is necessary to close the schools during the day because of an emergency, your child should know where he/she is to go upon arriving home. These plans should be reviewed on a regular basis with younger children.

School Pictures

Individual student pictures will be taken near the beginning of the school year, usually in September. Make-up day for absentees occurs at a later date. The purchase of student pictures is optional.

School Police

The School District Police is composed of experienced police officers from various accredited State, County and Municipal Law Enforcement Agencies. The officers' presence in the District shall project a professional uniformed officer who is receptive to students, faculty, staff and parents. The officers will continue to implement the existing policies. The significant increase in the number of experienced law enforcement officers will permit a greater emphasis to be placed on the following:

- Visitors Entering School Property.
- Perimeter (i.e. Exterior Doors and Parking Areas)
- Student Activities
- Sports, and Extracurricular Activities
- Potential Conflicts and Signs of Bullying
- Security at all Schools in the Gateway School District

Security and Surveillance

To create and maintain a safe learning environment, Moss Side Middle School locks all perimeter doors once teachers and students enter the building each school day. The school has been equipped with electronically controlled doors as well as an intercom and video surveillance system at the main entrance.

All visitors requesting access to the school must enter the foyer and contact the office using the intercom system. School personnel will ask visitors to identify themselves and the reason for requesting entrance to the school. Prior to entering the school, all visitors must register with a valid driver's license or State ID at the School Gate Guardian security kiosk (RedBox). Once registered, visitors will be subjected to an inspection of their personal belongings and required to enter through metal detectors. Any visitor refusing to comply with the procedures will not be permitted access to the school building.

Moss Side Middle School is equipped with surveillance cameras both inside and outside the perimeter of the building. This surveillance system will be utilized to support appropriate behavior of all individuals within the school building.

Student Teachers

Student teachers may be assigned to your child's classroom during the school term. This student teaching program is a cooperative effort between the school district and the universities. The overall instructional program is the responsibility of the classroom teacher.

Soliciting

Students are not permitted to bring items to school for selling, trading, or ordering purposes unless it is a fund-raising activity sponsored by the school.

Suicide Awareness And Prevention Education

Please refer to policy 819.1 for specific information. If parents should have any questions, please contact your school's counselor or District School Psychologist at 412-372-5300.

Testing

Standardized mental ability and academic achievement tests are utilized in the Gateway

School District. Assessment tests are also administered during the school term. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to teachers and counselors in diagnosing strengths and weaknesses in order to provide more effective individualized instruction. Students in grades 5- 8 participate in the Pennsylvania System of School Assessment (PSSA), which assesses students in reading and mathematics. Students in grades 8 also participate in PSSA science assessment.

The scores of these tests will be checked carefully and maintained in the school record as long as the child attends schools in Gateway. No individual or agency outside of the school system will be permitted to inspect the child's record without written parental permission. Should parents wish to examine their child's record file at any time, they may arrange to do so by making an appointment with the school principal, teacher, or counselor. Specific information concerning tests may be obtained through the building principal.

Valuables

School personnel cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (e.g., lunch money) or other important possessions to school, students are responsible for these items.

Vandalism

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include suspension. The school requires that students who damage property or equipment pay for damage. If a student accidentally causes damage, he or she should report it to the classroom teacher or principal, so that the damage is not misconstrued as vandalism.

Visiting Schools

All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitor's badge and a pass indicating their destination. Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. Any person on school property who shall fail to register at the proper school office stating name, address, and purpose or business on school property, or having no legitimate purpose and violating or threatening to violate the rules relating to the maintenance of public order shall be directed to leave the premises. Should s/he fail or refuse to do so, the local police, state police, or sheriff's department shall be notified and requested to cause his/her ejection as a loiterer or trespasser as defined in the Criminal

Law of the Commonwealth of Pennsylvania.

PLEASE REVIEW THE VISITATION POLICY #907 on the District's website at www.gatewayk12.org under Board Policies.

Who To Contact

When parents have questions about the operation of the schools or concerns with the education of their child, it is important that those questions be properly answered in the most expedient manner possible. For that reason, it is imperative that the chain-of-command be followed when attempting to resolve problems that may arise during the school year.

Problems are best solved at the level where they initially occur. To provide parents with proper information, it is recommended that discussion take place on a one-to-one basis with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within the Gateway School District.

1. Contact the teacher first and schedule a meeting or a telephone conference.
2. Problems not resolved at the teacher level should be taken to the building principal.
3. Concerns with testing should be addressed to the student's counselor.
4. Concerns not resolved through the above channels should be referred to the appropriate central office administrator.

Topic	Who To Contact	Contact Information
Enrollment Questions	Mrs. Cindy Capell	412-373-5705 ccapell@gatewayk12.org
Special Education	Mrs. Heather Bungard Mrs. Melissa Cheslock	412-373-5724 hbungard@gatewayk12.org mcheslock@gatewayk12.org
Transportation	Mrs. Bonnie Easha	412-373-5728 beasha@gatewayk12.org

	Bus Garage STA	412-646-4711
Skyward	Ms. Jennifer Czycewski	412-373-5870 jczycewski@gatewayk12.org
Food Service: Lunch or Breakfast	Mr. Martin Lorenzo	412- 373-5776 mlorenzo@gatewayk12.org
Health / Medical	Mrs. Christy Moriarty	
Classroom Concern	Your Child's Teacher	
Peer Issue	School Counselors	
Attendance	Ms. Lynnsey Oliver	

Withdrawals

The school should be notified in advance of any students who are moving. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.

Appendix

Annual notice of Policies

Policies can be located by visiting the District website at www.gatewayk12.org. Click on the "Our District" tab, then "School Board." Select "Board Policies" on right side of page or Click [HERE](#) for the Board Policy site.

Policy	Title
103.1	Nondiscrimination – Qualified students with Disabilities <i>The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the District's website, if available, and in the student handbook. The District shall notify parents/guardians of students residing in the District of the District's responsibilities under applicable law and regulations, and that the District does not discriminate against qualified individuals with disabilities.</i>
105.1	Curriculum/Material Review
113	Special Education

114	<p>Gifted</p> <p><i>This is to inform parents of school-aged children residing within the district of its gifted education program. Please refer to the policy for more detailed information.</i></p>
138	ESL
146	Student Services
200	Enrollment
203	Immunizations
204	Attendance
209	Health Examinations
209.1	Food Allergy Management
210	Medications
218	Student Discipline
218.1	Weapons
227	<p>Alcohol and Drug Use by Students</p> <p><i>Alcohol and Drug use by students has potentially significant harmful effects. It is the expectation of the Gateway School District that students will report to school prepared to learn to their greatest potential, and, in order to do so, refrain from being under the influence of any controlled substance. Appropriate disciplinary measures will be enforced shall a student be found to have violated this policy.</i></p>
237	Electronic Devices
246	Wellness
249	Bullying/Cyberbullying
323	Tobacco
324	<p>Personnel Files</p> <p><i>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</i></p>
705	Safety
808	Food Service
918	Title I Family Engagement
810.2	School Bus Video and Audio Surveillance
815	Acceptable Use

819.1	<p>Suicide Awareness, Prevention and Response <i>The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources</i></p>
824	<p>Maintaining Professional Adult/ Student Boundaries</p>
916	<p>Volunteers</p>
918	<p>Title I Parent Involvement</p>