

WEST MIDDLESEX AREA SCHOOL DISTRICT



SECONDARY

STUDENT/PARENT HANDBOOK

2019-2020

AUGUST 26, 2019 UPDATE

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1.0 MISSION OF THE WEST MIDDLESEX AREA SCHOOL DISTRICT

The mission of the West Middlesex Area School District is to equip all of its students for successful futures in an ever-changing society.

2.0 HANDBOOK RATIONALE

Dear Student and Parent/Guardian:

The primary goal of this handbook is to acquaint you with the school policies and procedures, which will apply to you during this school year. The handbook will provide you, the student and parents, with information that should enhance your school year and allow our students to learn in a safe and secure environment free from drugs, alcohol, violence, and fear. Please review the handbook thoroughly in order that you understand what is expected.

Your cooperation with the contents of this handbook is expected and will be greatly appreciated. Our wishes are to maintain an atmosphere of mutual respect and dignity between our students and staff. Best wishes to you for another successful and enjoyable school year.

Sincerely,

Mrs. Emily Clare
Principal

3.0 SCHOOL BOARD/ADMINISTRATORS 2019-2020

Tracy Hemminger.....President
Michael V. Dougherty.....Vice President
Theodore Hennessy.....Treasurer
James Hughes.....Business Manager/Board Secretary

School Board Members

Dr. Jerald Barris
Andrew Erb
Ryan Gelesky
Rachelle Newton
Sue Preston
Ashley Rupert

Raymond C. OmerSuperintendent – Extension 1132
Emily Clare..... High School Principal – Extension 3003
Aaron Pernesky.....High School Assistant Principal – Extension 3004
Tammy Mild.....Elementary Principal – Extension 2003
Scott McCaskey.....Director of Special Education – Extension 1127

Phone Number

724-634-3030

www.wmasd.k12.pa.us

4.0 BELL SCHEDULE

Students are to be in their 1st period class at the 7:35 AM bell.

LUNCH A

Period 1 7:35 – 8:20 AM
Period 2 8:24 – 9:04 AM
Period 3 9:08 – 9:48 AM
Period 4 9:52 – 10:33 AM
Period 5 10:37 – 11:07 AM (LUNCH A)
Period 6 11:11 – 11:51 AM
Period 7 11:55 – 12:35 PM
Period 8 12:39 – 1:19 PM
Period 9 1:23 – 2:03 PM
PLT 2:07 – 2:30 PM

LUNCH C

Period 1 7:35 – 8:20 AM
Period 2 8:24 – 9:04 AM
Period 3 9:08 – 9:48 AM
Period 4 9:52 – 10:33 AM
Period 5 10:37 – 11:17 AM
Period 6 11:21 – 12:01 PM
Period 7 12:05 – 12:35 PM (LUNCH C)
Period 8 12:39 – 1:19 PM
Period 9 1:23 – 2:03 PM
PLT 2:07 – 2:30 PM

LUNCH B

Period 1 7:35 – 8:20 AM
Period 2 8:24 – 9:04 AM
Period 3 9:08 – 9:48 AM
Period 4 9:52 – 10:33 AM
Period 5 10:37 – 11:17 AM
Period 6 11:21 – 11:51 AM (LUNCH B)
Period 7 11:55 – 12:35 PM
Period 8 12:39 – 1:19 PM
Period 9 1:23 – 2:03 PM
PLT 2:07 – 2:30 PM

5.0 2019-2020 SCHOOL CALENDAR

July 2019							August 2019							September 2019							October 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6						1	2	3	1	2	3	4	5	6	7					1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31				
5 student days/8 teacher days							20 student days/20 teacher days							22 student days/22 teacher days															
November 2019							December 2019							January 2020							February 2020								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7				1	2	3	4							1		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29			
18 student days/18 teacher days							14 student days/14 teacher days							20 student days/20 teacher days							19 student days/19 teacher days								
March 2020							April 2020							May 2020							June 2020								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7					1	2	3	4							1	2	3	4	5	6			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
21 student days/21 teacher days							19 student days/19 teacher days							18 student days/19 teacher days							4 student days/5 teacher days								

August 7-21, 2019	Flex in-service days	December 23-January 3	Holiday break
August 22 & 23, 2019	In-service/staff development	January 20, 2020	Act 80 Day
August 22, 2019	Open House - Elementary	February 14, 2020	Act 80 Day
August 26, 2019	Act 80 Day	February 17, 2020	Presidents' Day
August 27, 2019	First day of school	March 16, 2020	Winter break
August 27-30, 2019	Staggered Kindergarten Entrance	April 9-13, 2020	Spring break
September 2, 2019	Labor Day	May 1, 2020	In-service/staff development
October 11, 2019	Act 80 Day	May 22, 2020	No school
October 14, 2019	No School	May 25, 2020	Memorial Day
November 25, 2019	Showcase Night - High School	June 1-3, 2020	HS final exams - dismissal at 12:42 PM
November 25 & 26, 2019	Elementary conferences	June 4, 2020 - half day	Last day of school/Commencement
November 27-December 2	Thanksgiving break	June 5, 2020	In-service/staff development

- First and last days of school for students: 8/27 & 6/4**
- In-service/Act 80 Day - no school for students: 8/22, 8/23, 8/26, 10/11, 1/20, 2/14, 5/1, 6/5**
- School closed: 9/2, 10/14, 11/27-12/2, 12/23-1/3, 2/17, 3/16, 4/9-4/13, 5/22, 5/25**
- Elementary Open House - 8/22**
- High School Showcase Night - 11/25**
- Elementary parent-teacher conferences & HS Showcase Night: 11/25 & 11/26 - 3 hour early dismissal for all students**

Snow make-up days: 1/3, 3/16, 4/13, 5/22

PSSA Testing: April 20-24, April 27-May 8
 Keystone Exam Testing: December 3-13, January 6-17, May 11-21

6.0 GENERAL INFORMATION

6.1 ACCREDITATION

West Middlesex High School is fully accredited by the Pennsylvania Department of Public Education.

6.2 LOST AND FOUND

Items found in and around the building should be turned in to the secretary in the office. Any person who has lost an article may take inquiries to the secretary. See "Locker" section.

Warning: Please do not leave money or other valuables in your desk, locker, classroom, or gym locker. For safekeeping, you may bring your valuables to the office. They may be called for at the close of the school day. WMHS is not responsible for stolen and/or lost property.

6.3 ASBESTOS MANAGEMENT SYSTEM

The school district strictly adheres to the mandates set forth governing appropriate asbestos management and complies with the AHERA Act of 1987. Any questions regarding this matter should be directed to the Buildings & Grounds Supervisor (Ext. 3045).

6.4 STUDENT RESPONSIBILITIES

Student responsibilities are in coordination with the regulations set forth by the State Board of Education of Pennsylvania (12.1-12.6).

6.5 AUTHORITY

All teachers are responsible for the supervision of all students at all times and in all places in the building or on school property during school hours. Your teachers, counselors, and administration are available at all times to assist you and help make your school year a pleasant educational experience.

7.0 ATTENDANCE

7.1 WMASD ATTENDANCE

With the passing of Every Student Succeeds Act of 2015 by the Federal Government, monitoring of students' attendance has become more critical, resulting in higher accountability for both schools and parents. Regular daily attendance is the responsibility of the parent/guardian as well as the student. Frequent absences of students from classroom instruction means that the child loses the opportunity to learn and achieve success. Parents need to encourage students to maintain regular attendance. PDE states that attendance policies are also relevant for students attending charter or cyber-schools, and the district may file truancy charges in these cases as well.

Daily attendance is vital for academic achievement and growth. Parents/guardians are able to submit a maximum of ten (10) written excuses per school year. A medical excuse for each absence after the tenth day absent is required. The excuse must be presented to the High School Office upon returning to school. If the excuse is not received, the absence will be considered unlawful. In the excuse, please include the following information:

- First and last name of the child
- Date of absence
- Reason for absence
- Signature of parent/guardian

After the third unlawful absence, the parent/guardian will be invited to an attendance improvement meeting at the school. After the student receives four (4) unlawful absences, compulsory attendance charges against the parent/guardian and/or student may be filed with the District Magistrate.

The school will have an appeal procedure for parents/guardians to take into account extended illnesses, injuries, flu epidemics, etc. Parents/guardians can appeal to the Principal.

Students missing days with prior knowledge of the absence are responsible for alerting the office and meeting with each teacher prior to the absence to create a make-up plan.

Juniors and Seniors are permitted three (3) excused absences due to college visits. Verification of the visit should be submitted upon return.

Every parent, guardian or person in parental relation in this Commonwealth having control or charge of any child or children between the age of eight and seventeen years who shall fail to comply with

the provisions of this act regarding compulsory attendance shall be guilty of a misdemeanor and on convict thereof before a magistrate, or district justice shall be sentenced to pay a fine. The district may also refer a family to the local Children in Youth (CYS) Agency for excessive absences and truancy (Title 55 Pa Code, Chapter 3490.223). A student must be in class at least four periods to get credit for attendance for the day. A student's number of unlawful absences will be included when sending transcripts to requested locations.

*Note: The Pennsylvania Department of Education has established the following as lawful reasons for missing school: illness, family emergency, death of a family member, medical appointments, authorized school activities, approved religious observances, court appearances, military obligations, and other reasons approved by the school nurse. There are absolutely no authorized "skip days" for students.

A high priority is placed on student attendance in school. As a result, attendance may be considered in relation to a student's participation in extra-curricular activities and/or events. These activities include, but are not limited to; sporting events, dances, Prom, and field trips, and ultimately the graduation ceremony itself. Additional consequences may also include a loss of driving privileges.

In accordance with P.I.A.A. regulations, West Middlesex High School will adhere to the following statement: "If you are absent from school during a semester for a total of 20 or more school days (unexcused), you will lose your eligibility until you have been in attendance for a total of 45 school days following your 20th day of absence." This policy is applicable during the school year, and may carry over to the following school year as well.

7.2 STUDENT MAKE-UP WORK (SCHOOL ACTIVITIES, ILLNESS, ETC.)

Students are to be given the same amount of days as they were lawfully absent to make up all missed assignments and work. For any absence over five (5) days, students will be given a maximum of five (5) consecutive days to turn in all work and assignments. When missing days for class trips, medical appointments, etc., students are responsible for gathering assignments and working out a make-up schedule with their teachers prior to departure. Failure to take proper responsibility may result in receiving no credit for missed work.

Note: Students missing ten (10) or more lawful consecutive days will be handled on an individual basis as they may qualify for homebound instruction.

7.3 EARLY DISMISSALS AND APPOINTMENTS

If a student wishes to be dismissed from school early, he/she is required to bring a written statement before the start of the school day to include:

1. Date and time dismissed
2. Length of time required
3. Name and location of doctor or appointment information
4. Signature of parent or guardian

*Parent/guardian should also follow-up by calling the HS office.

A verification slip is to be provided from the medical office upon return to school that day or next morning.

*Early dismissals should be limited to medical, dental and legal appointments, and those extenuating circumstances deemed acceptable by the administration.

*Administration will accept a maximum of 5 parent excuses per year for early dismissals. Contact the office at (724) 634-3030 should questions arise.

7.4 TARDY TO SCHOOL

There are very few real excuses for perpetual tardiness, with acceptable examples including severe weather conditions or accidents. There are also some unforeseen circumstances that may include but are not limited to oversleeping, car trouble, and personal issues. Tardy slips are issued for tardiness to school only. Students who are tardy to school are to obtain a tardy admission slip at the high school office and sign in before going to class. The Administration reserves the right to distinguish between tardy to first period class and tardy to school. They also reserve the right to require a medical excuse for excessive tardiness.

The office will accept up to four (4) parent excused days for tardiness each semester (two nine-week periods). Excuses must be in writing and turned into the office. Additional excuses will have to be official documentation of medical or legal appointments in order to be considered excused. The following consequences will be enforced for unexcused tardiness each semester:

- 1st unexcused tardy: 30 minute Detention
- 2nd unexcused tardy: 30 minute Detention
- 3rd unexcused tardy: 1 HR Detention
- 4th unexcused tardy: 1 HR Detention

5th unexcused tardy: 2 HR Detention
6th unexcused tardy: 2 HR Detention
7th unexcused tardy and above: Administrative Discretion

NOTE: Students who arrive late but before 5th period (10:37AM) will be deemed tardy. Students arriving after 10:37AM will be considered absent for the full day. (Times apply to our regular, full day schedule and may be adjusted for modified days.)

7.5 TARDY TO CLASS

If a student is tardy (unexcused) to the same class three (3) times a semester during the school year, this will result in detention.

3 rd Offense	One (1) detention by the teacher
4 th Offense	1 hour administrative detention
5 th Offense	2 hour administrative detention

7.6 STUDENT PASSES

Students are not permitted in the halls and restroom during the time classes or homerooms are in session without a hall pass or excuse signed by the teacher. The hall pass entitles the student to be in the hall for a reasonable period of time until an errand is performed. Any teacher has the authority to ask to see a pass at any time a pupil is out of a room.

7.6.1 Health Room Passes

Students who find it necessary to go to the health room must obtain permission from their teacher. Students are not to report to the health room between classes. All illness excuses for early dismissal must be processed through the nurse.

8.0 SCHOOL SAFETY – PARENT RESOURCES

The West Middlesex Area School District has a District Safety and Security Team working under the direction of the School Safety and Security Coordinator. **Act 44 of 2018 (Act 44)**, which was signed into **law** on June 22, **2018**, amends the Public School Code of 1949 by further providing for school safety and security measures.

The West Middlesex Area School District has detailed emergency plans which have been developed in collaboration with the Shenango Township Police Department and the Mercer County Department of Public Safety, using the FEMA National Incident Management System and the FEMA Incident Command System models to respond effectively and efficiently to emergency situations. Should a critical or emergency situation arise, the appropriate response will be initiated.

DURING AN EMERGENCY: RESPONSE COMMUNICATION

The best action parents can take during an emergency is to avoid the instinct to call your child or rush to the school, but rather stay close to their phone. The district will utilize the parent phone call system and email to provide directions to parents. Parents should also monitor other media resources for regular updates and instructions.

Other points of information to review:

- **DON'T** come to your child's school during emergency situations. Access to school roads and entrances must remain clear for law enforcement and emergency responders. For your and your child's safety and security, the district will follow reunification protocols when the emergency situation has been brought under control. Please be sure to provide the school with any changes to contact information and emergency contacts.
- **AVOID** calling the school or the district offices during the emergency. Please leave our lines open for emergency calls.
- **Stay Close** to the telephone listed on your child's emergency card. When possible, we will provide information via our automated telephone system and other district media resources. Please keep in mind that our first priority is to manage the crisis and provide for the safety and welfare of our students.
- **Encourage** your child to follow the directions of school staff or emergency responders. Remaining in the designated evacuation area until properly discharged to an authorized adult is critical.

BEFORE AN EMERGENCY: PREVENTION AND PREPAREDNESS

- Report any safety issues, concerns or rumors to your school principal, School Resource Officer or through the Safe2Say Portal. Support security measures when visiting our schools by following visitor management processes when entering the buildings.
- **Regularly update your student's Emergency Card with current contact emergency information.** This information will be used to alert you. In the event of an emergency, only those persons listed will be permitted to pick up students.
- Prepare your student by encouraging them to participate in school-based drills and trainings and discussing the importance of preparedness.

FINDING YOUR CHILD AFTER AN EMERGENCY

Parents will be directed to a specific location called a *Parent Reunification Center* where they will be required to show a valid photo identification. Student will only be released to authorized individuals. We ask your help so we can reunite parents and students as safely and quickly as possible.

STUDENT RELEASE PROCEDURE IF THERE IS AN EMERGENCY:

- **Bring photo ID with you to the designated location**
- **Park only in areas designated for parents, walk to the location if possible**
- **Follow the directions of school personnel and cooperate fully with public safety officials**
- **Complete necessary documentation**
- **Only pick up student if authorized**
- **Leave location as soon as you are reunited with the student(s) released to your custody.**

AFTER EMERGENCY: RECOVERY

Following a school crisis, specially trained district personnel and community-based professionals are available to provide counseling and outside referrals to students, staff members and others who may need services.

- Monitor your student's behavior and let the school know if you think counseling or help is needed.
- The district will work as quickly as possible to restore normal operations and will inform parents of changes, if necessary.

EMERGENCY RESPONSE WHITESHEET FOR PARENTS



LockOUT - also referred to as Modified Lockdown, is initiated when there may be danger outside of the buildings or off campus. Students and staff are moved (or remain) in classrooms and perimeter doors remain locked to outsiders, including the front office. Classroom instruction continues as normal and necessary movement can take place within the building. Law Enforcement will typically determine when the LockOUT can be lifted.

LockDOWN - a lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Perimeter doors will remain locked to outsiders. The office will be closed and phones will not be answered. Students and staff are moved (or remain) in classrooms, sit away from line of sight of windows or doors. Doors and windows are locked and covered. Law Enforcement will typically determine when the LockDOWN can be lifted.

EVACUATE - An evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the building to an outside location and assemble at predetermined locations coordinated by the district. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate bussing of students if necessary. Information on student reunification will be sent out by the district automated phone contact system and other school media resources. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.**

SHELTER IN PLACE - A shelter in place is initiated when students and staff need to be inside the building for safety. During Shelter in Place, student and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in Place is used to provide protection against outdoor environment such as weather.

REUNIFICATION - Parent-student reunification is a process where parents will be asked to pick up their children from school or an alternate location in a formalized, controlled release. Students will be released only to parents or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.** We appreciate your patience and understanding as we work to ensure that your child remains safe during this process.

WHAT TO DO IF THERE IS A VIOLENT INTRUDER IN THE BUILDING:

RUN - HIDE - FIGHT - Run Hide Fight is initiated when there is a violent intruder, using a weapon.

Upon realization, the students and staff must determine the best course of action to reduce injury and loss of life dependent on the scenario in which they are confronted.

- **RUN - If a safe path is available, RUN.** Do not hesitate, get out. Leave your belongings, Do not attempt to move injured people.
- **HIDE - If you cannot get out safely, HIDE.** Be quiet and silence your phone. Block entrances and lock doors. Stay out of the intruder's view.
- **FIGHT - If your life is in danger, FIGHT.** Fight as a last resort. Try to disorient or disable the intruder. Use improvised weapons (books, staplers, sharp objects). Fight like your life depends on it.

8.1.1 SAFE2SAY REPORTING

Pennsylvania Act 44 of 2018, for School Safety and Security, has mandated the implementation of an anonymous reporting system for school safety, security and welfare of our students. Students are trained on how to use the anonymous system each school year. Students can anonymously report safety concerns, bullying/cyberbullying issues, and any other items of concern through the website <https://www.safe2saypa.org/tip/>, by calling 1-844-723-2729, and/or through the Safe2Say app. Additional information can be found on the parent portal.

9.0 CELL PHONES/SCHOOL TELEPHONE

9.1 CELL PHONE/OTHER PERSONAL ELECTRONIC DEVICES

The only authorized use of a cell phone is that which is permitted by a teacher during class instruction for an academic purpose. Text messaging and posting on social media – for instance – would be considered unauthorized use of a cell phone.

No use of cell phone photographs is permitted during the school day. Also, no cell phone photographs are permitted in the restrooms or locker room areas at any time.

If a student's phone rings during class, the teacher should confiscate the cell phone and give it to an administrator. The student should be instructed to see the Assistant Principal to make arrangements for the return of the cell phone and to be notified of disciplinary action (See discipline code: phones will not be returned to students, and parents/guardians will be asked to pick up the phone). If an emergency arises, students are to gain permission to use the phone in the office. The school will not be held responsible for lost devices such as cell phones, iPods, CD players, etc. Note: "Forgetting" to turn off the cell phone is not an excuse.

9.2 TELEPHONE

A telephone is available for students in the High School Office for emergency use. Students will not be called to the phone during school hours and the office phones are for official use only. In serious emergencies, messages will be delivered to students.

9.3 WITHDRAWAL/CHANGE OF ADDRESS

All students must promptly notify the office in the event of a change in address, phone number, or withdrawal from school.

9.4 LEAVING THE BUILDING DURING SCHOOL HOURS

When it becomes necessary for a student to leave the school during regular school hours, he or she must secure a hall pass from the teacher and report to the High School Office for a permit to leave school. Sign out sheets must be appropriately signed when office permission is granted. All students must have written parent/guardian approval or administrative approval. Students who are active members of our local fire departments must register in the office during the first week of school or when they become active. Failure to follow these rules will result in suspension. No one is permitted to go to his/her car, for any reason (unless authorized by administration), once they enter the building.

10.0 STUDENT DISCIPLINE

10.1 DISCIPLINE

Discipline at West Middlesex Junior/Senior High School is a necessary element of the program as in any other office or institution. We request that students become familiar with the School Rules, Regulations and Policies and make every effort to abide by them.

In a society, freedom is linked invariably with responsibility. A person has freedom to act and choose, but he/she must accept the responsibilities and consequences for his/her actions. These responsibilities extend to his/her parents, his/her fellow classmates, his/her teachers and administrators, his/her state, and the community that has made his/her education possible. A purpose of education is to make every individual responsible with his/her freedom. Freedom used with responsibility creates a self-disciplined person.

Always attempt to be courteous to those who teach you, and to those who supervise you as well as to each other. Students do not have the right to interfere with the education of fellow students. It is the responsibility of all students to respect the rights of teachers, students, administrators, and all others involved in the educational process.

It may be necessary at times for a student to be sent to the Administration offices because of habitual discipline offenses or because of a major offense. In such a case, the Administration will use whatever corrective measures deemed necessary. These measures will be within federal and state (Title 18) guidelines and according to school board policy. Administrative discretion will be used to eliminate disruptions, actions that endanger the health and safety of students and staff, and any actions that negatively impact the learning process.

This code of conduct applies to any student: 1) on school property; 2) in attendance at school; 3) traveling to and from school; 4) at any school sponsored activity; or 5) whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of the students or staff of the school.

SEE DISCIPLINE CODE FOR CONSEQUENCES

DISCIPLINE CODE

NATURE OF MISCONDUCT	STEP 1	STEP 2	STEP 3	STEP 4 & UP
Skipping teacher detention	1 hour detention	2 hour detention	OSS, student drivers lose privileges	Administrative discretion
Skipping Administrative detention	Additional detention of equal length 1 or 2 hour	Additional detention automatic 2 hour	Additional detention 2 hour / drivers loss of privileges	OSS/ Administrative discretion
Tardy to school unexcused (Students get 4 parent excuses per semester – 2 nine weeks grading periods combined)	30 minute detention 1st and 2nd offense	1 hour detention 3rd and 4th offense	2 hour detention 5th-6th offense	7th offense and higher Administrative discretion
Failure to report to school/class (class skip)	ALC/OSS	2 days ALC/OSS	3 Days OSS	Administrative discretion
Behavior making it difficult to run an orderly school operation	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion
Public display of affection	Warning	1 hour detention	2 hour detention	ALC
Profanity, inappropriate language, inappropriate touching	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion: 2hr detention/ALC/OSS	Administrative discretion
Unauthorized cell phone use	2 hour detention	Parent pick up, device confiscated 2 Hour detention	Parent pick up, device confiscated OSS	Administrative discretion
Dress code violation	Warning	1 hour detention	2 hour detention	2 hour detention
Noncompliance of driving/parking rules	Loss of driving privilege 3 days	Loss of privilege 1 month	Loss of privilege for remainder of school year	_____
Fighting; assault on another person	3-10 days OSS, possible police involvement	3-10 days OSS possible police involvement	Administrative discretion	Administrative discretion
Theft	3- 10 days OSS possible police involvement	3- 10 days OSS possible police involvement	Administrative discretion	Administrative discretion
Possession or use of fireworks, firearms, knives, explosive devices, weapons	See “Weapons Policy” (Title 18 of PA Code of Crimes and Offenses)	_____	_____	_____
Insubordination; disrespect and/or disregard of the reasonable directions or instructions by authorized school personnel	3 days suspension (administrative discretion may be used depending on situation)	5 days suspension (administrative discretion may be used depending on situation)	10 days suspension (administrative discretion may be used depending on situation)	_____

Tobacco possession including (e-cigarettes, vapor pens, and lighters)	3 days OSS 1 day OSS for lighter only	5 days OSS	10 days OSS Possible Board Hearing	_____
Harassment/bullying/cyberbullying/ethnic intimidation/ sexual preference intimidation/threats/ extortion/ hazing/coercion (see Board Policies 247 and 249)	ALC or OSS possible police involvement	3 days OSS Possible police involvement/ citation	10 days OSS/ police involvement/citation	Administrative discretion/ request for expulsion
Possession or use of alcoholic beverages, illegal drugs or drug related items: (See Board Policy 227)	Up to 10 OSS and referral to Superintendent for possible Board expulsion hearing	_____	_____	_____
Possession and use of over the counter medications without nurse's permission and written note from home.	1 day OSS	3 days OSS	5 days OSS	10 OSS possible Board Hearing
Search and seizure – reasonable suspicion or cause, administrator or teacher may search a student's car, locker, desk, purse, backpack book bag, etc. If the student refuses, this is deemed insubordination and subject to suspension.	3 days suspension; citation; police action; principal's discretion	5 days suspension; citation; police action; principal's discretion	Request for expulsion	_____
Assault on a school employee/student: threats, terroristic threats, or harassment against them	10 OSS and referral to Superintendent for possible Board expulsion hearing	_____	_____	_____
Bus misconduct	3 day suspension from the bus. Possible OSS from school.	Conference – parent principal, student, driver, and supervisor, 5 days suspension from bus; principal's discretion; citation	Conference – student off bus for 10 days; principal's discretion	Suspension from transportation service rest of school year; principal's discretion
Cheating or plagiarism	Teacher calls parents, zero grade, principal's discretion	Teacher calls parents, zero grade, principal's discretion	Teacher calls parents, zero grade, principal's discretion, disciplinary referral, ALC	Teacher calls parents, zero grade/disciplinary referral, ALC
Vandalism, destruction of school property	3 days suspension, payment of damages; citation principal's discretion	5 days suspension, payment of damages, citation principal's discretion	10 day suspension, payment of damages, citation principal's discretion	Request for expulsion

Please note that a suspension may be in school (Assignment Learning Center) or out of school. This will be decided by the principal.

PA State Board of Education Chapter 14, Section 14.35 and the PDE Standards, Chapter 342, Section 342.35 specifically delineates suspension/expulsion procedures and policy for special education students. These students will follow the District's Approved Behavioral Management Policy for Exceptional students.

Title 18: PA State code of crimes and offenses outlines natures of incidents.

Administrative Detentions: Will be held on Tuesdays and Thursdays after school. Students must report no later than 2:45 PM. Length of detention will be 1 or 2 hours depending on infraction.

A.L.C. – Assignment Learning Center: A form of suspension in which students will be revoked of typical daily privileges awarded to students. Teachers will monitor the A.L.C. and classroom teachers will supply all missed assignments, tests, projects, etc. Students are responsible for completing all missed work and will receive zero credit for work not completed. Students may not participate in extra-curricular activities while assigned to A.L.C. Activities related to classes or curriculum related activities may be approved by HS administration.

**An Electronic Device is defined as any mechanical or electrical contrivance that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include cell phones, iPods, MP3 players, CD players, media players, PDA's, computers, digital cameras, and calculators.

*WMASD is committed to ensuring an atmosphere on school property that is safe and orderly. To achieve this, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of the law or student code of conduct. The board authorizes school administration to conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence that the student violated the law or code of conduct.

10.3 BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

For additional details, please see Board Policy 249.

10.4 HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

For additional details, please see Board Policy 247.

10.5 FIGHTING

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in action taken by administration may result in contacting local law enforcement and severe fines involving the court system. This includes the normal school day involving buildings and grounds, and includes District transportation and school-sponsored activities. The Administration will investigate and evaluate to determine if a fight and/or severe physical altercation exists.

10.6 SUSPENSIONS

- The Administration reserves the right to regulate suspension time depending on the situation.
- A student can be taken to a Board hearing at any time, depending on the severity of the offense.
- Upon notification of an out of school suspension, students forfeit participation in extracurricular activities until the suspension is served/completed.
- Students receiving two (2) or more out of school suspensions may forfeit the privilege of participating in extracurricular activities including Prom and Commencement.

Policies for sexual harassment, drug and alcohol, and weapons are available for perusal in the high school office.

10.7 DETENTION

Students who are assigned detention will be given 24 hours' notice and will be required to have a detention form signed by a parent/guardian. Student's detention will be required to be served on the day assigned from 2:45 p.m. to designated time. There will be no exception made for activities or work. **DETENTIONS WILL NOT BE RESCHEDULED. IT IS THE STUDENT'S RESPONSIBILITY TO FIND TRANSPORTATION HOME.**

When serving detention, students are expected to follow the Detention Rules listed below. Not following rules may require the student to serve an additional detention.

Detention Rules:

1. Work quietly
 2. No talking
 3. No leaving your seat without permission
 4. No disruptive behavior of any kind
 5. No eating or drinking
 6. Any other rule established by the detention monitor
- * All other school rules apply

11.0 DRESS CODE

11.1 WMASD DRESS CODE

Students and parents are reminded that any attire that interferes with or negatively impacts the educational mission of the school shall be restricted. All attire or adornments should be in good taste and promote the health, safety and welfare of the students and staff of WMHS.

1. Dress or adornment must contribute to prudent health interests and safety procedures.
2. Slogans or symbols worn and designed to be provocative to other students or that may be found offensive are unacceptable. Shirts or other wear that violate Title IX (sexual harassment) are prohibited. Nothing advocating alcohol, violence, tobacco, drugs, or sexual innuendos are permitted.
3. Adornments, which tend to mar or damage school property, are banned (students may not wear items that contain spikes or long chains).
4. Girls should not wear halter, midriff, open-belly shirts, tube tops, backless tops or low cut tops; absolutely no cleavage exposed.
5. Boys may not wear undershirts. Hand cut-off or homemade cut off shirts are not permitted. Boys may wear factory made tank tops and short sleeve shirts.
6. All males and females must wear pants near or at the waist area. This includes sweat pants. No drooping, baggy pants are permitted. Pants, skirts and shirts must meet by at least 1 inch allowing absolutely NO skin showing at the waist/hip area.
7. No students may show any undergarment. No sleepwear pants or shorts are to be worn to school.
8. Students may not wear outdoor clothing such as heavy coats, parkas, hats, sunglasses, gloves, etc. in the school unless otherwise notified due to cold classrooms.
9. No full camouflage outfits are acceptable.
10. No tear away or snap pants.
11. No see-through clothing. Students will not be permitted to wear pants with holes greater than a driver's license exposing the upper thigh area.
12. Sandals, backless shoes, and flip-flops may be worn at the risk of the individual. The school realizes that these are a safety concern and opens this decision to the discretion of each student and his/her parent/guardian. WMHS is not responsible for any potential injuries that may occur as a result of footwear.
13. Any backpacks/briefcases should be kept in student lockers at all times. They are not to be carried to classes while school is in session. Clothing for physical education classes can be carried in cinch sacks or plastic bags.

14. A special dress day (special occasion) will be decided by the WMHS Student Council and WMHS staff/administration. If students want consideration of a special dress-up day, it should be cleared through student council and the high school office at least one week before said day.

Teachers or staff members will report students to the office if they are in violation of the above named items included in the code of dress. **The final judgment of suitability of attire will lie with the school administration.**

The parents of students wearing disruptive patterns of dress will be called at home or work and informed about their children's dress. Parents may be expected to bring proper clothing to school for their children as soon as possible.

Students with dress code violations who cannot or will not change may be placed in ALC for the remainder of the day.

12.0 BUS AND STUDENT DRIVING POLICIES

12.1 TRANSPORTATION CONDUCT

The bus drivers shall have entire authority while students are on his/her bus. The Administration and the Commonwealth of Pennsylvania support any rules and regulations established by the driver. This includes rules governing over-seating, opening and closing windows, use of undesirable language and any other controls that the driver sees fit to put into effect. If there is a problem on the bus, contact the bus garage at 724-528-3315. Do not call the High School Office until you have talked with the Bus Supervisor. To ensure student safety, busses are now equipped with operational cameras. The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

See Discipline Code for violations.

1 st Offense	Up to three (3) days bus suspension
2 nd Offense	Three (3) day bus suspension
3 rd Offense	Five (5) day bus suspension

**Note to parents/guardians: Act 65 of 1998 amends the Criminal Codes to classify as a third degree misdemeanor the entrance onto a school bus without proper authorization and with the intent to commit a crime, disrupt or interfere with the driver, or refusal to disembark from the school bus after being ordered to do so. (Title 18)*

12.2 MERCER COUNTRY CAREER CENTER TRANSPORTATION

1. All students must ride school transportation. Students are **not permitted to drive themselves.**
2. Temporary (one day) driving passes may be approved by the Administration provided it is an academic reason and written permission is provided by the parent/guardian. No confirmations by telephone will be granted.

3. Failure to comply with above regulations will result in suspension from school and possible removal from vocational technical curriculum.

12.3 ELEMENTARY/SECONDARY ROUTES

Junior-Senior High students are to ride the secondary routes only. Permission to ride the elementary bus will be granted by Administration only.

NOTE: High school students assigned to after school detention must make arrangements for their own transportation.

12.4 PARKING AND STUDENT DRIVING

THE FOLLOWING RULES & REGULATIONS GOVERN STUDENTS WHO DRIVE TO SCHOOL:

1. Existing state, borough, and township traffic laws are still binding.
2. Student vehicles must not be on school property prior to 7:15 AM unless arrangements are made.
3. Student vehicles must be off school property by 2:50 PM unless involved with an extracurricular.
4. Motor vehicles must be parked immediately upon arrival and remain parked until dismissal.
5. No student is permitted to remove his vehicle during school hours without consent of the administration.
6. The speed limit on the school parking lot and property is 15 miles per hour.
7. Student Parking: All vehicles must be parked in “ASSIGNED” PARKING SLOTS WHICH NUMERICALLY MATCH YOUR DESIGNATED PARKING STICKER! A \$10.00 “NON-REFUNDABLE” FEE WILL BE COLLECTED AT TIME OF PERMIT ISSUANCE.
8. Student parking is in front of the auditorium. Student parking is not permitted anywhere else! Park only between the white lines.
9. Parking for teachers and staff is by the commons or in front of the building.
10. During afternoon dismissal, students who drive will exit school property by using the southwest exit onto Rt. 18 (by old football field). For safety of our students, no student is permitted to exit by way of School Street.

11. Permission for students to drive on school property will be granted only upon a signed statement from parent and student.
12. Violations of driving regulations will mean revocation of school driving privileges and/or other action deemed necessary.
13. Vehicles without tags will be reported to the police and may be towed at the driver's expense.
14. Only passenger vehicles should be brought to school. No dump trucks or other non-passenger vehicles should be brought to school without prior permission from high school administration.
15. Any flags, banners or other symbols which could be construed as having uncivil or offensive aspects such as to cause offense to others, including, but not limited to, cultural, ethnic or racial minorities are deemed to be intrinsically offensive and are considered as unprotected expression, consequently they are prohibited on school district property. This rule/regulation is to be read in conjunction with WMASD Policy-Pupils- No.220, Discipline for Engaging in Unprotected Expression, and is incorporated by reference into said policy.

NOTE: DRIVING REGISTRATION FORMS ARE AVAILABLE IN THE OFFICE.

12.5 SEARCHING STUDENT VEHICLES

The following administrative procedures will be used upon receipt of knowledge that contraband (alcohol, weapons or illegal drugs) may be in a student's vehicle parked on school property.

1. The report shall be made to the building principal, assistant principal or superintendent.
2. The administrator shall then inform the student that contraband is suspected to be in the student's vehicle parked on the school property.
3. If contraband is found, the student's parents will be notified and the drug and alcohol policy and /or weapons policy will be followed.
4. If the student refused to permit access to the vehicle, a phone call will be made to the parent or guardian of the said student indicating that the administration has received information that contraband may be in the student's vehicle parked on school property. A request that the parent or guardian give permission to search the said vehicle will be made. If the parent or guardian also refuses to permit the administration to search the vehicle, a call will be made to the local police to inform them of the situation.
5. The administrator and another school employee shall conduct the search. The search shall be nondestructive.

13.0 HIGH SCHOOL SERVICES

13.1 HOMEROOMS

Each pupil will report to his/her first period class on a day-to-day basis for normal homeroom purposes. When the need arises, students may be required to report to their alphabetical homeroom. This will be made known by the absentee/office slip and public address.

13.2 GUIDANCE DEPARTMENT

The guidance counselor serves the West Middlesex Area School District as the junior high and senior high school counselor. Our guidance counselor is available to meet with students, parents, and teachers in regards to a number of issues that may include a student's academic progress, social development, and emotional well-being.

Specific services that the guidance department offers include the following:

1. Counseling individual students who may experience academic, social, and/or emotional issues.
2. Consulting with parents whose student(s) may be experiencing challenges at school or at home.
3. Collaborating with teachers in order to assist and support students academically and socially in the classroom setting.
4. Academic advisement that includes scheduling of each student's four-year coursework.
5. Providing referral information and assistance to individual students and families who believe that their student may benefit from community mental health services.
6. Transcripts and records to post-secondary schools, the armed services and employers.
7. Transcript request forms are available in the guidance office and must be completed and submitted to the guidance secretary two weeks prior to the date that the transcript is needed.
8. Classroom guidance lessons and parent programs to provide students and families with:
 - a. Pertinent information regarding post-secondary education planning, armed services planning, and financial aid.
 - b. Scholarships and financial aid information – students and parents are encouraged to attend the annual financial aid information night presented by PHEAA in November.
 - c. FAFSA completion night in February.

13.3 SCHOLARSHIP APPLICATIONS

Scholarship application materials are available in the guidance office. Upon receiving scholarship information, the guidance department announces the scholarship on the morning and afternoon announcements for three (3) days. The information is also posted on-line. It is the student's responsibility to review the on-line bulletin and listen to the announcements in order to stay up-to-date regarding scholarship information.

13.4 STUDENT SCHEDULING

1. Refer to Program of Studies for scheduling particulars, available in the Guidance Office or online at www.wmasd.k12.pa.us.
2. After the first ten (10) days of the school year, students are permitted to request course changes ONLY for the following reasons:
 - i. Health problems verified by a physician
 - ii. Computer errors or conflicts
 - iii. Need to earn credit(s) for graduation (seniors only)
 - iv. Accommodations to allow students to take college classes
 - v. Emergency situations as deemed appropriate by the principal in consultation with the school counselors and teacher(s)
3. Any student who wishes to be excused from a class because he/she finds the material presented objectionable to them for moral, religious, or ethical reasons may be excused from the class or unit topic. An alternate assignment will be given. This decision requires administrative referral and faculty-parent input.
4. **Study Hall Policy:** Students are only permitted to schedule one year-long or two semester-long study halls per year. If for some reason, a student has more than one study hall, that student must report it to the guidance office immediately. Students that do not report it immediately will not be permitted to take a study hall during the next academic year. The principal will consider appeals.

13.5 SUMMER SCHOOL

The West Middlesex High School utilizes in-District services and the services of Keystone Credit Recovery. The cost for the course is \$116 per credit recovery course (Summer 2019 price) and has an eight week maximum time frame set to complete the program. The credits can also be completed through an online program at a cost. There will be check in dates with access to an instructor for

assistance with the completion of the program. A brief orientation will be set up at the end of June for those students needing to enlist the services of Keystone Credit Recovery.

14.0 GRADUATION REQUIREMENTS

General Academic Requirements		Mercer County Career Center	
Credit	Class	Credit	Class
4.0	English	4.0	English
3.0	Social Studies	3.0	Social Studies
3.0	Math, must include 1 credit of Geometry	3.0	Math, must include 1 credit of Geometry
3.0	Science, must include 1 credit of Chemistry	3.0	Science, must include 1 credit of Chemistry
1	1 Additional Core Class (Math, Science or Social Studies)	1	1 Additional Core Class (Math, Science or Social Studies or other approved Elective)
4.0	Unified Block 9, 10, 11, & 12	4.0	Unified Block 9, 10, 11, and 12
6.5	Electives	6.5	Electives
24.5	Total Credits	24.5	Total Credits

Additionally, all students must complete a locally-approved graduation project. Additional information may be picked up in the Guidance Office. **CLASS SEATING/PLACEMENT MINIMUM CREDITS EARNED IN PREVIOUS YEAR(S)**

Sophomore (10)	Six (6) credits earned in grade 9
Junior (11)	Fourteen (14) credits earned in grades 9 and 10. You cannot attend the Career Center if you are not considered to be Junior at the beginning of the year, unless enrolled in the Cosmetology program.
Senior (12)	Twenty (20) credits earned in grades 9 – 10 – 11

14.1

UB FAILURE POLICY AND CREDIT RECOVERY

In order to graduate, each student must achieve a final grade of at least 60% for each Unified Block class in grades 9-12. Students not meeting the requirements to pass a UB class will be given two weeks to do a project/paper designed by the teacher. In the event a student does not pass a UB class during the fourth nine weeks, the student will have the first two weeks of the following school year to recover the credit via the project assessment. Any student not completing the project during those time frames will be issued detention, until the requirement is met. Any student attending the Entrepreneurship Academy will have to abide by the project based assessments as determined by the instructor.

15.0 GRADING SYSTEM

15.1 REPORT CARDS

Each student is issued a computer report card. Student report cards will be uploaded and available for view on our parent/student portal. Hard copies are available upon request.

Please refer to the report card for further information on grades, comments and attendance. Special attention should be made of comments and attendance. Any inquiries should be made through the Guidance Office at **724-634-3006**.

15.2 GRADES

The following grading system has been approved by the administration and faculty and formally adopted by the Board of Education.

Percentage grades will be used rather than letter grades. The students' percentage grade will be used to assign grade points on the 4pt. scale. Please see the following chart for the grade point scale:

Grade Point Scale:

Per.	St	Wt	DE	Per.	St	Wt	DE	Per.	St	Wt	DE	Per.	St	Wt	DE
100	4.0	4.4	4.8	75	2.0	2.4	2.8	50	0.2	0.6	1.0	25	0	0	0
99	3.9	4.3	4.7	74	1.9	2.3	2.7	49	0.1	0.5	0.9	24	0	0	0
98	3.9	4.3	4.7	73	1.8	2.2	2.6	48	0.1	0.5	0.9	23	0	0	0
97	3.8	4.2	4.6	72	1.8	2.2	2.6	47	0.1	0.4	0.8	22	0	0	0
96	3.8	4.2	4.6	71	1.7	2.1	2.5	46	0.1	0.3	0.7	21	0	0	0
95	3.7	4.1	4.5	70	1.6	2.0	2.4	45	0.1	0.3	0.7	20	0	0	0
94	3.7	4.1	4.5	69	1.5	1.9	2.3	44	0.1	0.2	0.6	19	0	0	0
93	3.6	4.0	4.4	68	1.4	1.8	2.2	43	0.1	0.2	0.6	18	0	0	0
92	3.5	3.9	4.3	67	1.3	1.7	2.1	42	0.1	0.1	0.5	17	0	0	0
91	3.4	3.8	4.2	66	1.2	1.6	2.0	41	0.1	0.1	0.5	16	0	0	0
90	3.3	3.7	4.1	65	1.1	1.5	1.9	40	0.1	0.1	0.4	15	0	0	0
89	3.2	3.6	4.0	64	1.1	1.5	1.9	39	0.1	0.1	0.3	14	0	0	0
88	3.1	3.5	3.9	63	1.0	1.4	1.8	38	0.1	0.1	0.2	13	0	0	0
87	3.0	3.4	3.8	62	0.9	1.3	1.7	37	0.1	0.1	0.1	12	0	0	0
86	2.9	3.3	3.7	61	0.8	1.2	1.6	36	0.1	0.1	0.1	11	0	0	0
85	2.8	3.2	3.6	60	0.7	1.1	1.5	35	0.1	0.1	0.1	10	0	0	0
84	2.7	3.1	3.5	59	0.6	1.0	1.4	34	0.1	0.1	0.1	9	0	0	0
83	2.6	3.0	3.4	58	0.6	1.0	1.4	33	0.1	0.1	0.1	8	0	0	0
82	2.5	2.9	3.3	57	0.5	0.9	1.3	32	0.1	0.1	0.1	7	0	0	0
81	2.4	2.8	3.2	56	0.5	0.9	1.3	31	0.1	0.1	0.1	6	0	0	0
80	2.4	2.8	3.2	55	0.4	0.8	1.2	30	0.1	0.1	0.1	5	0	0	0
79	2.3	2.7	3.1	54	0.4	0.8	1.2	29	0.1	0.1	0.1	4	0	0	0
78	2.2	2.6	3.0	53	0.3	0.7	1.1	28	0.1	0.1	0.1	3	0	0	0
77	2.1	2.5	2.9	52	0.3	0.7	1.1	27	0.1	0.1	0.1	2	0	0	0
76	2.1	2.5	2.9	51	0.2	0.6	1.0	26	0.1	0.1	0.1	1	0	0	0

Key

St = Standard

Wt = Weighted (1.1)

DE = Dual Enrollment (1.2)

Final Grade Determination:

Grades 7 and 8:

- Each 9 week grading period is worth 25% of the Final Grade.

Grades 9-12:

- For full year classes, each 9 week grading period is worth 20% with the Final Exam and Midterm Exam being worth 10% each. Some full-year elective courses may not require a midterm or final exam.
- 9 week and semester long classes will not have midterms or finals.

1. Percentage grades will be used for report cards
2. Percentage grades will be assigned numerical values based on the 4 pt scale for records and GPA

- For the purpose of **Honor Roll**, **NHS** requirements and **overall grade point average**: all scheduled classes will be used. (Including designated weighting)
- For the purpose of calculating **class rank** only the Unified Block classes and the classes listed in the following departments will be used: (Math, Social Studies, Science, English, and Foreign Language). Weighted electives will also be used. Non weighted electives **will not** be included in the class rank calculation.
- **Valedictorian** will be the student with the **highest** overall class rank based on the above guidelines upon the completion of grades 9-12.
- **Salutatorian** will be the student with the **2nd highest** overall class rank based on the above guidelines upon the completion of grades 9-12.
- Final class rank and graduation honors will **not** be announced or released until final grades from grade 12 are validated and finalized. Administrative discretion will be used to release **potential** graduation honor students to media outlets upon request.
- In order to receive top ten or graduation honors, students must have completed their Junior and Senior years at West Middlesex High School. For purposes of the Top Ten Dinner, unofficial class rank, as of May 1st, will be used.
- The highest grade used for any 9 week grade, final exam, or mid-term exam shall be a 100%.
- Seniors: Senior students who earn a 3.5 or higher cumulative average upon the completion of grades 9-12 will receive a gold chord to wear at the commencement ceremony. The exact cumulative GPA will be used and no rounding will occur.

15.3 WEIGHTED GRADE SYSTEM

The administration and staff believe that those students taking the most difficult and time-consuming classes should be given some incentive that will allow them to maintain class rank while taking the more challenging classes in our school.

Weighted Courses 1.1	Dual Enrollment/College in High School/Advanced Placement Courses 1.2
Advanced English 9-12	Honors English 11 & 12
French III & IV	Statistics
Spanish III & IV	Advanced Chemistry II
Advanced Chemistry I	Computer Applications
Advanced Biology I	Micro Economics
Advanced Algebra II	Psychology
Advanced Geometry	Calculus I
Pre-Calculus/Algebra III	Analytical Geometry & Calculus II

Business Law	Accounting I, II & III
Music Theory	AP United States History
Physics	American Politics
	Advanced Biology II & III
	Principles of Biomedical Science
	Human Body Systems
	Computer Science Principles

To simplify this as much as possible, a student taking these 1.1 weighted courses who receives a 100% would earn 4.4 Grade points (1.1 x 4).

For a 1.2 course: a 100% would earn 4.8 Grade points (1.2 x 4)

15.4 POINTS NEEDED TO PASS INDIVIDUAL CLASSES

To receive credit for a class, a student must receive a 60 % final grade for the year in that course.

15.5 INCOMPLETE GRADES

During the first three grading periods, students have five (5) days to make-up an incomplete grade. At the end of five school days, if the incomplete grade is not made up, the teacher will issue the percentage grade earned for the nine-week grading period or refer to the administration. During the final grading period, a student may receive an "F" for the final grades if all course requirements are not met. The final grades are recorded on the student's permanent record card and transcript. Final grades determine pass or failure for the year.

15.6 PRINCIPAL'S LIST AND HONOR ROLL

- Honor Roll status will be awarded each nine weeks to those students who achieve a grade point average between 3.0-3.54.
- Principal's List status will be awarded each nine weeks to those students who achieve a grade point average of 3.55 and higher.

15.7 MAKE-UP CREDIT

When a student is absent from school, it is his/her responsibility to complete any missed assignments. Students will be given the number of days absent to complete all missed assignments. It is helpful to contact the Guidance Office at 724-634-3006 when a student is absent for multiple days. Assignments can be collected and then picked up by a parent/guardian or sent home with a classmate. All arrangements can be made through the Guidance Office.

15.8 STUDENT AIDES

Aide selection criteria and expectations are as follows: Student must be in good standing with the school, maintain acceptable grades, good attendance, must not be involved with any sort of bullying or harassment, follow directions, maintain a neat and well organized office space, no cell phones and no inappropriate web sites. Aides will be positive role models for the rest of the student body.

15.9 HALLWAY CONDUCT

Visitors coming into the building judge the school primarily by conduct in the halls. Proper procedures in the hall also aid in traffic control and movement. To give an impression of which we can be proud and to extend courtesy to each other, we should refrain from:

- Running in the halls
- Excessive noise
- Blocking traffic
- Loitering
- Littering
- Over-familiarity
- Being in halls during class time, without a pass
- Using vulgar language
- No food or drinks permitted in hallways or classrooms
- Creating a dangerous situation

No students are to be in the halls before 7:30 a.m. or after 3:00 p.m. (after school).

15.10 CHEATING

Honesty is a value we encourage. Cheating on student assignments will be viewed as a serious matter. Please refer to Discipline Code.

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any internet source or including information from a written text without citation is plagiarism, and will be considered cheating. A paper is considered plagiarized if any part of it is taken from another source without proper attribution or citations.

15.11 HOMEWORK

Homework is considered as an integral part of the learning process at West Middlesex High School. Homework is used to introduce new concepts, review previous concepts and provide opportunity for independent practice. It is also an opportunity to connect parents with the content being taught in class. Assignments may be part of one's grade.

15.12 ACTIVITY SCHEDULE

Club meetings will be held during activity period which is a scheduled time during the school day.

15.13 WEAPONS POLICY

It is a misdemeanor of the first degree in the Commonwealth of Pennsylvania (Act 167, Subsection 1 of 1980), and in violation of the Crime Code of PA (Section 912), for any person to possess a weapon in the building or upon the grounds of any public elementary or secondary school.

Possession of weapons on school property, transportation and/or activities is strictly prohibited. A weapon is any instrument considered by law or capable of inflicting bodily harm. Anyone found in violation of such will result in a Board Hearing and if guilty may result in a minimum of a one-year expulsion. Title 18 Code of Crimes will be imposed for any student initiating a false alarm creating a riotous situation.

15.14 AFTER-SCHOOL REGULATIONS

No pupil is to remain in the building beyond the dismissal time unless under the direct supervision of a staff member. If students are in the building after dismissal and are not attending a supervised event, they will be asked to leave.

No practices or meetings of any kind are to be held without first scheduling such with the Principal's office or Athletic Director and with proper teacher supervision.

15.15 PHYSICAL EDUCATION EXCUSES AND DRESS

Permission to be excused from participating in physical education must be obtained through the school nurse. **Dress:** Students are required to dress appropriately for gym. The physical education instructors will outline appropriate dress during the first week of school. Non-compliance with dress code may result in a failure for the report period.

Only proper gym shoes are permitted on the gym floor. All visible piercings must be removed for gym class.

15.16 HEALTH POLICIES

Students who are ill or need minor first aid should be sent to the Health Room with a pass. Only in case of severe emergency will the student be permitted to stop between classes.

15.16.1 Distribution of Medication

The school's health policy requires that ALL medication taken at school **MUST** be processed through the school nurse. Prescribed medication to be given during school hours **MUST** be in the pharmacy container that gives complete instructions including the patient's name, name of medication, dosage, times to be given, possible side-effects of the medication and number of days to be given. (Ask your pharmacist to prepare two labeled containers, one for school and one for home.) The **FIRST** dose of this medication for current condition/illness may not be given at school. Failure to comply with this medication policy may constitute a violation of the drug policy resulting in possible expulsion.

Any over-the-counter medication that the parent feels is necessary to be given during school hours **MUST** be in its original container and be accompanied by a written note from the parent stating the student's name, name of medication, dosage, time to be given and number of days to be given. (These medications should be kept to a minimum.) Over-the-counter medication needed for more than two weeks must have a review and approval of the School Nurse and may require a physician's order.

All medication will be kept in the health rooms and given by the school nurse. No medication is permitted to be kept in the classroom, lockers or in student possession. An exception is the self-administration of short-acting asthma inhalers and emergency medication. These must be processed

through the school nurse each year. Please refer to “Possession and Use of Asthma Inhalers” (Section 14.16.4 for more information.

Medication will NOT be given unless this procedure is followed. Medication should be given at home unless giving a dose at school is unavoidable. When medication is prescribed three or four times a day, please try to work out a schedule that will avoid a school dose or limit it to one dose.

We have a standing order from our school physician for the following emergency medications, which will be administered by trained, appropriate school personnel as deemed necessary:

1. Epinephrine – for anaphylactic reactions
2. Narcan – for suspected opioid overdoses

If you have any questions, please contact the school nurse (724) 634-3030, ext. 3020.

15.16.2 Required Examinations

Pennsylvania state law requires the following exams for all students in school:

Dental Exam	Kindergarten or entry, Grade Three, Grade Seven
Physical Exam	Kindergarten or entry, Grade Six, Grade Eleven

Exams are provided by the school physician and school dentist or may be obtained from your family physician or dentist. Private exams done within one year of the required grade level are acceptable.

15.16.3 Required Screenings

- Scoliosis screening is provided for students in Grade Six (part of the mandated physical exam) and in Grade Seven.
- Vision screening is provided yearly for all students.
- Hearing screening is provided for students in Grades Kindergarten, One, Two, Three, Seven and Eleven and Special Education.

Height and weight are screened yearly for all students. Growth patterns will be evaluated using BMI (Body Mass Index).

15.16.4 Possession and Use of Asthma Inhalers

Students WILL be permitted to carry and self-administer medication via short-acting asthma inhalers (metered doses of prescribed medication to treat an acute asthma attack) if the following conditions are met:

1. Student must demonstrate the capability for self-administration and show responsible behavior in its use thereof, i.e., restricts availability of the inhaler from other children of school age. (An agreement contract will be signed.)
2. Student must notify the School Nurse immediately following each use of an asthma inhaler.
3. A written statement is required from the physician that provides the name of the drug, the dose, the times when the medication is to be taken and the diagnosis or reason the medication is to be taken. The physician shall indicate the potential of any serious reaction and necessary emergency response and shall state whether the student is qualified and able to self-administer the medication.
4. A written request is required from the parent or guardian that the school complies with the order of the physician.

Immediate confiscation of the asthma inhaler and the medication, disciplinary action and loss of privileges will occur if the school policies are abused or ignored.

15.17 CONFIDENTIAL STUDENT RECORDS

The school may, without parental consent, release a student's permanent record file to:

- a. Teachers within the district who have a legitimate educational interest.
- b. The Pennsylvania Department of Education
- c. The Director of Special Education and special education teachers.
- d. Officials of other school systems in which a student intends to enroll (parents are to be notified of the transfer).

The school will not release information to any other persons other than those listed above unless:

1. Consent from the student's parents has been obtained indicating to whom the records are to be sent.
2. A judicial order has been issued or the agency has the power of subpoena.

At any time parents or guardians may have access to a student's permanent record file. The school presumes that either parent of the student has authority to inspect and review the educational records unless the school has been provided with evidence that there is a legal binding document or a state

law or court order governing the divorce, separation or custody. All requests by the parents/guardians to review student records will be made to the Principal.

15.18 ACCESS TO STUDENT RECRUITING INFORMATION

Under the *Family Educational Rights & Privacy Act*, the local educational agency must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of parent’s right to request that the information not be disclosed without prior written consent. Additionally S 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent. The local educational agency shall notify the students and parents of the option to make such a written request at least 21 days prior to compliance of the list, and shall comply with any request.

15.19 PRIVACY

The *Family Educational Rights & Privacy Act* protects the privacy of the student’s education records. This legislation also allows schools to release directory information of their students without consent as long as they make notice to parents and eligible students of the release of such information and allow them a reasonable amount of time to request that the school **not** disclose directory information about them.

The school MAY NOT release information to any other persons other than those listed above unless:

- a. Consent from the student's parent has been obtained indicating to whom the records are to be sent.
- b. A judicial order has been issued or the agency has the power of subpoena.

Parents or guardians may have access to a student's permanent record file. The school presumes that either parent of the student has authority to inspect and review the education records unless the school has been provided with evidence that there is a legal binding instrument or a state law or court order governing the divorce, separation, or custody providing to the contrary.

All requests by parents/guardians to review student records will be made to the principal.

15.20 BOOKS/SUPPLIES

Textbooks and supplies are the property of West Middlesex Area School District and are loaned to a student for his/her use. Lost, stolen, or damaged materials are the responsibility of the student to whom the article was loaned. The report card may be withheld until the responsibility is met. Obligation forms are to be issued to students by faculty with duplicate copies submitted to the office. Teachers will catalog items by number and condition to ensure accountability.

15.21 STUDENT PLANNERS

All students in grades 7 & 8 will be issued a planner/agenda to organize assignments and activities. This is an academic tool that these students are expected to have with them each day. It will also serve as a hall pass when needed. If a student misplaces or damages the planner, they will be responsible for purchasing the replacement.

15.22 LOCKERS

Students are issued lockers each year. However, the lockers remain the property of the school and are only loaned to the students. Combination locks are available for yearly rental at the office for \$5.00, which is refundable upon return of the lock. No personal locks may be placed on lockers without permission of the Administration (these may be subject to removal). School personnel, without student permission, may search lockers if there is a health, safety, or welfare concern for any student in the school. For security reasons, students are reminded **not** to share lockers with any other student. Students who are found to be utilizing more than one locker, without administrative authorization, will face disciplinary action. Student athletes may purchase a combination lock to use during their season. Lockers will be assigned at the time of purchase.

15.23 SOLICITATION

No soliciting or selling of any kind is permitted on school property without prior approval of the Administration.

15.24 SENIOR CLASS FUNDS

The money raised by students in grades 9-12 through class fundraisers helps pay for numerous class activities each year and supplements individual expenses for class activities. During the senior year, money that has been earned during grades 9-12 will be used to assist in paying for each student's senior trip. If students do not participate in the senior trip, their individual portion of the class funds will be absorbed by the class to pay for graduation activities. Students will not be issued refunds, and their individual funds may not be transferred to another student. Students are also required to pay senior dues in order to purchase their cap, gown, and senior flower. These funds may not be used to pay individual student obligations, such as cafeteria balance, purchase of a yearbook, etc.

15.25 FIRE AND TORNADO DRILLS

Fire Drills are carried out so that in case of necessity students will be able to leave the building in a quiet, orderly, and expedient manner. Fire drill exits are posted in each classroom. Be sure you know where your exits are for each classroom. In case of a blocked exit, you must choose the best alternate route available. A fire drill will be conducted monthly.

The tornado drill is carried out so that in case of necessity students will be able to reach the safest points in the building in an orderly manner.

15.26 CAFETERIA REGULATIONS

A finger imaging system is in place for the purchase of lunch tickets.

PRICES: Lunch prices for the school year are **\$2.05 daily and \$1.20 for breakfast** (no reduction for advanced purchases).

Our district is working hard to comply with the new "Government Guidelines" for school meals. In recent years, concerns have emerged regarding the overall content of school meals. The diet of Americans has changed from being low in nutrients and adequate in calories to containing an overabundance of calories, fat, saturated fat, cholesterol and sodium. Americans eat too few grains, fruits and vegetables. A good diet can help to reduce the occurrence of chronic health diseases and promote good health and well-being. As a first step in dealing with these concerns, the USDA & the Department of Health and Human Services issued the dietary guidelines for Americans. These must be implemented into school meals.

We have obtained a computer program to analyze our menus. The nutrient standards are required to be met on a weekly (not daily) average. Our menu is close to meeting these requirements, but it

requires smaller portions of foods containing fats. That should be our most noticeable change. As always, no fast foods can be brought into the commons area during lunch periods. This is a USDA rule we must comply with to be on the lunch program.

Dining Etiquette

1. All students will eat lunch in the cafeteria only.
2. There will be no cutting or saving places in the cafeteria line.
3. Students who wish to buy milk will only do so at the milk cooler in the serving line.
4. Students will return their own tray to the proper area after eating. Students should clean their areas after eating. Paper/trash should be placed in the garbage can.
5. Students are to conduct themselves at the tables as ladies and gentlemen. They should also practice good dining manners.
6. Please keep tables, chairs and floors free from trash and garbage. Containers are provided for this purpose.
7. Students should not leave the cafeteria until properly dismissed by the teachers on duty.
8. Push chairs up to the table when leaving the lunchroom.
10. Students are not permitted to have commercial or other deliveries arranged of commercially prepared food items to them at the school. The delivery of outside food items by vendors or other persons presents problems/safety concerns for school staff.

15.27 FEDERAL LUNCH PROGRAM

Under guidelines set up through Public Law 91-24B, certain students are eligible for free or reduced price lunches. Application for free or reduced price lunches may be obtained in the office.

15.28 LIBRARY POLICY (USE, CIRCULATION, MATERIALS)

The objectives of the library are to provide all pupils with books and materials to foster their education, to help them get information, do research, and develop an appreciation of good reading.

It is the desire of the librarian to create an atmosphere of educational purpose. To bring this about, the students are requested to come to the library with a definite plan in mind and the intention of accomplishing something educationally productive. This is not a place to be utilized for purely social purposes.

Library materials are the property of the school and are not to be marked, damaged or taken from the library without permission (i.e. checking them out). Any damage to a book, magazine, or pamphlet will be charged to the students who are responsible.

Use of the Library:

1. Students will be issued a library pass from a study hall or classroom teacher prior to arriving at the library.
2. The student will complete and surrender the pass upon entering the library.
3. Students will sign in and out of the library on the sign-in sheet at the circulation desk.
4. Students may enter the library more than once a week but must have purpose for utilizing the available resources.

Library Circulation Policy:

The following rules apply to fines and overdue books:

1. Books will be loaned for a period of two weeks.
2. Books will be due two weeks from the date taken from the library.
3. Books not returned to the library on the day they are due will collect a fine of \$0.05 a day until returned.
4. Interlibrary loan materials not returned on time will collect a fine of \$0.25 per day until returned.
5. All books will be stamped with the due date so there will be absolutely no excuse for overdue books.
6. Fines do not accumulate on weekends or over vacation periods.
7. Each person is responsible for paying his/her own fine in person by the end of the school year.
8. Library privileges will be revoked until fines are satisfied.

Other Library Material:

1. Back issue magazines may be checked out overnight. New issue magazines cannot be checked out of the library
2. Vertical file material may also be signed out for two (2) weeks, but may not be renewed
3. Reference material may be signed out for overnight
4. Students will be required to pay for lost and/or damaged books at the end of the school year (loss of privileges may occur as well)
5. The Acceptable Use of the Internet Policy must be signed by parents/guardian before students use the Internet in the library
6. New students should meet the librarian for an overview of available resources in the library

15.29 PRIVACY RIGHTS PARENTS AND STUDENTS

The School District and its employees are required by law to protect the rights of students. The foundation of these rights comes from federal legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment). There are some rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12, known as Students' Rights and Responsibilities. The basic premise of these laws, rules and regulations is that information about students cannot be disclosed without written parental consent.

15.30 VISITORS AND GUESTS

All visitors must report to the high school office upon arrival and will be expected to adhere to all district policies. They will be given a "Visitor Pass". If a student aide is available, visitors will be shown through the building. Prior arrangements should be made for visitor's passes, so as to not disrupt the educational process. No student visitor will be permitted without prior permission from the principal of their home school and our administration. Pre-scheduled meetings are necessary to conference with teachers or administration.

15.31 SCHOOL DANCES

Organizations hold dances at West Middlesex High School for the entertainment and enjoyment of the student body. Dances provide a casual atmosphere for students to socialize and should be memorable high school experiences. To ensure that everyone has a safe and enjoyable time, the following procedures and guidelines have been established:

1. Permission for the dance must be obtained from the principal at least twenty (20) school days prior to the date of the dance.
2. The student members of the organization sponsoring the dance must recruit at least two (2) teachers and two (2) adults to chaperone the dance. At least one (1) female and one (1) male teacher must be in attendance. If chaperones are not found, the dance faces the possibility of cancellation. Administrators and security officers do not count in the total number of chaperones.
3. At least one (1) security officer must be present at every dance. The cost of employing security will be assumed by the organization sponsoring the dance. The number of police may be increased at the discretion of the sponsor and/or principal. Police will be hired to work one half hour before and one half hour after the dance.
4. Students must present themselves to the dance sponsor to gain admission.
5. Dances will start at 7:30 pm and will end at 10:30 pm. Doors close and lock 45 minutes after the dance starts. No admittance after 8:15 PM. Changes in dance times may be made by

- previous special arrangements. Refreshments, if available, will be served and consumed within the cafeteria/commons.
6. Once admitted to the dance, students are not permitted to leave the inside of the school building for any reason unless they are leaving for the evening. No re-entry will be permitted.
 7. Admission to dances is limited to West Middlesex students unless previously approved by the Principal. Students who live in the District but attend a cyber or charter school or are homeschooled are permitted to attend if all requirements are met.
 8. The sponsoring organization is responsible for cleaning the commons area with the exception of routine sweeping by the janitorial staff.
 9. Guests must be registered at least two days prior to the dance. If a student brings a guest to the dance (20 years of age or younger), he/she is responsible for the behavior of that guest and will suffer the consequences should that guest be guilty of misbehavior.
 10. The grade levels permitted to attend the dance will be announced by the administration. The club advisor/security officer shall refuse admission to the dance for cause.
 11. Only the Homecoming Dance will be scheduled on a Saturday. All others will be on Friday evenings (or last day of school week before a vacation).
 12. Students are not permitted to destroy any decorations. If a student is guilty of destroying any decorations, he/she will face disciplinary action. Clean up committees will be established to “un-decorate”.
 13. Appropriate school attire is required at all dances (same as school dress code).
 14. Any incidence of dance rule infractions such as fighting, profanity, inappropriate dancing, inappropriate physical contact, poor behavior or anything disruptive may result in immediate dismissal from the dance and will be handled by the chaperones and/or security personnel. Illegal acts will necessitate contact of parents and police by the club advisor or administration and result in removal from the dance.
 15. The only part of the school open to students during a dance is the cafeteria and the restrooms adjacent to the commons. Other parts of the building and school grounds are off limits. Any incidences of misbehavior shall be noted and reported to the administration on the next school day.
 16. All contracts for bands must be approved by the administration.
 17. Duties/responsibilities of the chaperones:
 - i. Be at the site 15 minutes prior to, and *remain until all students have left the school property*
 - ii. Monitor/remind students of appropriate dancing – No “slam dancing”, “grinding”, etc.
 - iii. Render general supervision to students in the commons area, restrooms and the general area surrounding the dance site
 - iv. Chaperones may remove or deny admission to students or guests for violation of school rules

15.31.1 Prom guidelines

West Middlesex High School Prom is an event for junior and seniors. Sophomores may attend as a guest of a junior or senior student. Students who live in the District but attend a cyber or charter school or are homeschooled are permitted to attend if all requirements are met.

Proper attire is expected for the event. This includes a suit or tuxedo for males and formal dress attire for females.

Please keep in mind that prom is an extra-curricular privilege provided to upper-class students. Inappropriate behavior and/or attire will not be tolerated. Furthermore, any student who is habitually truant or suspended from school relinquishes the privilege of attending the event (administrative discretion will be used). Money may not be refunded once tickets are purchased.

Guests for the prom who are not students of WMHS must be approved by high school administration.

15.32 SCHOOL POLICY FOR STUDENTS AT ATHLETIC EVENTS

The following rules and regulations will be in effect and the police, high school administration and faculty will enforce them. Failure to comply may result in disciplinary action and removal from the contest (and future contests).

1. Students are to remain at their seats during the game
2. Students are not to leave the gym during the time of competition
3. Students may go to the lobby and restroom during half times and between games only
4. At **NO** time during the athletic events may a student leave the building and expect to gain reentry (once you go outside, you must remain outside)
5. No loitering in the lobby or in the parking area during the contest
6. Spectators are to stay off the playing surface at all times
7. Inappropriate/disrespectful behavior will **NOT** be tolerated
8. All slogans and cheering signs must have school official approval
9. Cheerleading routines are only permitted during time-outs
10. Please provide our guests with a positive experience and represent West Middlesex Area School District in a favorable manner

15.33 SCHOOL HEALTH COUNCIL

Our Wellness Policy encourages physical activity, good nutrition and healthy eating habits. To comply with this policy we ask that **NO FOOD** treats are brought to school for birthdays, holidays, etc. Scheduled classroom parties **MUST** offer fresh fruits and vegetables with beverages such as

water, 100% fruit juice or milk; only 2-3 “treats” having added sugar as the first ingredient are permitted.

Energy drinks (ie., Amp, Monster, Jolt, Red Bull) contain large amounts of sugar and/or caffeine and are not to be brought to school. They may be confiscated during school hours and disposed of.

15.34 STUDENT ASSISTANCE PROGRAM (SAP)

The West Middlesex Area School District wishes to publicly acknowledge our leadership responsibility in addressing adolescent dysfunctional and/or self-destructive behaviors that are serving to block growth and learning in our students. The student assistance team may assist in matters pertaining to these. If questions arise, students/parents may contact the principals or guidance counselors for more information.

15.35 EMPLOYMENT CERTIFICATES AND WORK PROGRAM

During the school year, some students desire an Employment Certificate. These certificates are obtained in the Guidance Office. The office must be notified of student employment while school is in session. Guidelines are available on the back of the applications.

15.36 SEVERE WEATHER- SCHOOL CLOSINGS AND DELAYS

The West Middlesex Area School District has implemented the Instant Connect automated parent notification service that allows us to contact thousands of students and parents in the event of any kind of emergency and/or school closure. This system allows us to contact parents by landline phone, cell phone, text message and email. Local media will also continue to be notified in the event that school would be closed or an emergency arises.

The safety and welfare of our students, staff and families are our primary concern during challenging weather conditions. Weather delays/cancellations will occur if road conditions or temperatures are determined to be unsafe. The National Weather Service has criteria for each county in PA for calling a Wind Chill Advisory. If the Wind Chill (combination of real temperature and wind speed) is -10 degrees Fahrenheit or lower in Mercer County, the National Weather Service issues a Wind Chill Advisory. When there is a Wind Chill Advisory during morning pick-up time, school will be delayed if temperatures are predicted to rise during the day. If there is a Wind Chill Advisory that will persist

all day, then school may be canceled. Early dismissals for any reason other than an extreme emergency will be avoided if possible.

15.37 ANNOUNCEMENTS

All announcements of interest to students are made during the first five minutes of first period. Limited announcements will be made in the afternoon.

15.38 AFTER SCHOOL EXTRA CURRICULAR PROGRAM- CLUBS

Throughout the year, many enjoyable experiences of both an educational and social nature take place in our activity program. All members of the student body have the opportunity to join, be elected to, or try out. We hope that the students will participate in some educational activity that they feel will benefit them in some area of their interest. Club officers, class officers, and office aides should maintain at least a C average, maintain good conduct, and have a good attendance record.

Requirements, rules, and regulations governing each club or activity are set by individual clubs and activities, and explained to the student by the sponsors and members in the beginning of the school year. All activities are under the supervision of the High School office.

Each student of the West Middlesex Junior-Senior High School will comply with all athletics regulations, which apply to PIAA to include academic eligibility. Positions on the athletic teams are open to interested students; the player must pass an athletic participant's physical examination given prior to the opening of the season and must present a permit signed by the parents or guardian. Each participating student must also carry student accident insurance. In order to be eligible for athletics, each student must have passed at least four full-credit subjects during the preceding semester (1/2-year). In addition, each student must maintain passing grades in four full-credit subjects during the current semester. Four UB's constitute as one credit. Administrative discretion will be used to determine student participation in games, practices, field trips, meetings, or any other function of the group. Athletic eligibility is checked weekly during each athletic season. Our sports program will include football, golf, both boys and girls basketball, girls softball, wrestling, boy's baseball, girls' volleyball, boy's and girl's track, and boys and girls cross-country. The coach of each sport would be more than willing to discuss the sports program with interested parties.

The West Middlesex Area Board of School Directors adopts and enforces rules and regulations to prohibit use of anabolic steroids or any performance-enhancing drug by any pupil involved in school related athletics. A required minimum penalty will be imposed for any pupil found in violation of the

rules and regulations; it may include education regarding the dangers of anabolic steroids with any other drug, alcohol, and tobacco courses.

15.39 ACCIDENT INSURANCE

School accident insurance is available to all students. Each student is urged to take advantage of this program. Any student planning to participate in athletics must be covered by the school insurance program or have a waiver signed by his/her parents.

While participating in any school supervised activity, if a student sustains an injury, it should be reported immediately to the teacher in charge. Failure to report injuries may result in loss of benefits covered by school insurance. The school district does not carry individual insurance for students or their personal property.

15.40 NATIONAL HONOR SOCIETY GUIDELINES

The following guidelines were established by the Faculty Advisory Council. Students who meet these guidelines will be invited to apply to the National Honor Society.

10 th Grade	QPA 3.6 cumulative in all courses (9 th grade and first semester of 10 th grade) Enrollment in or completion of Academic English 9, Academic English 10, BSCS 1, and Advanced Algebra 2
11 th Grade	QPA 3.6 cumulative in all courses (10 th grade and first semester of 11 th grade) All requirements listed above and enrollment in one weighted course
12 th Grade	QPA 3.6 cumulative in all courses (11 th grade and first semester of 12 th grade) All requirements listed above and enrollment in one weighted course

In addition to the above scholastic requirements, students will be chosen on the basis of character, leadership, and service.

To maintain membership in National Honor Society, all students must hold a cumulative QPA of 3.6 for the current year.

15.41 SENIOR RECRUITING LISTS

Any junior who does not want his/her name, address, and phone numbers released to the military or college recruiters must provide the administration with the request that he/she be removed from the distribution list at the beginning of the school year. This is in compliance with Act 10 of legislation passed in 1991.

15.42 FIELD TRIPS

Many teachers extend their classroom instruction with visits to other areas of the community. Trips are a privilege. Any student planning to attend a field trip is to obtain a field trip request from the teacher/sponsor. The form requires the signature of a parent or guardian after all the trip information has been recorded. Completed forms are to be returned to the teacher/sponsor.

The student is responsible for informing each teacher that he or she will be on a field trip. The student is also responsible to keep up with the work missed as a result of the field trip and will not be excused from tests or other obligations.

Students should remember that they represent their school, and their appearance and behavior should be a credit to the West Middlesex Area School District. School rules, whether or not the trip occurs during school hours, remain in effect for all field trips. Violations of school rules on a field trip are subject to discipline as outlined in the Discipline Code.

15.42.1 Senior Trip

The following conditions must be met prior to a student attending the Senior Trip:

- No out of school suspensions for the current school year
- Completion and documentation submitted to the Guidance Office for Senior project
- Be on track for graduation (no credit recovery due)

Any student who violates a school rule while on the Senior Trip may not be permitted to attend prom or commencement. Parents/guardians will be notified immediately by the Senior Trip chaperones and parents/guardians may be asked to pick up their child.

15.43 SENIOR WORK RELEASE

Seniors, who wish to work during school hours, can be released to do so as long as he/she meets class hours and graduation requirements.

This release must begin during the first two weeks of a semester. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed and on file in the office of the Principal before work release can be granted.

1. The student must carry at least a C average to be eligible for work release.
2. The employment must be outside the home.
3. Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out every day.
4. If a student is unable to attend school because of illness, the student should not be at work.
5. Exceptions to these rules may be granted by the principal. If, at any time, the job should cease or place of employment or hours change, it is the responsibility of the student and his/her parents to notify the school immediately and, if this is not done, the work release may be revoked. Work release may also be revoked for failing a class: A warning will be issued after the first offense. Work release status may be revoked on the second offense.

The student listed below has requested work release from West Middlesex Jr/Sr High School. The student making this request must provide a written request, signed by the parent, to the principal. The student must be making adequate progress toward meeting all graduation requirements in order to be considered for work release. The student, employer and parent must fill out this form, and have signed approval by the principal and guidance counselor.

Student Name: _____

EMPLOYER SECTION

Name of Business: _____

Address: _____

Name of Supervisor: _____

Days of the week employed at this location: (circle) M T W TH F

Hours of employment: Start: _____ End: _____

(Please provide a weekly schedule, if the schedule varies.)

If for some reason the employer terminates this employee, the student will inform the school principal or guidance counselor and this agreement shall be null and void.

Signature of Employer: _____

The school may end this agreement if the student ends employment, fails to attend classes on a regular basis, does not continue to make progress toward meeting graduation requirements, does not adhere to the work release agreement, or is declared ineligible under school rules.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal: _____ Date: _____

Guidance Counselor: _____ Date: _____

15.44 RESTROOMS AND PRIVACY

All students in the West Middlesex Area School District have an expectation for privacy for restroom use. All students are expected to use the restrooms of their biological sex as noted on their enrollment paperwork unless Administration has given permission for a student to use restrooms of his or her gender identity. That process is as follows:

1. Student reports gender identification to school official.
2. Parent/guardian meeting is conducted with administration to define accommodations for individual student.
3. Official affidavit is signed at parent/guardian meeting and notarized.
4. Accommodation details are included in the official affidavit.
5. Notification is made to appropriate school personnel.

There are five single use restrooms available through the WMHS, which must be locked by the user in order to maintain privacy. Students found to be misusing restroom facilities are handled as disciplinary infractions.

16.0 DISTRICT TECHNOLOGY USE

16.1 ACCEPTABLE USE POLICY

A. Educational Purpose

This policy will communicate the expectations of the West Middlesex Area School District in regards to use of Technology and Network Resources available.

1. West Middlesex Area School District provides technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing/copying devices and all other forms of instructional, networking and communication tools to students and staff.
2. The use of the Internet, technology and network resources is a privilege, not a right, and inappropriate use may result in those privileges being revoked.
3. West Middlesex Area School District grants permission to students and staff to use technology and network resources for educational purposes only.
4. Technology and network resources are to support the educational mission of West Middlesex Area School District.
5. Computers, the Internet, and network resources are to be used in a manner that is consistent to the standards of student and employee conduct, and as a normal part of an employee's job responsibilities and student learning.
6. Educational uses of above resources may include sharing and collaborating educational resources.
7. Staff should be helping students develop skills necessary to navigate through various information sources to identify information appropriate to their age and developmental levels.
8. The use of technology and network resources is not for advertising or promoting commercial, non-educational or non-school board related activities or events.
9. The use of technology and network resources is not for political lobbying.

B. Gaining Access

District owned computers and accessories are configured for access to the school network for use by teachers, staff and students. Devices brought from home have not been properly configured for use on the District network and may not be used. Teachers and staff may seek approval from the Technology Department to use personal devices on the network. Personal devices will be approved under the condition that usage is for educational purposes.

A. Teachers

1. Must review AUP and sign the signature page acknowledging they understand the appropriate uses of the district's technology and network resources.
2. Inappropriate use will result in disciplinary action.

B. Students

1. Must review AUP and sign the signature page acknowledging they understand the appropriate uses of the district's technology and network resources.
2. Inappropriate use will result in disciplinary action which will include loss of or restricted access to resources.
3. Access to resources is limited to during school hours and after school hours with teacher/advisor supervision.

C. Visitors/Non-Educational Users (Student Teachers, Coaches, Contracted Personnel, etc.)

1. Must review AUP and sign signature page
2. Inappropriate use results in disciplinary action

User Account

A. Account Creation

1. The technology department creates active directory accounts, gmail accounts, printer access codes, and gradebook accounts once the AUP is reviewed, signed and turned in.

B. Security/Password

1. Active directory account and gmail account passwords are linked together. The user must make a request to the Technology Department to change a password.
2. The gradebook system is designed to force a password change every 30-60 days. If locked out of the gradebook, email a request to the Technology Department to unlock the account. A temporary password will be emailed.
3. Do not let anyone use your user account.

File Storage

A. Network file storage

1. The network drive (Z:) provided to teachers, staff and students will not be available outside of the school network.

B. Google Drive

1. Google Drive may be used by teachers, staff and students to access files outside of the school network.

C. Terms and Conditions

As a representative of the school, users will accept personal responsibility for reporting any misuse of the network to the site system administrator. Federal Copyright Law (Title 17, U.S. Code) will be observed in the use and distribution of information retrieved from or sent over the network/Internet.

Downloading of copyrighted material is for personal use only and may not be placed on the system for distribution without the author's permission. Software shall only be added when the original copy of the software's license is kept on file at the appropriate work location.

Staff will follow the standards of professional judgment when allowing a student to view a website or Internet resource that has been filtered for adult use and not student use.

Staff should exercise due diligence and preview prior to using this resource for instructional purposes.

If a teacher/adult determines that a student may use a website that is restricted for use by the District filtering policy, the appropriate adult employee must maintain visual oversight while the student is using the web at the staff level of access.

Personal Equipment such as Wifi (Mifi-hotspots), tablets, computers, Routers, etc are prohibited on the District network without approval of the Information Technology Department.

D. Monitoring Systems

Teachers should monitor student Internet and computer usage in their classroom and not rely solely on our filtering and monitoring system.

All network activity is monitored. This includes:

- a. All internet addresses and searches
- b. Google Applications provided by the District (ex. wmasd.k12.pa.us)
- c. Instant messages
- d. Documents, including attachments

The current filtering system generates automatic reports for suspicious and inappropriate activity which is available to school and central office administration.

E. Acceptable Use

The following examples of acceptable uses may include, but are not limited to:

- Research
- Communicate appropriately with others
- Attend online webinars/workshops
- Create documents/presentations
- Obtain current and relevant news/events
- Find educational grants and school contest opportunities
- Collaborate on projects
- Online assessments

F. Unacceptable Use

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and Federal and State law. The following uses are considered unacceptable:

Personal/Internet Safety:

- Impersonation of another user, anonymity, and pseudonyms.
- Use of the network to disrupt the work of other users.
- Posting personal contact information about yourself or other people.
- Social media websites are prohibited while on school computers/iPads/etc.

Illegal Activity:

- Attempt to gain unauthorized access to network resources or any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another user's account or access another user's files.
- Attempt to bypass filtering.
- Deliberate attempts to disrupt the network or destroy data by spreading viruses.

Inappropriate Language:

- Use of network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Use of inappropriate language or profanity on the network.
- Use of network to transmit material likely to be offensive or objectionable to recipients.
- Engage in personal attacks, including prejudicial or discriminatory attacks, post false or defamatory information about a person or organization.

Plagiarism and Copyright Infringement:

- Unauthorized or illegal distribution, reproduction, or use of copyrighted material.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Quoting personal communications in a public forum without the original author's prior consent.

Respect Resources:

- Loading or use of unauthorized games, programs, files or other electronic media.
- Destruction, modification, or abuse of network hardware and software.
- Use of network and technology resources for purposes other than educational, career development activities.
- Not download large files unless absolutely necessary during high operational hours.
- Not stream video/audio that is not related to curriculum.
- Not forward chain letters through district email.

System Security

- Be responsible for individual account and should take all reasonable precautions to prevent others from being able to use your account.
- Avoid inadvertent spread of viruses and spyware by following the district security and virus protection procedures.

G. Network Etiquette and Privacy

- Keep passwords secure, don't share passwords.
- You are a representative of the school district, remember what you say and do on the computer can be viewed by others.
- Respect others on the network. Do not disrupt others use of the network.
- Email is for district related business, not from non-district related communication.
- Use discretion and professional judgment when forwarding/replying to all or using distribution lists.

H. Consequences

Student violations will be addressed by teacher and/or building principal. Teacher violations will be addressed by immediate supervisor. Consequences may include, but are not limited to:

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, and result in a loss of usage privileges.
- Loss of access and other disciplinary actions including suspension shall be consequences for inappropriate use.
- Written notification and/or documentation of violation.
- Loss of or reduction of Internet/Computer privileges.

I. Lost/Stolen/ Damaged

- Teachers and students are personally responsible for proper care, use and handling of assigned device and for knowing where the assigned device is at all times.
- Students are to promptly notify teachers of damaged, broken, or non-working devices they may find in the computer lab, library, or cart.
- Teachers are to promptly notify the Technology Department of damaged, broken, or non-working devices.
- Teachers or students found responsible for the damage, destruction, or loss of school equipment (i.e. computer, netbook, batteries, cords, chargers, etc.) may be required to pay for replacement equipment.
- If a teacher device is lost or stolen, the teacher is responsible for obtaining a police report within 24 hours of the loss/theft. They are to immediately provide the school with documentation of the report and cooperate fully with any subsequent investigation.

J. Vandalism

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to:

- The uploading or creating of computer viruses.
- The removal of any computer program from the system.
- Changing settings on shared computers such as: file names, wallpaper, color schemes, system fonts, etc.
- Damaging the keyboards, mice, monitors, or computers themselves.

Federal Law References: USA Patriot Act, Public Law 107-56, 210, 212, 215, 216, 507; Children's Internet Protection Act, 47 U.S.C., 254(h), 254(l); Computer Fraud and Abuse Act, 18 U.S.C., 1030

et seq.; Federal Anti-Spam Act, 15 U.S.C., 7701-7713; Family Education Rights and Privacy Act, 20 U.S.C., 1232 g

K. Limitation & Liabilities

Although WMASD does provide an Internet connection and an Internet content filtering system, no warranties are made with respect to the Internet and specifically assumes no responsibilities for:

Interruption of Service

- The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.
- The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
- The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Content Filtering

- The District is not responsible for the accuracy or validity of visited websites
- The District is not responsible for any costs, liability, or damages caused by the way the user chooses to use the Internet
- The District is not responsible for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of WMASD

Support Hours

- The District has support staff available during normal business hours throughout the school year.
- The District has shortened summer hours when support staff is available.

Network Maintenance

- The District maintains the right to replace equipment as needed that may cause an interruption to the network or make resources unavailable.
- The District will notify teachers, students and staff if the network or resources will be unavailable due to routine maintenance.

16.2

CHROMEBOOK POLICY

Before a Chromebook can be issued, the following must be completed:

1. The student and parent/guardian must attend one of the summer orientation sessions introducing the 1:1 program and proper use of Chromebooks.
2. The student and parent/guardian must agree to the terms and conditions outlined in the Acceptable Use Policy.
3. The student and parent/guardian must agree to the terms and conditions outlined in the WMASD Chromebook Handbook.
4. The student and parent/guardian must sign the Responsible Use of Technology and Equipment Agreement.

Training:

Students will be trained on how to use the Chromebook by District personnel, as well as the technology department. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Any student who transfers out of SCSD will be required to return their Chromebook and accessories.

Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school, but should never attempt to repair damages on their own. Repairs will be handled as promptly as possible and a loaner device will be issued. Students are still responsible for all work missed. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Chromebooks that are broken or fail to work properly must be taken to the Tech Office during 1st period, lunch, or Activity Period. Must have a pass from classroom teacher.

General Precautions:

- No food or drink should be used/placed/located next to your Chromebook while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- The devices should not be used or stored near pets.
- The devices should not be utilized while plugged in when the cord may pose a tripping hazard.
- The devices must remain free of any writing, drawing, stickers, and labels.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of devices.
- The device should remain dry at all times.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- When device is in use or charging, ensure that proper airflow around device is possible.
- Do not leave device on soft/conforming surfaces

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment, some cleaning solvents/other liquids, and heavy objects. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not store a device with the screen open.
- IF placing Chromebook in a carrying case, Do not place anything in the case that will press against the cover.
- Do not poke the screen.
- Do not touch the screen with a pen, pencil, or any other sharp object.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- DO NOT spray liquid directly onto the screen.

Using Your Chromebook

Logging-in to a Device:

- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the Tech Office immediately to have their password changed.
- A student must not share his/her login information or protected information with anyone. Computer Services will never ask students for their passwords; therefore, any requests for password identification must be considered fraudulent.
- Chromebooks are assigned to each high school student. Other family members, including other students in the district, are not to use the student's assigned device, however parents are encouraged to monitor the students use.

At School:

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Students must bring their device to school fully charged. If the device is not brought to school or is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared. Repeated offenses will result in disciplinary action, including but not limited to, the loss of the equipment.

At Home/Outside of School:

Students are encouraged to use their devices at home and other locations outside of school. A WiFi Internet connection will be required for the majority of device use, however, some applications cannot be used without internet connection. Be aware that data is not secure when using an open WiFi signal. Students are bound by the Responsible Use of Technology and Equipment Agreement, administrative procedures, Acceptable Use Policy, and all other guidelines in this document wherever they use their device.

Students should be prepared to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Students are expected to bring their Chromebooks to school on a daily basis. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Sound, Backgrounds, and Themes:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. With teacher permission, headphones or earbuds may be used. Students should have their own set of headphones/earbuds for sanitary reasons.

Inappropriate media should not be used as device backgrounds or themes. The presence of such media will result in disciplinary action.

Internet Access:

Whether on school property or at home, users must adhere to the Acceptable Use Policy while using School District technology and equipment. Users may also be accountable for content accessed and downloaded at home and brought into the school network. Inappropriate, unauthorized, and illegal use of the Internet or district e-mail service may result in the cancellation of privileges and appropriate disciplinary action.

They can use their home wireless connection with the Chromebook to connect to the Internet. The content will still be filtered regardless of location through the school's network.

In compliance with the Children's Internet Protection Act (CIPA), WMASD filters Internet content accessed using the school district network. The filter extends to home use when accessing the Internet on a district owned device. Parental supervision is expected while the district equipment is being used at home in adherence of District's Acceptable Use Policy.

Students are encouraged to be resourceful, using study halls wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home.

Connecting to the Internet at Home

When turned on, the district device is designed to automatically pick up any wireless Internet signal in the area. Be aware of the risk of utilizing an unsecured wireless connection. Your data is not confidential on an unsecured wireless connection.

To Connect Your Chromebook:

1. Begin by locating the Wireless Connection icon in the Status Area toolbar in the lower right hand corner of the screen and click it to bring up the Status menu.
2. In the Status menu, you can see the network you are currently connected to (if any) in the network status section. If not connected your Status icon will show
3. Click on the network status section to bring up a secondary menu to change to, or locate, a different network.
4. If you want to connect to a different network, you have two options:

5. Select it from the available networks that appear in the list under “Wi-Fi networks”
6. Networks that appear with the symbol are secure networks that require password authentication.
7. In order to manually add a network, you must know the name of the network (SSID), what type of password protection it uses (if any), and the password (if necessary).
8. If there is a password, the Security type is usually either WEP or WPA (PSK in the Security drop down).

Student violations will be addressed by teacher and/or building principal. Consequences may include, but are not limited to:

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, and result in a loss of usage privileges.
- Loss of access and other disciplinary actions including suspension shall be consequences for inappropriate use.
- Written notification and/or documentation of violation.
- Loss of or reduction of Internet/computer privileges.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to:

- The creation, uploading or downloading of computer viruses
- The removal of any computer program from the system.
- Changing settings on shared computers such as: file names, wallpaper, color schemes, system fonts, etc.
- Damaging the keyboards, mice, monitors, or computers themselves.

Federal Law References: USA Patriot Act, Public Law 107-56, 210, 212, 215, 216, 507; Children’s Internet Protection Act, 47 U.S.C., 254(h), 254(l); Computer Fraud and Abuse Act, 18 U.S.C., 1030 et seq.; Federal Anti-Spam Act, 15 U.S.C., 7701-7713; Family Education Rights and Privacy Act, 20 U.S.C., 1232 g.

Social Media/Cyber Bullying (not to be accessed at school)

Posts made during school hours must be reported immediately. Posts made after school hours should be reported to the website immediately (click “contact “Reporting Abuse”, “Report Cyber bullying”, follow subsequent directions.). If necessary, contact the police immediately.

17.0 CHAPTER 14: SPECIAL EDUCATION SERVICES AND PROGRAMS

17.1 FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

West Middlesex Area School District provides a free appropriate public education for all students including students requiring special education services. This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

17.2 PUBLIC OUTREACH & AWARENESS SYSTEM (CHILD FIND)

The West Middlesex Area School District uses a public outreach awareness system to locate and identify children thought to be eligible for special education within the school district's jurisdiction. The district provides details of where to find out more information about the district's special education and early intervention programs through student handbook publications, via electronic communications (website), and shared with the newspapers. This public awareness effort includes information regarding potential signs of developmental delays and other risk factors that could indicate disabilities. The process includes notification to parents throughout the school district of child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children in accordance with this chapter.

17.3 INDICATORS & RISK FACTORS

Some indications that your child may be a student at risk for developmental, academic, adaptive, and/or physical, sensory, mental or emotional disabilities may include:

- Consistent problems in getting along with others;
- Difficulty communicating;
- Difficulty performing tasks that require reading, mathematics and/or writing;
- Difficulty seeing or hearing, which interferes with the ability to communicate;
- Health problems that affect educational performance, including attention problems;
- Lack of interest or ability in age-appropriate activities;

- Resistance to change; or
- An emotional disturbance over a long period of time which affects your child's ability to learn.

If you have questions about your child's development or disability, you may speak with your child's physician/healthcare provider, West Middlesex Area School District or the Midwestern Intermediate Unit IV.

17.4 SERVICES FOR PRESCHOOL AGED CHILDREN WITH DISABILITIES

Act 212, the Early Intervention System Act

(http://www.portal.state.pa.us/portal/server.pt/community/early_intervention/8710), entitles all preschool age children with disabilities to appropriate early intervention services. Early intervention supports and services are designed to meet the developmental needs of children with a disability as well as the needs of the family related to enhancing the child's development in one or more of the following areas:

- Physical development, including vision and hearing
- Cognitive development
- Communication development
- Social or emotional development
- Adaptive development

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between three (3) years of age and the school district's age of beginners. In Pennsylvania, a child between three (3) years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

17.5

SCREENING, EVALUATION & PLACEMENT PROCEDURES

The West Middlesex Area School District employs the following procedures for locating, identifying, and evaluating specific needs of school age students requiring special programs and services. The district, as prescribed, routinely conducts screenings of children's hearing acuity (grades K, 1, 2, 3, 7, 11), visual acuity (grades kindergarten-12) and speech and language skills (kindergarten and teacher referral).

The classroom teachers assess gross motor and fine motor skills, academic skills and social emotional skills on an ongoing basis and needs from all of these screening sources and are noted within the child's official file. Screening activities includes a review of group-based data such as cumulative enrollment and health records, report cards, and ability and achievement test scores. The district has repeated assessments of achievement and/or behavior, formal monitoring of student progress and ongoing researched based interventions as needed. Identified needs from these screening sources, as well as information obtained from parents/guardians and outside agencies, are assessed, noted within student records, and discussed with parents/guardians. These school records are available to parents, and to school staff who work with the child on a direct or indirect basis. Information from the records is released to other persons or agencies only with appropriate authorization, which requires written signed permission by the parents/guardians.

If a parent/guardian or the school team feels more comprehensive assessment of a student is necessary, an evaluation may be recommended. Parental consent is required before a comprehensive evaluation may take place. Evaluations may include review of the student's records, classroom observations, gathering of parent/guardian and teacher input, individually administered assessments of achievement and ability, and other assessments as deem necessary. Parents/guardians of students who suspect that their child is exceptional and in need of special education services, may request a multidisciplinary evaluation of their child through a written request to the building Principal or school psychologist (724-634-3030). If a request is made verbally to any professional employee or administrator of the school entity, that individual shall provide a copy of the permission to evaluate form to the parents within ten (10) calendar days of the verbal request.

17.6

INDEPENDENT EDUCATIONAL EVALUATIONS

Parents/guardians have the right to an Independent Educational Evaluation (IEE) at public expense if there is a disagreement with an evaluation obtained by a District (34 CFR 300. 502). However, the district may initiate a due process hearing to show that its evaluation is appropriate. If the final decision is that the evaluation is appropriate, parents/guardians still have the right to an IEE, but not at public expense.

17.7

WORKING TOGETHER

After all the assessments are complete, an Evaluation Report that includes specific recommendations for the types of intervention necessary to deal with the child's specific needs is prepared and shared with parents/guardians. When a student qualifies for special education services, copies of the evaluation report shall be disseminated to the parents at least 10 school days prior to the meeting of the IEP team, unless this requirement is waived by a parent in writing. In accordance with state regulations, an Individualized Education Program (IEP) team meeting, with parent/guardian involvement, may be scheduled to develop an appropriate IEP for the student. Parent/guardians are then notified of the proposed placement and services with the Notice of Recommended Educational Placement (NOREP). Parents may disagree with the recommended program and may suggest alternatives. Either the parent or the school district may choose to use a mediation or due process hearing as an impartial method to determine the most appropriate program for the child.

17.8

SERVICES FOR SCHOOL AGED EXCEPTIONAL CHILDREN

All students in the West Middlesex Area School District have access to the following services which address students' needs throughout their district enrollment: school counseling, psychological services, health services, home and school visitor services, and social work services to support students in addressing academic, behavioral, health, personal, career and social development issues. The provision of special education services is governed by Chapter 14 of the Pennsylvania Department of Education. The West Middlesex Area School District provides a free, appropriate, public education to an exceptional student according to state and federal mandates. To be eligible, the child must be of school age, need specially designed instruction, and meet eligibility criteria for mentally, gifted and/or one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards:

- Autism
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Specific Learning Disability
- Speech or Language Impairment
- Multiple Disabilities
- Traumatic Brain Injury
- Other Health Impairment
- Orthopedic Impairment
- Visual Impairment including blindness

Services designed to meet the needs of eligible students include: annual development of an IEP, multidisciplinary re-evaluation, supportive intervention in the general class, supplemental

intervention in the general class or in a special education resource program, and placement in a part-time or full-time special education class outside of the general school. The extent of special education services and the location of the delivery of such services are determined by the parents/guardians and staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age, and level of intensity of the specified intervention. Related services are supportive services that are required for a child to benefit from special education. Related services help children with disabilities benefit from their special education by providing extra help and support in needed areas, such as speaking or moving. Related services can include, but are not limited to, any of the following:

- Assistive technology
- Counseling services
- Hearing support and audiology services/programs
- Parent counseling and training
- Psychological services
- Physical and occupational therapy
- School health services
- Social work services in schools
- Speech and language services
- Vision, orientation & Mobility Support Services/ Program
- Transportation

Prior to the initiation of the services parents/guardians are presented a "Notice of Recommended Educational Placement" (NOREP) with which they may agree or disagree. If parents/guardians disagree with the program being recommended, they have the right to request a pre-hearing conference, mediation, and/or due process hearing. For additional information about special education services and programs, contact the Director of Special Education, 3591 Sharon Road, West Middlesex, PA 16159 or via phone at: 724-634-3030 or fax: 724-528-0380.

17.9 ADMISSIONS OF SERVICE ANIMALS TO SCHOOLS

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting. Parents/guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building Principal or the Director of Special Education or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.

17.10 SERVICES FOR STUDENTS IN NONPUBLIC SCHOOLS

Public special education is accessible to resident students attending nonpublic schools by permitting the nonpublic school student to enroll on a part-time dual enrollment basis in a special education program operated in a public school. Special education programs are accessible to nonpublic school students through dual enrollment following the multidisciplinary team evaluation and the development of an Individualized Education Program (IEP). Parents/guardians of nonpublic school students who suspect that their child is exceptional and in need of special education may request a multidisciplinary evaluation of their child through a written request to the Director of Special Education, 3591 Sharon Road, West Middlesex, PA 16159 or via phone at 724-634-3030 or fax: 724-528-0380.

17.11 CHAPTER 15 PROTECTED HANDICAPPED STUDENTS

The West Middlesex Area School District will provide each “protected handicapped student” without discrimination or cost to the student or family those related services, aides, or accommodations, which are needed to provide an equal opportunity to participate in and obtain the benefits of the school programs and extracurricular activities to the extent appropriate to the student’s abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, any aspect of the school program. Services and protections for protected handicapped students are different from those applicable to all eligible students enrolled in special education programs. Additional information about the evaluation procedures and provision of services to protected handicapped students are available to “Protected Handicapped Students,” by contacting the Director of Special Education, 3591 Sharon Road, West Middlesex, PA 16159 or via phone at 724-634-3030 or fax: 724-528-0380.

18.0 SPECIAL EDUCATION FOR GIFTED STUDENTS

18.1 DETERMINING GIFTED ELIGIBILITY

Mentally gifted is defined as “outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the general education program.” A child may be eligible for gifted education if he/she:

- Is a year or more above grade achievement level for the normal age group in one or more subjects
- Demonstrates an observed or measured rate of mastering new academic content or skills that reflect gifted ability
- Demonstrates achievement, performance, or expertise in one or more academic areas
- Shows early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude, or technology expertise
- Has documented, observed, validated, or assessed evidence that intervening factors are masking gifted ability

The term mentally gifted includes a person who has an IQ of 130 or higher and other factors that indicate gifted ability. Gifted ability cannot be based on an IQ score alone. If the IQ score is lower than 130, a child may be admitted to gifted programs through multiple criteria and/or other conditions that strongly indicate gifted ability. The other factors to be considered may include: achievement test scores that are a year or more above level; observed or measured acquisition/retention rates that reflect gifted ability, achievement, performance, of expertise in one or more academic areas that demonstrates a high level of accomplishment; higher level thinking skills and documented evidence that intervening factors are masking gifted ability.

18.2 THE GIFTED MULTIDISCIPLINARY EVALUATION (GMDE)

A gifted multidisciplinary evaluation is a process to gather the information that will be used to find out if a child qualifies for gifted education and, if so, the types of programs and services needed. Part of this process includes an evaluation by a certified school psychologist. A child may be referred for the first GMDE in several ways:

- Parents may request the school to give their child a GMDE at any time, but there is a limit of one request per year

- A child's teacher may also ask to have a child evaluated

18.3 THE GIFTED WRITTEN REPORT (GWR)

A multidisciplinary team reviews all materials and prepares a GWR that recommends whether a child is gifted and needs specially designed instruction. As a member of the Gifted Multidisciplinary Team (GMDT), a parent may present written information for consideration. The GWR must include the reasons for the recommendations and list the names and positions of everyone who was part of the team. The entire GMDT process must be completed within 60 calendar days, excluding summer vacation, from the date the school district receives the parent's written permission on the Permission to Evaluate form.

18.4 THE GIFTED INDIVIDUALIZED EDUCATION PROGRAM (GIEP)

If the GIEP team decides the student is gifted and in need of gifted education, the team writes the GIEP at the meeting. The GIEP is based on the unique needs of the gifted student and enables the gifted student to participate in acceleration or enrichment programs, or both, as appropriate, and to receive services according to the student's intellectual and academic abilities and needs.

18.5 NOTICE OF RECOMMENDED ASSIGNMENT (NORA)

Upon completion of the GIEP, the parent will receive a NORA and a Notice of Parental Rights for Gifted Children. The NORA will indicate the educational placement for the student and requires parent approval before the school district will begin implementation. The Notice of Parental Rights for Gifted Children describes your rights and the procedures that safeguard your rights. For additional information about gifted education, contact the Director of Special Education, 3591 Sharon Road, West Middlesex, PA 16159 or via phone at 724-634-3030 or fax: 724-528-0380.

18.6 PARENTAL RIGHTS

At all times, a parent has certain rights with all gifted education services received by their child:

- The right to be notified about a child's program and progress, and any changes that take place
- The right to approve or reject programs and testing
- The right to privacy

19.0 OTHER SERVICES

19.1 EDUCATION FOR HOMELESS YOUTH

Federal guidelines, as set forth in the Every Student Succeeds Act of 2015, require that the local school identify children who are experiencing homelessness. The federal mandate, and the intention of the West Middlesex Area School District is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are experiencing homelessness, including those living with others in emergency situations, may qualify for assistance with transportation, school lunch and/or tutoring, so that they can remain in their school of origin. If you believe your child may qualify for these services, please contact the Principal of your child's school. You may also contact the District Homeless Liaison at 724-634-3030 or fax: 724-528-0380.

19.2 ENGLISH AS A SECOND LANGUAGE INSTRUCTION

When registering children in West Middlesex Area School District, all parents/guardians will be required to fill out a Home Language Questionnaire. Based upon the responses for this questionnaire, those children who qualify will be referred for an "English Language Learner Assessment." The results of this assessment will determine if a student requires English as a Second Language instruction. Parents/guardians may not opt out their children of English language learner assessment or ESL instructions if found to be eligible.

19.3 FEDERAL PROGRAMS/TITLE I

According to the Title 1 Part A, West Middlesex Area School District will provide the Pennsylvania Department of Education's written complaint procedures and information on the professional qualification of students' teachers and paraprofessionals upon request. To request this information, please contact the Principal at 724-634-3030 or fax: 724-528-0380.

19.4 HOMEBOUND INSTRUCTION

The West Middlesex Area School District shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness,

injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months. Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement. For additional information about homebound services, please contact the Principal, 3591 Sharon Road, PA 16159 or via phone at 724-634-3030.

20.0 NOTICE OF RIGHTS REGARDING EDUCATIONAL RECORDS

The Family Education Rights and Privacy Act (FERPA), in addition to Pennsylvania Department of Education regulations and School Board policy, afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 30 days of the date the district receives a request for access. Parents/guardians or eligible students should submit to the Principal of the school where the student is enrolled or was previously enrolled a written request that identifies the record(s) they wish to inspect. The Principal or his or her designee will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that a parent or eligible student believes is inaccurate. In order to request such an amendment, the parent or eligible student should make the request in writing to the school Principal and clearly identify the record they want changed. The request should also specify the reasons why the record is believed to be inaccurate. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One such exception is for a disclosure to school officials who possess a legitimate educational interest in the record. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The district will also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, upon request of that school district.

A parent/guardian or eligible student may request that the district disclose educational records to a third party by submitting a written consent form to the district. Consent forms may be obtained from the building Principal's office or the district's Administrative Office.

Parents/guardian and eligible students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

20.1 SPECIAL NOTICE REGARDING DIRECTORY INFORMATION

Aforementioned, the Family Educational Rights and Privacy Act (FERPA) requires that the district, with certain exceptions to obtain the written consent of the parent/guardian or eligible student prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose certain "directory information" without such prior written consent unless the parent/guardian or eligible student has notified the district that they do want directory information to be disclosed.

Directory information refers to information which would not be considered harmful or an invasion of privacy if disclosed, and includes the following: name; address; telephone number; e-mail address; date and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most previous educational agency or institution attended. [In addition, photographs and/or video footage of students may be used in articles appearing in media outlets, on the district website and/or in connection with television coverage of school events.]

If you do not want the district to disclose such directory information without your prior written consent, you must notify the district's Administrative Office in writing. Such notices should be delivered no later than September 30th of the current school year.

21.0 NONDISCRIMINATION STATEMENT

21.1 WMASD NONDISCRIMINATION STATEMENT

The West Middlesex Area School District will not discriminate in its education programs, activities, or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry, complaint of harassment or discrimination, or who need information about accommodations for disabled persons, should contact the Superintendent, at 724-634-3030 or fax: 724-528-0380.

21.2 DISCRIMINATION POLICY & STEPS TO FILE A COMPLAINT

The West Middlesex Board of School Directors declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability. The West Middlesex Board of School Directors shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, career information and assessments, athletics, and extracurricular activities.

The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with requirements of federal and state law requirements. The West Middlesex Board of School Directors directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of discrimination. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the West Middlesex Board of School Directors designates the Director of Special Education as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public. Nondiscrimination statements shall include the position, office address, and telephone number of the Compliance Officer.

21.2.1 Compliance Officer Responsibilities

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following student areas:

1. Curriculum and Materials: Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias;
2. Training: Provision of training for students and staff to identify and alleviate problems of discrimination;
3. Student Access: Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law/regulation;
4. District Support: Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters; and
5. Student Evaluation: Review of tests, procedures, guidance, and counseling materials for stereotyping and discrimination.

The building Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that he or she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building Principal is the subject of the complaint.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following employee areas:

1. Development of position qualifications, job descriptions, and essential job functions;
2. Recruitment materials and practices;
3. Procedures for screening, interviewing, and hiring;
4. Promotions; and
5. Disciplinary actions, up to and including termination.

21.2.2 Compliance Officer Responsibilities

1. Reporting: A student or third party who believes he or she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building Principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building Principal. If the building Principal is the subject of the complaint, the student or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee is encouraged to use the report form available from the building Principal, but oral complaints shall be accepted.
2. Investigation: Upon receiving a complaint of discrimination, the building Principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building Principal to investigate the complaint, unless the building Principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.
3. Investigative Report: The investigator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual or whether it is a violation of this policy, and a recommended disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.
4. District Action: If the investigation results in finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with Student Codes of Conduct, West Middlesex Area School District's policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

21.2.3 Appeal Procedures

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigation report, he or she may submit a written appeal to the Compliance Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigation report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building Principal who conducted the initial investigation.

21.2.4 Right to Know Procedures

1. Requests for access to public records of West Middlesex Area School District must be submitted on the West Middlesex Area School District's Right-To-Know Request Form.
2. Each request must include the following information:
 - a. Identification or description of the requested record, in sufficient detail.
 - b. Medium in which the record is requested.
 - c. Name and address of the person to receive district's response.
3. Request forms may be submitted in person at the West Middlesex Area School District's Administrative Offices, or via fax, mail or e-mail. Request forms must be submitted to the attention of the Right-to-Know Office, as follows:

Right-to-Know Officer
Administrative Office
3591 Sharon Road
West Middlesex, PA 16159
Fax: 724-528-0380

STUDENT SIGNATURE:

The signature below indicates that I, as a student of the West Middlesex Area School District, have read, reviewed and understand the Secondary Student/Parent Handbook.

Student Signature

Date

PARENT/GUARDIAN SIGNATURE:

The signature below indicates that I, as a parent/guardian of a student at the West Middlesex Area School District, have read, reviewed and understand the Student/Parent Handbook. I will discuss the section on Student Behaviors with my child.

Parent/Guardian Signature

Date

CONSENT FOR STUDENT PHOTOGRAPH

School Year: _____ Homeroom Teacher: _____

Student's Name: _____ Grade: _____

_____ I consent to having my child's photo, name, and/or achievement published in the school newspapers and/or newsletters, released to local newspapers, and/or posted on the school's webpage and social media sites.

_____ I do not want my child's photo, name, and/or achievements published in the school newspaper and/or newsletters, released to local newspapers, and/or posted on the school's webpage, and social media sites.

Parent/Guardian Signature

Date

ACCEPTABLE USE POLICY

STUDENT SIGNATURE:

The signature below indicates that I, as a student of the West Middlesex Area School District, have read, reviewed and understand the Acceptable Use Policy.

Student Signature

Date

PARENT/GUARDIAN SIGNATURE:

The signature below indicates that I, as a parent/guardian of a student at the West Middlesex Area School District, have read, reviewed and understand the Acceptable Use Policy.

Parent/Guardian Signature

Date

CHROMEBOOK POLICY

STUDENT SIGNATURE:

The signature below indicates that I, as a student of the West Middlesex Area School District, have read, reviewed and understand the Chromebook Policy.

Student Signature

Date

PARENT/GUARDIAN SIGNATURE:

The signature below indicates that I, as a parent/guardian of a student at the West Middlesex Area School District, have read, reviewed and understand the Chromebook Policy.

Parent/Guardian Signature

Date