

# Wallenpaupack Area School District

2018 – 2019

## Middle School Handbook



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Michael Silsby, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-(570)226-4557 ext. 3000

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## **District Information**

### **Mission Statement**

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

### **Introduction**

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. Any policies referenced in this handbook can be found on the district web site, <http://www.wallenpaupack.org>.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504

**District Phone:** (570) 226-4557

**District Website:** <http://www.wallenpaupack.org>

**Board of Education**

Mr. John F. Spall, President	Mr. John Kiesendahl	Mr. Michael Romeo
Mr. John Drake, Vice-President	Mr. Paul Otway	Mrs. Lisa Smith
Mr. Gary Beilman, Treasurer	Mrs. Genevieve Reese	Mr. Michael Spencer
Mrs. Jennie Hildebrand, Secretary (Non-Member)		

**Administration**

Superintendent..... Mr. Michael R. Silsby  
Assistant Superintendent ..... Mr. Keith E. Gunuskey  
Director of Information Services .....Mr. Steven T. Nalesnik  
Director of Educational Technology ..... Dr. Diane Szader  
Science, Technology, Engineering and Mathematics Supervisor ..... Dr. Clayton LaCoe III  
Director of Curriculum, Instruction and Assessment..... Dr. Jay Starnes  
English, Language Arts and Literacy Supervisor .....Ms. Lisa Tait  
Director of Food Services ..... Mrs. Brenda Zeiler  
Business Administrator .....Mrs. Kerriann Horan  
Solicitor ..... Mr. R. Anthony Waldron III

**Wallenpaupack Area Special Education**

Director of Special Education .....Dr. Tanya Carrelle  
Assistant Director of Special Education .....Mr. Daniel Nalesnik

**Wallenpaupack North Primary School**

Principal ..... Mr. Anthony Cavallaro

**Wallenpaupack North Intermediate School**

Principal ..... Ms. Amanda Cykosky  
Assistant Principal .....Mr. William Theobald

**Wallenpaupack South Elementary School**

Principal..... Mr. Mark Kirsten

**Wallenpaupack Area Middle School**

Principal .....Mr. Christopher Caruso  
Assistant Principal .....Mr. Brett Buselli  
Coordinator of Alternative Education ..... Mr. Frank Williams

**Wallenpaupack Area High School**

Principal..... Mr. Jim Kane  
Assistant Principal..... Mr. Kevin Kromko  
Assistant Principal.....Mrs. Delia Peppiatt



## Wallenpaupack Area School District

### School Calendar 2018-2019

Wednesday	August 29, 2018	Teacher In-Service – No School for Pupils
Thursday	August 30, 2018	Teacher In-Service – No School for Pupils
Tuesday	September 4, 2018	School Opens – Full Day for Pupils and Faculty
Monday	October 8, 2018	Teacher In-Service – No School for Pupils
Tuesday	November 20, 2018	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 21, 2018	Early Dismissal – Thanksgiving Recess Begins
Thursday	November 22, 2018	Thanksgiving Recess – School Closed
Tuesday	November 27, 2018	School Re-opens
Friday	December 21, 2018	Early Dismissal – Christmas Recess Begins
Wednesday	January 2, 2019	School Re-opens
Friday	January 25, 2019	Teacher In-Service – No School for Pupils
Monday	February 18, 2019	President’s Day – School Closed
Friday	April 19, 2019	Easter Recess – School Closed
Tuesday	April 23, 2019	School Re-opens
<p><b>PSSA Testing Dates:</b>            April 15-26: English/Language Arts – Grades 3 through 8            April 29-May 3: Mathematics – Grades 3 through 8, Science – Grades 4 and 8, and            Make-Ups – Grades 3 through 8</p> <p><b>Keystone Exams Testing Dates – Grades 9 through 12:</b>            Winter: January 7-18, 2019            Spring: May 13-24, 2019</p>		
Monday	May 27, 2019	Memorial Day – School Closed
Thursday	June 20, 2019	Teacher In-Service – No School for Pupils
Friday	June 21, 2019	Last Day of School
Friday	June 21, 2019	Graduation

## Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (<http://www.wallenpaupack.org>) will also post emergency school closing information. Please consider tuning to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	RADIO	RADIO	TELEVISION
WDGD – 94.3 FM	WARM – 93.0 FM	WSUL – 98.0 FM	WYOU – TV – 22
WKRZ – 98.5 FM	WEJL – 63.0 FM	WDLC – 96.7 FM	WNEP – TV – 16
WDNH – 95.3 FM	WVPO – 84.0 AM	WVOS – 95.9 FM	WBRE – TV – 28
WYCY – 105.3 FM			

A one-hour late start means your child will get picked up at his/her bus stop one hour later than the normal hour. A two-hour late state indicates that your child will be picked up two hours later than the normal pick up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other “local state of emergency” situations. When a “state of emergency” is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students’ safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that his/her child knows what they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

## Family Educational Rights and Privacy Act (FERPA)

### Student Records Policy Notice

The Board of Education (Board) of the Wallenpaupack Area District (District) recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. It is the intent of this Annual Notice and policy to inform both parent(s)/guardian(s) and eligible children (i.e. students 18 and older) of their rights relevant to their privacy rights in the collection, maintenance, release and destruction of these records as required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.'1232g, 34 C.F.R. Part 99 and the No Child Left Behind Act of 2001. For more information, see also the District’s student records Policy.

Annual notice of this policy is given on the District’s website, in building handbooks and hard copies are available in the administration office. Educational Records include records directly related to a student that are maintained by the School District. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney client privileged. Educational Records do not include records maintained solely by the creator for their personal use, not shared with others. The contents of a student’s educational file shall be determined by the District unless a specific parental request is made or a complaint is made, consistent with this Notice.

The District shall permit the parent/guardian(s) of a student or an eligible special education student, who is or has been in attendance in the District, to inspect and review the education records of the student upon written request. The District will comply with a written request to review records within a reasonable period of time (never to exceed 45 calendar days from the date of written request) after the request has been made. In special cases and where necessary, a parental request to review records will be granted and arranged as soon as

possible. Visits to review a student's education records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

- The right to a response from the District to reasonable requests, made in writing, for explanation and interpretations of the record; and
- The right to obtain copies of records from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g. where the parent lives too far to come review the records personally).

A reasonable fee of \$0.25 will be charged per page for duplicate copies of documents already provided to Parents.

In accordance with FERPA the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both natural parent/guardian(s) of a student has authority to inspect and review the education records of the student at the school in the child attendance area unless there is evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Under federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

The District designates the following as Directory Information: the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor rolls, photo and awards received. A written record of this information, or microfilm copy of the same, including grade level completed and year completed, may be maintained at least 100 years after a student attains age 21. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release directory information without prior consent. Such written refusal for consent must be sent to Mr. Keith E. Gunuskey, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

Pursuant to Section 9528 of the No Child Left Behind Act, the District is required to release student directory information to military recruiters. Any parent/guardian or student who has reached age eighteen may notify the District in writing of their refusal for this information to be released. Letters seeking the withholding of information to military recruiters should be sent to:

Mr. Keith E. Gunuskey  
Assistant Superintendent  
2552 Route 6  
Hawley, PA 18428

Per federal guidance, student medical records, maintained by the nurses' office, are considered educational records and will be shared with staff who the district determines have a legitimate educational interest in the information and a need to know medical information to protect the safety and health of the student. Once provided to the District, specific parental consent will not be sought to share information on a need to know basis. Parental requests to maintain the confidentiality of specific medical information must be made in writing to the nurses' office. Requests for complete confidentiality of medical information will be granted at the discretion of the school nurse and/or the school medical advisor. These requests will be granted unless dangerous to the student.

The District shall obtain the written consent of the parent(s)/guardian(s) of a student or a student age eighteen before disclosing personally identifiable information, other than directory information, from the education records of a student to a third party. Consent is not required where the disclosure is to the parent/guardian(s) of a student who is not an eligible student or the student himself or herself.

The District may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian(s) or the student or the eligible student in several situations. See 34

C.F.R. Part 99. Some important examples of when no consent to release information include (list not exhaustive):

- To other school officials, including teachers, School Counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students. The District has determined that all school employees involved in the direct supervision of a student (academic or non-academic) (including support staff) have a legitimate education interest in academic and health related student information if the information is necessary to ensure appropriate fulfillment of their professional duties and to ensure the health and safety of the student.
- To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the record sent.
- To appropriate parties in a health or safety emergency, subject to the conditions set forth in 99.31 (a)(10) and 99.36, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Information designated by the District as Directory Information. When providing records to authorized third parties, the District will make a reasonable attempt to notify the parent/guardian(s) of the student or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or eligible student. Per state law, the District will not provide any notice of transfer of records of a student to a school in which a student seeks or intends to enroll.

**PLEASE NOTE:** This policy provides resident students and their parents with notice that the district may destroy records under the following circumstances and timelines:

- Records that include a student's name, address, grades, attendance records, classes attended, grade level completed, and year completed may be destroyed once 100 years have passed since the student's 24th birthday.
- Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed once 10 years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
- Notice of destruction of these records is provided annually via this publication. Educational records of a student are no longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all education records at that time.
- Destruction will proceed where parents or eligible students have not requested copies by November 1st of the year the records may be destroyed as per paragraphs A&B above. Parents or students over eighteen have the right to request a copy of their record before destruction. Parents are reminded that copies of the records might be needed for the acquisition of Social Security benefits or for other purposes.

### **Amendment of Education Records**

A parent/guardian or eligible student has the right to request amendment of a student educational file if it is believed that any information is inaccurate, or in violation of a student rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record it shall notify the parent/student of the right to and arrange an informal hearing. The hearing will be conducted by an official of the District without an interest in the outcome, who will be either the Assistant Superintendent for Elementary or Secondary Education or their designee. The Parent may present relevant evidence. The District will issue a written decision based on the hearing.

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to Mr. Keith E. Gunuskey, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428 in writing. All complaints will be investigated and responded to in writing within a reasonable

period of time. If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Questions regarding the above information or requests for a copy of the records policy may be referred to: Mr. Keith E. Gunuskey, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

### **Community Education**

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: <http://www.wallenpaupack.org/> - Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

### **Special Education**

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability.

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that if found cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and developmental delay for preschool age children. In addition, school age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are "Gifted" students, within the Commonwealth.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible for and in need of special education supports and services. An individualized educational program is developed and implemented only after parental approval.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction

and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the building principal.

If you believe that your school-age child may need special education services and related programs, or your young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public-school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), the building principal may be contacted.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above or any building principal.

In compliance with state and federal laws, 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 the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

### **Translation and/or Interpretation Services**

All students in the WASD will be provided translation/interpretations services when necessary. Requests for these services should be completed in a timely manner to provide the necessary time for the district to request and arrange for the services.

Communication with parents will be in the parent's preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in, or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building guidance department.

## **District Procedures and Guidelines**

### **Assemblies / Audience Conduct**

During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Students should enter the auditorium quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly, whether or not the program is of interest to them.

### **Custody**

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. If you have a court decree that establishes you as legal guardian, please submit a copy for inclusion in the child's permanent record. This document will be used as a base for working with the custodial parent. In the absence of a specific court order, we cannot deny either parent access to his/her child.

## **Educational Trips/College Visitation**

Upon written request with prior approval, the school district will consider requests for educational trips, providing the student has maintained a 90% attendance rate prior to the date of the trip during the current school year. This guideline may also be applied to school sponsored educational field trips. Exceptions to the 90% rule will be considered for medical reasons. Applications for educational travel may be secured in the middle school main office or from the school's website.

## **Field Trips**

The administration reserves the right to exclude any student from a field trip based upon a review of his/her academic, behavior, and attendance records.

While on class trips, students are expected to conform strictly to behavioral guidelines as if they were in school. Chaperones have the authority to send home any student involved in a disciplinary offense at parents' expense. In addition to consequences while on the trip, students may be subject to further disciplinary consequences upon their return to school. Participation in the following may be restricted:

- Extracurricular activities
- Class Officer or Student Council
- National Honor Society
- Assemblies

## **Refund Policy for Class Trips**

The school cannot guarantee a refund to a student who fails to meet the school criteria to go on a class trip. Every attempt will be made to return the student's money if he/she fails to meet the criteria, but it should be understood that circumstances may arise which are beyond the school's control, and which may prohibit guaranteeing the return of the money.

## **Financial Obligation**

Students are obligated to return or make restitution for all borrowed books, materials, and equipment. Restitution is also required for damage caused by student carelessness or vandalism. The penalty for failure to resolve obligations by the end of the school year includes, but is not limited to, the withholding of student privileges.

## **Health Services**

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, the student should report to the middle school office. Reporting anywhere else will be considered a class cut. The school nurse, or an administrator, will excuse students from school when necessary. Students should not call home and ask for someone to excuse them from school without the knowledge of the school nurse.

Students who require the use of crutches, wheelchairs, or elevators should provide a note to the office substantiating such a need.

## **Health Care and Confidentiality of Student Health Information**

- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, for medical needs that may affect a student while in school. Parents/guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.

- The nurse will administer student vision, hearing, height, weight and dental screenings each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
- Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. Dental exams are required on initial entry into school and in third and seventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by the first week of October. If completed in school, parent/guardian will be informed of any abnormal results.
- Students are encouraged to consult with the school nurse about health concerns and interests, however, ongoing health concerns should be directed to the student's primary health care provider.
- Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent/guardian to notify the school if and when this information changes during the school year.
- When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility deemed appropriate by the emergency medical team.

### **Medication Guidelines**

- All medications (prescription and non-prescription) must be registered with, kept and administered by the school nurse.
- Parents/guardians should transport all medications to school and deliver them to the school nurse. The container must be properly labeled with the amount of medication to be dispensed, the exact time of medication and route of administration of drug.
- Students will not be given non-prescription medications on a routine bases, unless a written order from the attending physician is on file.
- Medications must be picked up by a parent/guardian by the last day of school. Any medications left in the nurse's office will be properly disposed.
- Ingestion of any prescribed or legal drugs or proprietary materials to the point of observable disorientation or physical harm is prohibited for all pupils on school property or at school functions.
- Students who do not follow the medication guidelines may be subject to disciplinary action under the school's drug and alcohol procedures.

### **Asthma / Allergies**

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

### **BMI**

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

### **Immunizations**

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, measles, rubella, hepatitis B and varicella upon the child's initial entry into Pennsylvania schools. **The MCV and Tdap vaccinations are required by seventh grade.**

### **Insurance - Bus Accident**

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim



directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

### **Insurance - Children's Health Insurance Program (CHIP)**

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program*. It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: <http://www.chipcoverspakids.com/>

### **Insurance - Student Accident**

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

### **Loud, Abusive and/or Profane Language or Behavior**

It is the policy of the Wallenpaupack Area School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

### **Procedures Involving Law Enforcement**

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

When a law enforcement officer wishes to speak to a student, the officer shall request to confer with the student at a time when he/she is not under school jurisdiction, if at all possible. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency but must also protect the rights of the student involved. To that end the following guidelines are established:

- a. The school shall first contact the parents or guardians of the student to be interviewed and advise them of the circumstances. Request that the parent or guardian be present at the interview.
- b. If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, then so advise the officer.
- c. In the event that a parent or guardian cannot be contacted, school officials will act "in loco parentis."
- d. School authorities shall not permit a student to leave the school with an officer of the law unless the student's parent or guardian is present and consents or unless a formal arrest is made.

- e. If a parent or guardian cannot be present but agrees, school officials will act “in loco parentis.”

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student’s status. The school cannot hold the student or refuse removal of the student from the premises.

### **Reasonable Physical Force**

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

### **School Equipment and Property**

Any student who vandalizes school equipment and/or property will be required to pay replacement costs.

### **Student Contact**

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. **Parents/Guardians shall not contact student by cell phone, pager or other device.**

### **Students Leaving School Property - Restrictions**

No student, for illness or any other reason is permitted to leave the building during the school day without proper permission. The school day includes after-school hours/activities. Violators may be suspended. Students leaving school will leave in one of three ways: Bus/district provided transportation, parent/parental consent for pick up, or under the direct supervision of administrator/teacher/aide. The administration shall not permit a pupil to leave school in the custody of anyone other than the person or persons in position of *in loco parentis*. **Students are not permitted to walk to the High School or walk off campus for any reason.**

### **Transportation / Busing**

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply from the time they step foot onto a district vehicle in the morning until they step off a district vehicle in the afternoon.” **Video cameras may be placed on all district transportation. All students are subject to being audio and videotaped on district transportation at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.**

Questions regarding transportation should be directed to the district administration office at (570)226-4557 ext. 3006.

### **Conduct and Regulations**

Each pupil transported on a school bus, van or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.

- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
- The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by offender.
- The pupil shall at all times observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
- The pupil shall not at any time fight, push or engage in any form of horseplay.
- The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop five minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 P.M. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. Written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. The Principal or the Assistant Principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

### **Discipline Procedures**

- For minor infractions, the bus driver will do the following in sequence:
  1. warn the student – driver documents the incident/date
  2. change the student's seat, if possible – driver documents the incident/date
  3. contact the parent/guardian – driver files an incident report
- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be

handled accordingly by the Discipline committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian a copy of the misconduct report will be mailed to the student's parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.

- In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.
- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

### **Bus Transfers**

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus transfer. Bus transfers will be allowed **for emergency only**.

### **Bus Accidents**

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.

### **Video Surveillance**

Video cameras are placed throughout the building. All students are subject to being videotaped on school property at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.

## **Middle School Student Services**

### **Cafeteria Procedures**

Applications and eligibility information for free and reduced breakfast/lunch will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at <http://www.wallenzaupack.org>.

### **Middle School Breakfast**

Students wishing to eat breakfast at school should report directly to the cafeteria starting at 7:45 a.m. Student breakfast costs \$1.95. Reduced breakfast cost is \$.30.

- Lunch procedures also apply to those students wishing to eat breakfast before school.

- Students arriving to school after 8:00 a.m. should check in with their homeroom teacher and then report to the cafeteria for breakfast. Eating breakfast is not an acceptable excuse for lateness.

### **Middle School Lunch**

In the daily schedule, three lunch periods are provided. Hot lunches and a la carte lunches are available. Student lunches cost \$3.00, milk included. Additional milk is \$.50. Reduced lunch is \$.40.

- Students are required to report directly to the cafeteria for their assigned lunch period and remain there during the lunch period. There will be no running in the hallways or cafeteria.
- Students may report to lockers on the way to the cafeteria, or upon leaving the cafeteria on the way to their next class.
- Absolutely no food is to be consumed anywhere on the premises, inside or out, except for the cafeteria. All food and drinks must be consumed within the cafeteria. Food and drinks are not permitted to be taken from the cafeteria.
- Students are expected to conduct themselves in an orderly, respectful manner in the cafeteria. Screaming, yelling or other loud noises, cutting in line and disrespectful conduct will lead to disciplinary action.
- Students should properly discard trash and return trays to the appropriate cafeteria area.
- Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
- Students are not permitted to bring glass containers into school.
- Students who throw food or any object in the cafeteria may be considered guilty of disorderly conduct.
- Upon finishing their lunch, students will bring trays to the disposal area and then return to their tables.
- Students are to abide by the directives of the cafeteria staff.
- Students wishing to use the restroom must sign out in the appropriate area and use the lavatory in the main hallway. Students wishing to leave the cafeteria for any other reason must request a pass from the teacher in charge.
- The teacher in charge will dismiss students from the cafeteria at their discretion.
- Students are not to leave the building during their lunch period. Specifically, students may not leave the Middle School to buy food to be consumed on school premises.
- School personnel reserve the right to assign seats in the cafeteria, if student behavior warrants it.
- All students must submit to the scanning procedures in order to facilitate the student lunch accountability system.

### **School Counseling**

Each student has an assigned school counselor to provide academic and personal services for education-related issues. One counselor has been assigned to each grade level and will “loop” with these students for their entire middle school career.

For the 2018-2019 school year, Mr. Heinly is assigned to 6<sup>th</sup> grade, Ms. Tenbus is assigned to 7<sup>th</sup> grade, and Mrs. Dougherty to 8<sup>th</sup> grade. The school counseling service is designed to give systematic aid to pupils in adjusting the type of problems, which they must meet: health, education, vocational, social, civic, moral and personal. Whatever your questions, the counselors will be glad to discuss them confidentially.

Parents should call the School Counseling Office, (570) 226-4557 x3055, to make an appointment with the appropriate counselor. If they wish to talk to any teacher, it can be arranged at the time the appointment is made. It is the desire of the school to help the pupil understand his/herself as an individual and as a member of society and enable him/her to make the most progress that his/her ability will permit.

The School Counselor Staff is responsible for a large number of widely diversified activities all of which have a common goal: to assist all students in obtaining the educational background necessary for future success in life. W.A.M.S. counselor personnel advise individual students with educational and personal concerns; interpret standardized test results to students and parents; schedule students for classes; process student enrollments and withdrawals. In addition, the School Counseling Department works in concert with referral agencies such as Mental Health and drug and alcohol treatment programs.

Students are not permitted to go to the School Counseling Office during a scheduled class except in an emergency.

### **School Resource Officer (SRO)**

To maintain the safety and order of district buildings, SROs are assigned to each building, and are therefore, considered a part of the school faculty. Students and parents should anticipate SROs to interact with the student body on a daily basis. SROs will implement the SRO Triad, including law enforcement, teacher/guest instructor, and informal counselor.

### **Student Assistance Program (SAP)**

The Student Assistance Program of Wallenpaupack Area Middle School provides ways for educators to identify and help students who have serious problems that interfere with their achieving success in school. This support system is not a treatment program. Rather, its purposes are to recognize students in crisis, provide direction and support for them, refer them to appropriate community agencies or support groups, provide communication lines among teachers, parents and students, create a school environment where all students can learn, and help to assist in minimizing the disruptions in school caused by a student's serious personal crisis.

The heart of the program is a core group of school personnel who are specially trained to work with these students to help overcome barriers to education including substance abuse, suicide, anger, child abuse, divorce, pregnancy, eating disorders, etc.

If you have a concern about yourself or any other student in Wallenpaupack Area Middle School, you can talk to a member of the SAP Team. The members of the SAP Team are Mr. Caruso, Mr. Buselli, Mr. Miller, Ms. Igoe, Mr. Pittsman, Mr. Hannon, Mr. McHugh, Mrs. McCue, Mrs. Olsheski, Mrs. Dougherty, and Mr. Williams.

The Wallenpaupack Area School District recognizes that a wide range of problems not directly associated with school can have an effect on a student's school performance. In many instances, the student will overcome such personal problems independently and the effect on school performance will be negligible. In other instances, minimal assistance from teachers or other school personnel will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. In some cases, however, neither the efforts of the student nor school personnel will have the desired effect of resolving the student's problems and unsatisfactory performance will persist over a period of time, either constantly or intermittently.

The Wallenpaupack Area School District believes it is in the interest of the student, the student's family and the school to provide a student assistance program that deals with such persistent problems. It is the policy of this School District to handle student problems within the following framework:

- The school recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to an appropriate modality of care. This applies whether the problem is one of psychological or emotional illness, family distress, alcohol and drug abuse, alcoholism or other concerns.
- The purpose of this program is to assure students that if such personal problems are the cause of unsatisfactory school performance, that they will receive careful consideration and an offer of assistance to help resolve such problems in an effective manner.

- The substance abuse problems causing unsatisfactory school performance will be handled in a forthright manner within the school's established administrative procedures, and all Student Assistance Program records will remain confidential except with full written consent of the student and/or family.
- Students who have a substance abuse problem which they feel may affect school performance are encouraged to voluntarily seek counseling and information by contacting the designated diagnostic and referral resource.
- Students referred to the SAP by school personnel may be required to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems.
- It will be the responsibility of the student to comply with the referrals for diagnosis of his/her substance abuse problem and to cooperate and follow the recommendations of the diagnostician or counseling agent.
- In cases involving administrative discipline action, a student's failure to seek or accept diagnosis and treatment for a substance abuse problem will be brought to the attention of the principal for appropriate administrative action.
- For further information regarding SAP and services please contact Cara-Jean Dougherty at (570)226-4557 ext. 3055.

## **Middle School Attendance Policy**

### **Student Absence Procedure**

Parents/guardians are to call the school when their son/daughter is absent from school. Parents/guardians should call the school at (570)226-4557 x3057 between 7:30 a.m. and 8:30 a.m. Parents/guardians may also fax the Middle School at (570)251-3165 or send an email to our attendance officer ([wasdmsattend@wallenpaupack.org](mailto:wasdmsattend@wallenpaupack.org)). Parents/guardians are responsible for providing excuses for each day that a student is absent from school. All excuses must be received in our office within five school days of the absence. When a student has missed twenty (15) days of school during the school year, the school shall notify parents that all additional absences shall require a written doctor's note. Absences in excess of twenty (15) days that are not covered by a doctor's note shall be considered unexcused absences. Further information is available on our website ([www.wallenpaupack.org/WAMS](http://www.wallenpaupack.org/WAMS)).

### **Excused Absence**

After an absence, parents/guardians must provide an excuse or doctor's note to the office within five school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include: written note, telephone call, email, fax, or excuse card.

*Excused* absences include the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

### **Unexcused Absence**

*Unexcused* absences include the absence of a student for such reasons as, but not limited to:

- Truancy
- Shopping
- Absence through parental neglect (i.e. car trouble, oversleeping, etc.)
- Employment

### **Unlawful Absence**

*Unlawful* absence is unexcused absence for all students under 17 years of age. All unexcused absences after the third unexcused absence becomes subject to fines and court costs.

### **Unexcused Absences**

After **three unexcused absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **five unexcused absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians to a School and Family Conference to develop a School Attendance Improvement Plan (SAIP) and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of non-compliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **six unexcused absences**, an administrator or designee will call the parents/guardians and mail home a letter. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year. If a parent refuses a meeting, the meeting will still be held and the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of his/her child's sixth unexcused absence. The letter will state that the parent has two school days to respond and set up a School and Family Conference, or the school will reach out to the family. Referral to the SAP Team is at the discretion of the school counselor who will be copied in the letter. A copy of the letter will be sent to Children and Youth Services, as authorized by the building administrator.

### **Excessive Absences**

After **eight absences** a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **twelve absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians in for a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year, and will inform the parents/guardians of:

- The student's attendance record
- State and district policy on compulsory attendance law



- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's twelve absences. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the fifteenth absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **fifteen absences**, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth absence. It will be strongly recommended that the parent/guardian set up a School and Family Conference to address this issue, unless one was already conducted during the current school year. The family has two days to contact the school for the SAIP before the school initiates contact with a phone call. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and may be forwarded to the magistrate's office. Referral to the SAP Team is at the discretion of the school counselor who will be copied in the letter. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

### **Student Early Dismissal**

As much as possible, students should schedule medical and other appointments after school hours. If, however, it is necessary to request an early dismissal on any given day, a written parental request **MUST** be submitted to the homeroom teacher during homeroom on the day that early dismissal is requested. This request should contain:

- Student's name and homeroom
- Specific reason for request
- Time and date of requested excusal

Any parent or guardian who finds it necessary to call the school to request early excusal will be required to sign out the student at the office when he/she is picked up. No student, no matter his/her age, may sign himself/herself out. It is understood that students who have an early excusal from school due to illness are not to return to the school building or property for the remainder of the day. That includes during school time, when school dismisses, or at night to participate in, or be a spectator at an extra-curricular activity or sporting event.

### **Tardiness**

Students who arrive to school late will be marked tardy. The daily bulletin will carry a list of those students and will indicate whether the tardiness was excused or unexcused. Unexcused tardiness includes, but is not limited to, lateness because of the following:

- parental neglect
- oversleeping
- shopping
- car trouble
- employment
- truancy

Excused tardiness includes family emergency, verifiable medical or dental appointment, illness, attendance at funerals, impassable roads, or participation in religious services/holidays.

**Only unexcused tardiness** will be recorded on the student's report card.

**Late to school is after 8:00 a.m. Upon the third unexcused tardy, a written warning will be issued to the student. Further disciplinary consequences, such as after-school detention, will be administered for subsequent tardiness.** Students who arrive before 8:00 a.m. should report directly to their assigned homeroom. Any student who arrives to school after 11:16 a.m. will be charged with a half-day absence. Any student who leaves before 11:16 a.m. will be charged with a half-day absence. Any student who leaves after lunch will be credited for a full day. If a student arrives in school after 11:16 a.m. on the day of an activity, he or she will be ineligible to participate. Only an absolute emergency will prevent the enforcement of this rule.

### **Attendance at Activities**

Any student absent or excused from school will not be allowed to attend any school functions on that day, unless approval is granted by the principal or his/her designee.

### **Arrival Procedures**

- Arriving students must use the designated entrance to the building. Students who arrive at school prior to 7:50 a.m. are to report directly to the cafeteria.
- Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.
- Under no circumstances are students permitted to visit other buildings on campus without written permission for visitation.
- Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
- Unless granted prior permission by a staff member, students must not enter any classroom prior to 7:50 a.m.
- Students are not allowed to visit unscheduled rooms or teachers unless the student has a pass from the teacher they wish to visit.
- Beginning at 7:50 a.m., students must report directly to their lockers and then proceed to their homeroom. Loitering is not permitted in the corridors or any other area of the school. All coats, hats, backpacks, and book bags must be deposited in the student's locker. No student is permitted to go to class with these items.
- All students must have a pass signed by the teacher when not in their assigned area.
- All students must be seated in their homeroom by 8:00 a.m.
- Loitering in the parking lot is not permitted. (After school - considered trespassing)
- Students may not walk to school unless they are identified as a walker and have a Non-Transportation Walker Form on file in the main office.
- **CROSSING ROUTE 6 IS PROHIBITED.** Students are to stay on the Middle School side of Route 6.
- For security and safety reasons, all doors will be locked at 8:15 a.m. A designated door will be open next to the Main Office for visitors.

## **Middle School Building Procedures**

### **Student Responsibilities & Rights**

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform with the following:
  - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily and be on time at all classes and other school functions.
  - Make up work when absent from school.
  - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - Report accurately and not use indecent or obscene language in student newspapers or publications.

### **Backpacks, Book Bags and Book Sacks**

Students shall be allowed to carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other allowed and appropriate items to and from school. In an effort to promote safe and efficient travel through hallways and to provide better control of items that are unauthorized, all backpacks or book bags must be stored at all times in the student's locker. Purses are allowed for personal items.

### **Class Cutting**

Students are required to attend all scheduled classes, study halls, and lunch, unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class will result in a grade of zero for all work missed, a denial of school privileges, and a detention and/or suspension. The policy on cutting will be strictly enforced.

### **Class Procedures**

#### **Promptness to Class**

- Students are required to arrive to class and be seated in their assigned area by the time the late bell rings or the time designated for the beginning of class by the classroom teacher.

- Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
- Except in emergencies, students will report to class before visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
- Students who miss any class work for unexcused reasons may be given a zero for the missed work.
- Teachers may assign personal detention for lateness to class.
- If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a discipline referral.
- Students will be warned for arriving late to class on the 1st and 2nd instances. Any subsequent lateness may result in lunch detention, after school detention, parental contact, suspension or any combination of consequences.

### **Conduct in Class**

Courtesy must be observed at all times and in all situations. There can be no exception to this rule. Discourtesy and disrespect will not be tolerated. Courtesy also involves the use of appropriate language in a school setting. Profanity is never acceptable. The use of profanity by any student will result in detention(s) and/or suspension. Disruptions in class, or in any other areas in and around school, will result in immediate disciplinary action.

### **Procedure for Leaving Class**

- Except in extreme emergencies, students must obtain permission from a teacher or other school authority before leaving class.
- Any student leaving a class during the class period must have the proper documentation to leave class. The student must also sign out of the classroom on the sign-out sheet provided indicating the student's full name, time of departure, and arrival time returning to class.
- Lavatories are to be used for their intended purposes only.
- Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
- Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.

### **Dismissal Procedures**

- Announcements will be made at 2:39 p.m. followed by the flag ceremony. Dismissal from school is at approximately 2:41 p.m. The buses depart at approximately 2:48 p.m. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
- Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
- Walkways provided must be used when traveling to the bus loading area.
- Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
- Parents or legal guardians may pick-up their child from school by following the LobbyGuard sign-in procedures. **You must present photo ID in order to gain access to the building.** The office will notify the classroom teacher and the child will be called to the pick-up area. Other adults or acquaintances cannot pickup students unless the parents or guardians grant permission and this information is provided, in writing, to the main office.

- All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.
- If you are going to pick up a student at dismissal, you must send a note. For security reasons, if someone other than a parent or guardian is picking the student up, you must state the name of the person in your note. ***If we do not have a note, the student will be placed on their assigned bus home.***
- In order to facilitate the safe, orderly, efficient, and timely exit of buses from school property at the conclusion of the school day, all traffic will be stopped during the time period when buses are in motion.
- Students requesting a pass to ride a different bus or depart at a different stop from their regular bus must present a note to the main office with the following information: student name, regular bus number, requested bus number, specific bus stop or student he or she is departing with, and a parent signature. As per our bus regulations, please remember bus pass requests should only be made for emergency situations only. Parents/students should not request transportation changes to accommodate social arrangements (i.e. sleepovers, parties, etc.) The principal and/or assistant principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- Late buses leave the middle school parking lot at 5:20 p.m. daily.
- ***Any student who remains in the building or on school grounds after dismissal must be under the supervision of a teacher or coach.***
- Students leaving school will only leave in one of three ways: Bus/district provided transportation, parent/parental consent for pick up, or under the direct supervision of administrator/teacher/coach/aide. ***Students are not permitted to walk to the High School or walk off campus for any reason. Students are not permitted to be dropped off at the High School to meet friends, siblings, see a sports event, or for any other reason.***

### **Dress Code and Grooming**

The Wallenpaupack Area School District (WASD) administration, faculty, and staff have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations when special attire may be required to ensure the health or safety of the student. Students have the responsibility to keep themselves, their clothes and their hair clean.

The following items are allowed:

- Shirts with collars (including golf-style and button down), turtlenecks, and t-shirts with (finished) long or short-sleeves. All shirts are to completely cover the torso from the waistline to within a few inches of the collarbone.
- Jeans or pants (any style), that are worn at the waistline and that do not expose the undergarments or skin above fingertip length.
- Shorts, skorts, skirts, or dresses (must conform to the above) with a tailored (finished) hem no shorter than fingertip length and that do not expose undergarments or skin above fingertip length.

The following items also apply:

- All items permitted in this dress code must be clean and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.

- Students' heads must be uncovered during the instructional day. Hats, caps, hoods, bandanas, kerchiefs, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn during the instructional day.
- Clothing, patches, buttons, pins, and/or jewelry are permitted but they must not do any of the following; display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

**Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing.**

### **Elevator Usage**

Students who require the use of crutches, wheelchairs, and/or the elevator must submit a doctor's note to the office substantiating such a need. The office will issue an elevator key to those students possessing a medical excuse. Those granted use of the elevator should comply with the established regulations. Student's friends are not permitted to "go along for the ride."

### **Emergency/Evacuation Procedures**

- All students are to follow procedures as directed by announcement or by a teacher.

### **Fighting**

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school, including the FAME Team. Law enforcement will be notified when fights occur. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action including placement in an alternative setting or expulsion.

### **Gambling / Games**

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice, playing/trading cards are not allowed in school. Students who violate this rule will be subject to disciplinary action.

### **Hall Passes / Restricted Movement**

For lavatory and other errands when class is in session, students must secure a hall pass and sign out and in on the designated form. There will be no group passes. Each individual student must carry his/her own pass. Chronic abuse of hall passes will result in the student being placed on restrictive movement. The process for restricted movement is as follows: The student will pick up a restricted movement form from the main office secretary each morning and have his/her teachers fill it out with comments at the beginning of every class. The student must report to the office when using the lavatory while on restriction. Negative comments and/or failure to have the form filled out correctly will result in an additional day of restriction, lunch detention, or both. The student will submit the form to the main office prior to boarding busses. Restricted movement typically lasts for at least ten (10) days.

### **Lockers**

Students will be assigned a hall locker with a combination lock. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Personal locks will be removed. Students are not allowed to share lockers. All lockers are and shall remain the property of the Wallenpaupack Area School District. As such, students shall have no expectation of privacy regarding their lockers. The administration has the right to search locker contents at any time. Students are responsible for maintaining the condition of the locker issued to them, and they are to report problems to the office immediately. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an

emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

### **Personal Property**

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

### **Show of Affection (Public Display of Affection – PDA)**

We realize that no matter what your age, caring for others and showing affection is important to you. However, public displays of affection are not appropriate in a Middle School setting. Handholding, kissing and close physical contact in a school is not acceptable behavior. Violators may receive disciplinary actions.

### **Restrooms**

The restrooms are provided for convenience and comfort, not as a lounge. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. Please help us keep these areas clean and as pleasant as possible. Smoking, writing on walls and partitions, and other actions that damage property will result in disciplinary action.

***Spraying of aerosols in the rest rooms or anywhere on school grounds is prohibited. Students should not be in possession of any aerosols while on school property.***

### **Textbooks**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to textbooks or any school issued materials will result in a fine. Lost textbooks or any school issued materials must be paid for and replaced immediately. In the event books are lost and/or damaged, students will receive a second copy. Cost for the additional and/or damaged textbook must be absorbed by the student. Any monies paid must be verified by a receipt. Book value is based on replacement cost.

### **Working Papers**

All students between 14 and 18 years old need working papers in order to work in Pennsylvania. Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or [download the form](#) from the High School's website under the "Student Information" section.

### **Corridor Courtesy**

- Do not block traffic by standing in groups. Students are not permitted to loiter in the halls.
- Pass through the halls quietly. Yelling in the halls is not permitted.
- Discard trash in containers: place chewing gum in a piece of paper and discard in trash container.

### **Library / Media Center**

The library is open from 7:50 a.m. to 2:39 p.m. each school day. It provides every student with the resources and services needed to complete course assignments. A variety of print and non-print materials is available and most may be signed out for home use. Specific library rules and regulations will be provided for all students.

### **Lost and Found**

Students who find lost articles are asked to take them to the main office. These articles are placed in a Lost and Found Rack in the cafeteria. Lost items, which are not claimed within a reasonable time, will be given to a charitable institution.

## **Memory Book**

The W.A.M.S. Memory Book is ordered and paid for during the fall semester of each school year. Those who order in advance are guaranteed a memory book in June. Students who do not order in advance may purchase a memory book on a first-come, first-served basis; extra memory books are limited.

## **Newsletters, Calendars, Menus**

Weekly school calendars and menus are available the Wallenpaupack Area Middle School website (<http://www.wallenpaupack.org/wams>). Additional copies are available for students to pick up from their homeroom and take home. Every effort is made to keep parents informed of developments, coming events, program dates, and registration deadlines.

## **Telephones**

A phone is located in the main office. The phone may be used only in the case of an emergency and under the supervision of a school official. Messages and deliveries from home should be left in the main office. Students will be called out of class only in the case of an emergency. Parents are asked not to call the school to leave messages except in an emergency situation. Please note that flowers and balloons will not be allowed in the building during the school day.

## **Postings and other Media Releases**

All materials to be posted in the building must have attached the name of the student or student group sponsoring the material. The school principal or his/her designee must approve all material to be posted. Materials should only be posted in designated areas. It is the responsibility of the sponsoring group to remove material in a timely fashion.

## **Recording / Photographing (Audio and Video)**

Students are not permitted to photograph, video tape, or audio tape any person or class without administrative permission.

## **Solicitation**

Wallenpaupack Area Middle School does not allow any form of solicitation (including flyers, handouts, and newspapers) to be distributed on school property without prior administrative approval.

## **Transfer Procedures**

Prior to the date of your move, parents or guardians must come to the School Counselor Office to complete a transfer form, stating the probable date of the move, your new address, and if known, the school district into which you will move.

## **Visitors to School**

In order to ensure a safe environment for students and staff, all visitors must report to the Main Office. Visitors may not be in the school building or on the school grounds unless they have permission from school administrators and display a visitor's pass. Student visitation during the school day is not permitted.

## **Middle School Academics**

### **Academic Integrity**

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment and ethics in their areas of study. Written or other work which students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences, change in grade or both.



## Expectations of Students

Each student will maintain academic integrity by the following:

- Students will complete all assigned work, activities, and assessments in a responsible manner that avoids all cheating, lying, and stealing.
- Students will consult with their teacher regarding any concerns or questions when the student is unclear about expectations or requirements of an assignment.

## Violations of Academic Integrity

**Cheat:** "To deprive of something through fraud or deceit; to violate rules dishonestly" "Cheat." *The Merriam-Webster Dictionary*. 2004. Print.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on body or clothing, electronic devices).
- Students will not send nor receive any verbal or nonverbal forms of communication during assessments (i.e., showing/looking at another's assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

**Plagiarize:** "To present the ideas or words of another as one's own." "Plagiarize." *The Merriam-Webster Dictionary*. 2004. Print.

- Students will not copy the language, ideas, thoughts, opinions, theories or images of another without providing proper acknowledgements or citations.
- Students will not purchase another's work or partial work and submit it as their own.

**Misconduct:** "Intentional wrongdoing; improper behavior." "Misconduct." *The Merriam-Webster Dictionary*. 2004. Print.

Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet be given the assignment/assessment

*Wallenpaupack Area Middle School appreciates and acknowledges Radnor High School in Radnor, PA, St. Joseph's High School in Trumbull, CT, and the website of The School for Ethical Education whose Academic Integrity Policies were reviewed and assisted in the creation of this section of the Student/Parent Handbook.*

## Sixth Grade Courses

**Core Courses:** ELA 6, Math 6, Science 6, Social Studies 6, Wellness 6

**Related Arts:** Art 6, Computers 6, Family/Consumer Science 6, Music 6, Technology Education 6

**Electives:** Band 6 and Chorus 6

## Seventh Grade Courses

**Core Courses:** English 7, Pre-Algebra, Math 7, Reading 7, Science 7, Social Studies 7, Wellness 7

**Related Arts:** Art 7, Computers 7, Family/Consumer Science 7, Music 7, Technology Education 7

**Electives:** Bell Choir, Chorus 7/8, Band 7

## **Eighth Grade Courses**

**Core Courses:** Algebra I, ELA 8, Math 8, Science 8, Social Studies 8, Wellness 8

**Related Arts:** Art 8, Computers 8, HS 101, and (Choice of 1): Garage Band, Family/Consumer Science 8, Musical Theater, Technology Education 8

**Electives:** Bell Choir, Chorus 7/8, Band 8, Jazz Band

## **Orientation**

Orientation programs are conducted each spring for incoming sixth graders from the North Intermediate and South Elementary schools. Students are given the opportunity, during the regular school day, to learn about the school from the counselors, teachers, administrators and present middle school students.

## **Use of Special Tools, Equipment and Materials**

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items shall be enforced. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Students must use tools and equipment of a sharp or potentially dangerous nature in a safe manner and requires teacher supervision.

Violation(s) of these and rules will result in disciplinary action.

## **Assessment**

### **Purposes for Assessment and Grading**

The primary purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents and students with information for placement and selection.

### **Core Beliefs**

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, and accuracy and consistency (O'Connor, 2007).

- Fairness – is about “equity of opportunity” (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- Motivation – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- Accuracy and Consistency – assessment and grading must reflect a shared understanding of PDE’s academic standards which results in defensible and credible assessments (O'Connor, 2007).

## WASD Academic Grading Key

Grades 6-12 all areas, Grades 3-5 core areas\*

Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	Incomplete reports that a grade could not be assigned due to missing assignments. The student will be given a specific timeframe in which to make up work. After that time, missing assignments will become zeroes if the teacher has not changed the grade.
W - Working to Potential	Working to potential is used for students who are working to the best of their ability. Students will receive credit for the course.

\*In grades K-6, ELA assessments and reports are based on the American Reading Company's (ARC) Independent Reading Level Assessment (IRLA) Framework.

## 21st Century Skills

The Twenty-First Century Skills are measures of the skills necessary for students to develop into life-long learners and responsible citizens.

	<b>PD4</b>	<b>PD3</b>	<b>PD2</b>	<b>PD1</b>
<b>Productivity</b>	Routinely uses time well; meets deadlines	Usually uses time well	Tends to procrastinate	Rarely gets work done on time
	<b>WO4</b>	<b>WO3</b>	<b>WO2</b>	<b>WO1</b>
<b>Working with Others</b>	Consistently listens, shares, contributes and supports efforts of others	Usually listens, shares, contributes and supports efforts of others	Occasionally listens, shares, contributes and supports efforts of others	Rarely listens, shares, contributes or supports efforts of others
	<b>PP4</b>	<b>PP3</b>	<b>PP2</b>	<b>PP1</b>
<b>Preparedness</b>	Always brings materials/homework and is ready to work	Often brings materials/homework and is ready to work	Occasionally brings materials/homework and is ready to work	Rarely brings homework or is ready to work
	<b>WE4</b>	<b>WE3</b>	<b>WE2</b>	<b>WE1</b>
<b>Work Ethic</b>	Effective and sustained effort	Occasionally needs direction	Often off task	Unfocused and frequently off task
	<b>C4</b>	<b>C3</b>	<b>C2</b>	<b>C1</b>
<b>Citizenship</b>	Consistently respects the rights of others	Usually respects the rights of others	Frequently needs guidance in appropriate behavior	Rarely exhibits appropriate behavior
	<b>O4</b>	<b>O3</b>	<b>O2</b>	<b>O1</b>
<b>Organizational Skills</b>	Consistently collects and organizes information	Usually collects and organizes information	Frequently needs assistance in organizing information	Information is disorganized

## PowerSchool®

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers an on-line home/school communications service, *PowerSchool®*, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool®* is provided during school open-houses, parent meetings and through your child's homeroom teacher.

## Grading

- Student achievement of stated learning goals shall be the basis for grades. Grading procedures shall be related directly to stated learning goals.
- Teachers shall set due dates and deadlines for all marked work that will be part of a student grade.
- Absent students shall be given make-up opportunities for all missed work and assignments.
- Teachers shall provide timely feedback to students on formative assessments.
- Grades shall be calculated to ensure that the grade each student earns is an accurate reflection of his or her performance. GPA's will not be rounded.

- Teachers shall use assessment instruments consistent within grade levels/subject areas.
- Teachers shall discuss assessment with students, in an age-appropriate manner, at the beginning of instruction.
- Students and/or parents may have access to course objectives, student responsibilities, scoring scales and methods of assessment.
- Grades earned by students with Individual Education Programs shall be based on their ability, programs and accommodations.

A student receiving a grade of I must complete the necessary course requirements within two weeks to obtain a grade. Students failing to do this will receive an F.

Report cards are distributed to students after each nine-week marking period. Typically, report cards are distributed in mid-November, late January, early April and late June. The first three report cards are distributed to students in school. The final report card is mailed to parent/guardians.

***Parents are strongly encouraged to utilize PowerSchool®, the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments.***

**NOTE:** If parents wish to have a conference with any teacher, the School Counselor Office should be called at (570)226-4557 ext.3055.

### **Physical Education Regulations**

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 A.M. with a written excuse. **A doctor's excuse is necessary for a student to be completely excused from participation.** A note from a parent/guardian will enable a student to take a *limited* physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subjected to disciplinary action and failure of the class. Physical education attire must be neat and clean.

### **Make-up Work**

- Students who miss school for legal reasons will be allowed as many days to make up any missed work as they were absent. As an example: If a student misses five days of school, he or she will have five school days to make up the work beginning when they return and not counting any days they are subsequently absent.
- Students who are on homebound are generally expected to be current with their schoolwork upon their return, but some latitude may be given in individual circumstances.
- **Students who have unexcused absences may receive a zero for the day and are not allowed to make up work.**

### **Progress Reports**

Progress reports are given to those students who are experiencing difficulty in, or who are in danger of failing a class. The first progress report is mailed but subsequent reports can only be found on PowerSchool. Acknowledgement of these reports is appreciated and contact to the teachers is strongly suggested.

***As stated earlier, parents are strongly encouraged to utilize PowerSchool, the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments.***

## Parent Conferences

Parents may make appointments for conferences with teachers, counselors or principal by telephoning the school office. Conferences can be arranged by calling the School Counselor Office; however, several days' notice is generally required to arrange joint conferences with several teachers. Also, two days are set aside in November for parent/teacher conferences.

## Honor Roll

Students in seventh or eighth-grade who maintain an average of 90% - 95.99% will be named to the honor roll. Students who maintain an average of 96% or higher will be named to the high honor roll. ***Making the honor roll/high honor roll does not guarantee membership in the National Junior Honor Society.***

## National Junior Honor Society

Membership in the National Junior Honor Society is based on Scholarship, Service, Leadership, Citizenship, and Character. Membership in the National Junior Honor Society is a privilege and not a right. Students in grades seven and eight may be considered for membership if they satisfy the following requirements:

- Maintain a cumulative, weighted average of 90 or above, beginning with the first marking period of seventh grade.
- Document on a "Student Activities Information Form" active involvement in school and/or community activities, demonstrating the qualities of leadership, service and citizenship. These forms will be distributed to qualifying students during the third marking period.
- Show positive attitude toward the school and its regulations. Any student who has one or more disciplinary infraction(s) on file in the middle school office from the current school year may be ineligible for membership consideration.

A five-panel faculty council appointed by the principal will review the information on all qualifying students. Those students who meet the above requirements will be inducted into the National Junior Honor Society in the spring of the current school year.

Golden Torch awards will be given to 8th graders who have been on High Honor Roll for **every** quarter since their first quarter in seventh grade.

Any member who falls below the eligibility requirements will be placed on probation for two consecutive marking periods. If the deficiency is not improved, the student may face dismissal. Any drug or alcohol violation will result in removal from the National Junior Honor Society.

## Promotion & Retention Policy / Tutorial Remediation

A student will be promoted or retained only after all of the following applicable criteria have been considered:

- Chronological age
- Social development
- Physical development
- Standardized test scores
- Parent/guardian conferences
- Psychological test results
- Excessive absences
- Grades

Please note that remediation is incorporated into our daily schedule.

## **Request for School Records**

Parents of Middle School students have a right to review their child's official school records. The release of confidential student information to individuals or agencies outside the school staff without the knowledge and consent of the student and/or parents is prohibited. Contact the School Counselor Office to make an appointment to review records.

## **Scheduling Eighth Graders for Ninth Grade**

The scheduling process for ninth grade begins in early February. Counselors and Administrators from the High School present a program to all eighth graders. At that time, course selection guides are given to each student. The parents of all eighth graders are then invited to attend an evening program in the high school designed to familiarize them with high school scheduling and policies. School Counselors visit every eighth grade class to discuss in small groups the scheduling process and to help the students make their class selections based on grades, interests and long range goals. Students are given a week to take all information home and discuss their plans with their family. Course selection sheets are then returned with a parent signature and the counselors then enter the choices made by the students into the scheduling system. Each schedule is reviewed closely by the counselors. Eighth graders and their families have every opportunity to discuss concerns with the counselors. If there are any scheduling conflicts, the counselors speak individually with students. Students have until early June to make changes to their ninth grade schedule.

## **Scheduling for Seventh and Eighth Graders**

The scheduling process for the next school year begins in January with the distribution of the Course Selection Guide. Students will have the opportunity to review this information with their counselor. A course selection sheet with student course requests and a parental signature must then be submitted so that the schedule can be finalized.

## **Student Awards**

Students will have the opportunity to be recognized for various achievements in and out of the classroom. The information below summarizes three awards that will be given to one student per team at the end of each marking period according to the provided criteria.

1. WAMS Good Guy/WAMS Good Girl  
Awarded to a student who continuously displays acts of kindness. Students are nominated based on the following: good conduct, honesty, gratitude, and a commitment to promote a positive school environment.
2. WAMS Buckhorn Pride  
Awarded to a student who continuously displays school spirit. Students are nominated based on the following: responsibility, leadership, participation in school and community activities, and citizenship.
3. WAMS Class Act  
Awarded to a student who has shown significant academic growth, improvement, or commitment to maintain high levels of academic achievement.

## **Summer School**

If a student has failed a course and an approved summer school course is available, the student is allowed to take the course if he/she has a grade of 55 or administrative approval. All students who fail Reading, English, Math, and/or Science must attend summer school. If a student fails more than two classes, summer school will be under administrative review.

## **Tutorials**

Sixty minutes per day is available for students to be with their academic core team of teachers. Students who participate in band, bells, chorus, or a combination of music programs meet those classes during tutorial time.

In addition, various clubs will be offered during tutorial. Student participation will be allowable based upon the student's academic performance. Tutorial is an opportunity for students to get extra help with their work and/or get caught up on assignments missed due to absences. The following guidelines will be followed during this assignment:

- All students will report to their assigned tutorial room at the scheduled time.
- The time allotted for this study is to be used as such. ***This is not a rest period or a social gathering.***
- Students will be excused from the assigned room with a properly completed pass. When a teacher wishes to have a student excused from the room for an assignment, the student is responsible to show this pass to the study room teacher and have his/her signature before leaving the assignment room.
- Appointments with a School Counselor may be made by signing up in the School Counselor Office in the morning.
- Students may go to the library or computer room on a reference pass from their teacher.

## **Middle School Student Activities**

### **After School / Extracurricular Activities**

The school administration reserves the right to eliminate a student from participation or attendance at an extracurricular activity such as assemblies, dances, clubs or field trips. Elimination will be determined by a review of a student's discipline and academic records.

The co-curricular and extracurricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence, tolerance and creativeness.

### **Extracurricular Eligibility**

- Grades of students participating in extra-curricular activities will be reviewed on a weekly basis. If the student/athlete is failing one full credit, or the equivalent, he/she will be ineligible for a minimum of one week.
- Students applying for leadership positions (student council, class officers, etc.) must have an overall average of C+, demonstrate good citizenship and have been active in class activities. Student leaders must continue to display these positive characteristics during their term in office.
- Student council will oversee class elections.
- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject that he/she fails, he/she shall become eligible.
- A student will be ineligible to compete or practice if he/she arrives in school after 11:16 unless approved by the athletic director.

### **Attendance at Activities**

Any student absent or excused from school will not be allowed to attend any school functions on that day.

Students are allowed to stay after school for supervised activities provided they follow these procedures:

- **SPORTS** - Athletic activities are available for middle school students. Eligibility rules are outlined in the Middle School Athletic Policy. Students must sign up for sports at the beginning of tryouts



and receive a permanent late bus pass from their coach. Students must then report to and remain in the gymnasium or appropriate area immediately after school.

- **TUTORING** - Students must sign up for tutoring each week and receive a temporary late bus pass from the teacher. Students must then report to and remain under the supervision of the teacher.
- **DETENTION** - Students will be notified about detention by the main office and will be issued a temporary late bus pass by the detention supervisor.
- **AWAITING PICK-UP BY PARENT OR GUARDIAN** - Students who will be picked up by parents/guardians will wait in the main office area for their ride.

***UNDER NO CIRCUMSTANCES are students allowed to walk off school property except for those approved by the Administration.***

## Athletics

The varsity sports program is designed to help each participant develop an agile, coordinated and healthy body, and appreciation of the need for cooperative effort, and a spirit of competitiveness and fair play.

### Programs

A middle school program with seventh and eighth grade participation is offered in the following sports:

- Baseball
- Basketball
- Competitive Cheer
- Cross Country
- Field Hockey
- Football
- Golf
- Soccer
- Softball
- Tennis
- Track
- Wrestling

### Athletic Regulations

The following regulations will govern participation in varsity sports and cheerleading:

- Each student must have on file a PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) for the current school year. **The CIPPE may not be performed earlier than June 1st of each school year** and shall be effective, regardless of when performed during a school year, until the next May 31st. **Students involved in subsequent sports in the same school year must complete a Section 5 of this CIPPE and submit before being eligible to participate in a subsequent sport.** If it is determined by the information supplied in the Section 5 that the student must be medically cleared by a physician the Section 6 will need to be completed before the student is eligible to participate in an athletic program.
- **Parents should be aware that there is no automatic “school district insurance.” The Wallenpaupack Area School District carries an insurance policy for those students participating in interscholastic sports** including band, cheerleaders, majorettes, student trainers and student managers **during their individual season as established by the Pennsylvania Interscholastic Athletic Association (PIAA).** This policy is activated only after the family’s primary insurance plan is exhausted. Parents are encouraged to enroll students in the Student Accident Insurance Program offered by the District. This insurance program should be viewed only as an addition to the family’s primary medical insurance plan and not as a substitute plan.
- Each student/athlete is required to complete a Co-Curricular Drug & Alcohol Policy Form, which is co-signed by his/her parent/guardian. This form outlines the consequences of violating the District’s Policy.
- A student will be ineligible to compete if he or she is absent on the day of the game unless approved by the athletic director.
- A student will be ineligible to compete or practice if he or she arrives in school after 11:13 unless approved by the athletic director.
- It is expected that the student body will demonstrate good sportsmanship. **Unsportsmanlike conduct will not be tolerated.**
- The W.A.H.S. Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc. and all P.I.A.A. rules will be followed.

### Athletic Transportation Policy

- All transportation to and from games and practices will be provided by the school district. **EXCEPTION:** The golf coaches will transport all golfers to and from practices and games.
- No student will be permitted to drive his/her vehicle to any practice or game without special permission from the administration.
- Any student who leaves the school in his/her vehicle will be considered leaving for home and, therefore, not allowed to practice.

- At least one coach per sport program will be responsible to chaperone the bus to and from practice. All coaches should ride the bus to and from games. The head coach shall be responsible (along with the bus driver) to see that the bus is cleaned after returning from an away game.
- Coaches and students will return from Hawley by late bus to the High School.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel unless a Travel Release Form (available on the school's website) is completed by the parent/guardian.
- Teams using the Middle School athletic facilities will be supervised by their coach to and from games or practices. The team may pick up the late bus at the Middle School.

### **Co-Curricular and Extra-Curricular Activities Drug and Alcohol Policy**

Students involved in school activities must adhere to the Wallenpaupack Area School District Drug and Alcohol Policy while in and out of school (when students are not under the jurisdiction of the school). When it has been determined with reasonable certainty that any student participating in a co-curricular or extra-curricular activity is found to be in violation of the student's drug and alcohol policy, he/she will be subject to the following consequences (a student attending a party, but not consuming will be subject to the same penalties unless the student leaves the party immediately):

- **First Offense:** Fourteen (14) calendar days of ineligibility and SAP referral. A student may attend practice if the student follows the recommendations of the SAP team.
- **Second Offense:** Minimum of one (1) year of ineligibility from participation in any co-curricular or extra-curricular activity if the second offense occurs within one calendar year of the first offense, otherwise, the violation shall be thirty (30) days of ineligibility from participation.
- **Third Offense:** When it is determined that any student is in violation of the school's drug and alcohol policy for the third time, then he/she shall be permanently ineligible for participation in any co-curricular or extra-curricular activity.

In order for any Wallenpaupack Area Middle School student to participate in a co-curricular or extra-curricular activity, both the student and a parent/guardian must sign the participation form supplied by the advisor or coach and return the form within five (5) school days of the first meeting date.

### **Athletic Policy**

All interscholastic athletic programs shall be conducted in accordance with regulations of the State Board of Education and the Pennsylvania Interscholastic Athletic Association.

### **Consent of Parent**

A pupil shall be eligible for practice or participation in each sport only when there is on file a PIAA Athletic Eligibility Card, which is signed by his/her parent or guardian.

### **Physical Examination**

No pupil shall be eligible to represent his/her school in any interscholastic contest unless a certified physician has examined him/her before his/her first sports season of that academic year. Before each subsequent sports season, a certified physician must recertify the pupil.

## Clubs and Activities

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence tolerance and creativeness. The following clubs/activities are offered at WAMS:

- Fitness/Weight Training Club
- National Junior Honor Society
- Robotics Club
- Science Olympiad
- Student Ambassador Program
- Student Council
- Volunteer Club
- Writing Club
- Yearbook

Additional co-curricular offerings may be available as the school year progresses.

## Dances

Periodically the school will sponsor dances **for WAMS students only**. Sixth grade dances are held immediately after school until late buses. Seventh and eighth grade dances are held on Friday evenings from 7:00 to 9:00 p.m. Students must arrive no earlier or later than ten minutes before or after the posted starting time of the dance. Students arriving too late will not be admitted to the dance. Students may not leave the dance unless specifically excused by the chaperones.

**Parents should pick up students no later than fifteen (15) minutes after the dance is over at the designated drop-off/pick-up point in front of the North Intermediate School (students not picked up within this 15-minute time frame may be denied admission to the next dance).** Students are not permitted to walk off school grounds under any circumstances. Students will be denied dance privileges for reasons of attendance and/or discipline. Students who are absent on a dance day are not permitted to attend the dance on that evening.

## Middle School Discipline

### Parent Responsibilities

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to:

- Exemplify an enthusiastic and supportive attitude toward school and education.
- Build a good working relationship between themselves and their child, his or her teachers and the school.
- Teach their child self-respect, respect for the law and respect for others and public property.
- Insist on prompt and regular attendance.
- Listen to views and observations of all parties concerned, before making a decision.
- Recognize that teachers deserve the same consideration and respect that parents expect from their children.
- Encourage their child to take pride in his/her appearance.
- Insist that their child promptly bring home all communications from school.
- Cooperate with the school in jointly resolving any school-related problems.
- Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
- Help their child learn to deal effectively with negative peer pressure.
- Provide a place conducive for study and completion of homework assignments.
- Use *PowerSchool*® on a consistent basis and communicate with teachers, as needed.

Parents should be aware that they are responsible for any financial obligation incurred by their child in school. This includes lost books, damage to property, etc.

### **Student Misconduct**

The Wallenpaupack Area School District is committed to the belief that all students are entitled to the best education possible. The Wallenpaupack Area Middle School has developed the following discipline policy in order to ensure that all students receive their education in an educational environment that is safe, orderly, and conducive to learning. The school's discipline policy shall apply to students at any time a student is on school property or transportation as well as on any school sponsored trips where school personnel are present.

Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee composed of teachers directly responsible to the administration. The discipline committee may assign various consequences, or combinations thereof, to students who have violated school regulations.

State police will be notified and charges will be filed for serious violations of school rules. Such offenses include, but are not limited to, fighting, assault, theft, violation of drug and alcohol policy, vandalism, disorderly conduct, possession of weapons and/or look-alikes.

At the Wallenpaupack Area Middle School the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences infractions include, but are not limited to: detention, in-school suspension, out-of-school suspension, expulsion, prosecution and/or fines.

### **Referral and Administrative Actions**

#### **Referral Procedure**

- The adult referring the student will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral.
- Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s), which took place.
- In order to further the school investigation, school administrators or designees reserve the right to interview and question students without parents being present or notified beforehand.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.
- Teachers, School Counselors and Administrators have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.

#### **Consequences**

- In each incident, the administrator will decide on an individual basis which action will best meet the needs of the student, the School District, and/or the employees of the School District.
- Disciplinary actions which may be taken include, but are not limited to:
  - Parental conference
  - Referral to counselor
  - Denial of privileges
  - Design of a student behavioral contract
  - Restricted movement
  - Referral to psychological service staff

- Referral to appropriate local, county, and/or state agencies and/or institutions
- Liability for damages or financial loss
- Civil and/or criminal prosecution
- Lunch detention
- Bus suspension
- Detention
- Conference suspension
- Out-of-school suspension
- In-school suspension
- Alternative placement
- Expulsion

Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

### **Discipline Committee**

When the principal is unavailable, the discipline committee acts as designee. Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee who is directly responsible to the administration. The discipline committee may assign various consequences or combination thereof, to students who have violated school regulations.

### **Detention Procedures**

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held after school from 2:50 to 5:20 p.m.
- Students will receive 24-hour notice of all after-school detentions to be served.
- Only a building administrator I may excuse a student from detention.
  - Students will be excused for medical or dental appointments but must provide verification from a doctor to the main office on the next day.
  - Serving a detention takes precedence over all school activities.
  - Students will not be excused from detention to participate in extra-curricular activities.
  - Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
  - Parents who wish to have students excused from detention must submit a request in writing prior to noon of the day of detention.
  - Students excused from detention must report for detention on the next day detention is held, unless other plans are made with an administrator.
- Students who, without permission, do not report for a scheduled detention will be considered guilty of defiance and are subject to further disciplinary action.
- Students scheduled for detention may visit their locker and then report directly to detention.
- Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
- Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.

- Students must report to detention with sufficient school related work for the entire time of detention.
  - Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
- Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- Any student who receives three (3) detentions in a school year will go to in-school suspension for all misbehavior following the third detention.

#### **Detention Rules**

- Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or to other school locations after detention.
- The atmosphere of detention will be one of individual study. Students are not permitted to sleep. Failure to bring appropriate work or to remain on task may result in the assignment of another detention. Students should use time to complete homework assignments, study notes, or read.
- Disruption in detention will result in further disciplinary consequences.

#### **Exclusion from School – Suspensions and Expulsions**

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:
  - Suspension - exclusion from school for a period of up to ten (10) school days.
  - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
  - A hearing is not required prior to a suspension of up to three (3) days.
  - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student's misconduct may result in consequences beyond a 3-day out of school suspension. In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack Area School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.
- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.

- A student receiving a conference suspension will be suspended out of school for a maximum of three (3) school days. However, if a parent comes in for a conference as soon as possible, the student will be allowed to remain in school at the conclusion of the conference.
- Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- It is the student's responsibility to fill out a Homework Request Form. All out-of-school suspension homework is due the day the suspended student returns to school.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
- A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. Alternative education will be provided following the 10<sup>th</sup> consecutive day of exclusion from school.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
  - The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
  - If the student is unable to secure an alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

### **In-School Suspension (ISS) Procedures**

1. The Middle School Administrator who assigns a student to ISS will notify the parents/guardians of that student.
2. Each student will receive a handout regarding the ISS rules and procedures **\*NOTE: It is expected that students will become familiar with the rules and procedures regarding ISS.**
3. On the day(s) of ISS students will report to the Discipline Office, NOT TO HOMEROOM.
  - a. Students assigned to ISS are allowed to eat breakfast in the middle school cafeteria.
  - b. Students assigned to ISS must arrive in the Discipline Office immediately after gathering all necessary classroom texts/materials from their lockers.
  - c. Electronic devices must remain in the Discipline Office for the day. Electronics will be turned in to a school administrator.
  - d. Students will be permitted to bring breakfast and lunch to ISS, or they may purchase either from the cafeteria.

### **ISS Rules**

1. Students must remain in ISS for the entire day.
2. The following consequences apply to students who miss assigned time in ISS.
  - a. If a student is absent for a day of assigned ISS, he/she will serve the assigned day of ISS on the first day that he/she returns to school.
  - b. **If a student arrives late to school on a day that he/she has been assigned ISS, he/she will serve the remaining portion of the assigned day. In addition, the student will be assigned make-up time for the portion of time missed.**
  - c. If a student dismisses early for an appointment or illness, he/she will be assigned make-up time for the portion of the time missed.



- d. If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
  - i. If school is cancelled, the student will serve ISS on the first day that school resumes.
  - ii. If there is a delayed opening (2 hour delay), the student will serve ISS on the scheduled day and follow the amended schedule.
  - iii. If there is an early dismissal, students will not make up time lost due to being released early.
- 3. Students must bring all texts/materials needed to complete assignments.
- 4. All school rules apply in ISS.
- 5. Students are to remain seated in their assigned seats during ISS.
- 6. Students are permitted to do the following while serving ISS.
  - a. Complete class work assigned by classroom teachers.
  - b. Complete behavioral assignments associated with the reason ISS is being served.
  - c. Read appropriate materials.
  - d. Request the attention of the ISS monitor by raising their hand.
- 7. The following behaviors are not permitted:
  - a. **Sleeping**
  - b. **Talking**
  - c. **Using electronic devices (electronic devices should be left in the Discipline Office)**
  - d. **Eating (with the exception of lunchtime). Students will be permitted to have a water bottle.**
- 8. Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
  - a. If a student does not successfully complete ISS on a given day due to inappropriate behavior, he/she may be assigned more time in ISS as determined by an administrator.
  - b. If the student continues to misbehave in ISS, he/she will receive OSS, however, the student will return to ISS following the OSS until his/her ISS assignment has been successfully completed.
- 9. Students assigned ISS may not participate in or attend after school activities on the days of the scheduled ISS.
- 10. Completion of assigned work is a condition of successful ISS program completion. If a student refuses to complete assigned work, he/she will be subject to further disciplinary consequences.

### **Warrants**

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

## **APPENDIX - Board Policies**

### **Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System**

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law.

*For more information, see Board Policy No. 815*

### **Bullying / Cyberbullying**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

*For more information, see Board Policy No. 249*

### **Communication Devices**

Student use of communication devices shall be prohibited from the beginning of the educational day to the end of the educational day; such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and /or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. Communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.

*For more information, see Board Policy No. 237*

### **Destruction of Property**

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district

employees or other students in any way will appropriately disciplined and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

*For more information, see Board Policy No. 218*

### **Drug and Alcohol Abuse**

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes “look-alikes.” This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

*For more information, see Board Policy No. 227*

### **Flag Salute**

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

*For more information, see Board Policy No. 807*

### **Freedom of Expression**

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

*For more information, see Board Policy No. 220*

### **Fundraising / Selling**

Students are not allowed to sell any items on school grounds without the Principal’s permission.

*For more information, see Board Policy No. 229*

### **Gang Activity**

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

*For more information, see Board Policy No. 218.3*

### **Hazing**

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

*For more information, see Board Policy No. 247*

### **Homebound Instruction**

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the School Counselor Office.

*For more information, see Board Policy No. 117.*

### **Homework**

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

*For more information, see Board Policy No. 130*

### **Search of School Property**

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

The administration shall authorize the search and have a designee on hand while the search is taking place.

Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.

All school property such as lockers, classrooms and storage areas may be searched.

Individual(s) shall not be subjected to a search by dogs.

*For more information, see Board Policy No. 226*

### **School Visitors**

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.

*For more information, see Board Policy No. 907*

### **Terroristic Threats/Acts**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

*For more information, see Board Policy No. 218.2*

### **Tobacco Use/Possession**

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. School personnel shall confiscate such products and assign appropriate punishment.

*For more information, see Board Policy No. 222*

## **Unlawful Harassment**

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

*For more information, see Board Policy No. 248.*

## **Weapons**

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, mace, pepper spray and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania.

*For more information, see Board Policy No. 218.1*

## **Wellness Plan**

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.

*For more information, see Board Policy No. 246*

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