

**WILMINGTON AREA MIDDLE SCHOOL
HANDBOOK
2018-2019**



**400 Wood Street
New Wilmington, PA 16142
(724) 656-8866 / FAX (724) 946-8982
Web Page Address - www.wasd.school**

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If “reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student, that student’s possessions, locker and/or vehicles on school property. Parents will be notified if the search results in the discovery of an illegal object and/or substance. At any given time throughout the school year, state police trained dogs will search the building and parking lot for illegal substances that may be stored in student lockers or vehicles. If the dogs indicate a locker or vehicle may contain an illegal substance, that locker or vehicle will be searched. Dogs will not be used to sniff individual students without suspicion.	38
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Student desks are to be kept clean. Desks are the property of the school and are only on loan for student use. Students are not to assume any privacy and desks may be randomly searched. If

“reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student and/or that student’s possessions (backpack, purse, coat, pockets, and/or desk). Parents will be notified if the search results in the discovery of an illegal object and/or substance. 39

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A Message from the Principal

Dear Wilmington Area Middle School Students and Parents:

Welcome to Wilmington Area Middle School! Our faculty and staff are excited to begin a new year. We hope that your experience in the middle school is both a challenging and rewarding one. There are opportunities for all to succeed, in the classroom, as well as in the many extra-curriculum areas that are offered. In order for all of us to enjoy a successful year, it is important that everyone be aware of the expectations of the Wilmington Area School District and the Middle School. For that reason, each student has access to the handbook which will help them become familiar with the rules and expectations.

Please read this handbook carefully. It contains information that you may find helpful in making your school year a success. Make a commitment to do your very best in all that you strive to do and your school year will be successful. We look forward to working with you in this endeavor. Please feel free to contact us for assistance with any concerns or questions.

Best wishes on a successful year!

**Sincerely,
George Endrizzi, Principal
endrizzi@wasd.school**

MISSION STATEMENT

To inspire and prepare students to learn continuously and to live purposefully and responsibly.

VISION STATEMENT

Students will compete successfully in taking on life's challenges, knowing they are empowered to make a difference in an ever-changing world.

SHARED VALUE STATEMENT

We believe that...

- “ All people deserve to be treated with dignity and respect.
- “ All students learn best in a safe, caring, and supportive environment.
- “ Education is a collaborative effort involving community, family, and district
- “ All students must be prepared as responsible and productive citizens in a local, national, and global environment.
- “ Learning should be engaging, relevant, and lifelong
- “ Acquisition of skills such as research, technology, communication, and critical thinking is essential.
- “ Growth comes from struggle and perseverance which foster success.
- “ Various instructional methods are needed to maximize individual student learning potential.
- “ Students need a variety of opportunities to pursue their individual interests and life goals.
- “ Students need to develop a confident sense of self and to take pride in their school community.

<u>SCHOOL BOARD MEMBERS</u>		
Dr. Bo DiMuccio, President	Mrs. Autumn Miller Assistant Secretary	Mrs. Kathryn Riley
Mr. Robert Curry	Mrs. Lynn Foltz Vice President	Mr. David Dawson
Mr. Joseph Goodge	Mr. Jacob Berlin	Mr. William Taylor

HISTORY OF SCHOOLS

The Wilmington Area School District consists of 121 square miles and is composed of four townships (Pulaski, Wilmington, Washington, and Plain Grove) and two boroughs (New Wilmington and Volant) in Lawrence County, and Wilmington Township in Mercer County. The district stretches 26 miles from Butler County to the Ohio State line. The present school district was made one for educational purposes in 1966, reducing the Board of Education from 35 members (7 five-member boards) to one nine member board elected at large. New Wilmington Borough, the geographical center of the district, was chosen as the site for the single secondary school, constructed in 1957. The district operates one elementary school located in New Wilmington, and one building containing the middle school and high school located in New Wilmington, Pennsylvania. Geographically the district is composed of rolling farmland. Technically the district is classified as 100% rural (any area with less than 2500 population is considered rural). The population centers are New Wilmington, New Bedford, Volant, Pulaski, and Plain Grove. Only New Wilmington and Volant are organized as boroughs. All others are unincorporated and governed by township government. As a result of the rural nature of the district, 80% of the students are bused to school. There are approximately 60 businesses in the district. The district's largest employers are Westminster College, Wilmington Area School District, and Farmers' Cheese plant.

EMERGENCY SCHOOL CLOSINGS

The District has implemented the Alert Now automated telephone system to notify parents of school delays, cancellations, or emergencies. If you do not receive the Alert Now call early enough for your schedule, feel free to call the school at (724) 656-8866 and press 8 to hear the most up-to-date delays or closings or the district website, www.wasd.school.

ASSURANCE STATEMENTS

Nondiscrimination Policy

It is the policy of the Wilmington Area School District not to discriminate on the basis of race, color, national origin, age, sex, religion, ancestry or disability in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. For information about your rights and grievance procedure, contact Dr. Jeffrey Matty Superintendent, Wilmington Area School District, 300 Wood Street, New Wilmington, PA 16142 Phone (724) 656-8866.

Records Policy Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provides parents and some students with the right to review and correct educational records and protects the privacy of those records by limiting disclosure. No individual or agency outside the school system will be permitted to inspect your child's school records without parental permission. Should you wish to examine your child's record file at anytime, you may arrange to do so by scheduling an appointment with the principal or guidance counselor.

Wilmington Area Middle School

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 1, 2018

Dear Parent(s)/Legal Guardian(s):

Your child attends Wilmington Area Middle School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Wilmington Area Middle School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right-to-know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.
 -

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact

George Endrizzi at Wilmington Area Middle School at 724-656-8866 or email me at endrizzi@wasd.school.

Sincerely,

George Endrizzi

Wilmington Area Middle School Principal

Wilmington Area Middle School

Padres derecho a conocer la información requerida por la escuela primaria y secundaria Education Act (ESEA) [sección 1112(e)(1)(A)] y cada estudiante tiene éxito ley [sección 1112(e)(1)(A)]

August 1, 2018

Estimado Padre Legal / tutor:

Su hijo asiste a Wilmington Area Middle School, que recibe Federal título financia para ayudar a los estudiantes en el cumplimiento de normas estatales de desempeño. Durante el año escolar, nos se se le proporciona información importante sobre esta ley y la educación de su hijo. Esta carta le permite saber acerca de su derecho a solicitar información sobre las calificaciones del personal de aula trabajan con su hijo.

En Wilmington Area Middle School. estamos muy orgullosos de nuestros maestros y sienten que están listos para el próximo año escolar y están dispuestos a darle a su hijo una educación de alta calidad. Como una escuela de título I, debemos satisfacer las regulaciones federales relacionadas con las cualificaciones de un maestro como se define en ESEA. Estas regulaciones le permiten obtener más información sobre formación y credenciales de los maestros de su hijo. Estamos encantados de proporcionar esta información a usted. En cualquier momento, usted puede preguntar:

- Si el maestro cumple estado calificaciones y requisitos de certificación para el grado y el tema está enseñando,
- Si el profesor recibió un certificado de emergencia o condicional a través del cual fueron renunciados la calificación de estado, y
- Qué licenciatura o postgrado el profesor sostiene, incluyendo certificados de postgrado y grados adicionales y mayor(s) o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su niño recibe esta ayuda, podemos proporcionarle información sobre calificaciones de paraprofesionales.

El cada estudiante logra la ley (ESSA) que fue firmada en ley en diciembre de 2015 y reautoriza la ley primaria y secundaria Educación de 1956 (ESEA) incluye además derecho a conocer las peticiones. En cualquier momento, los padres y miembros de la familia pueden solicitar:

- Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y procedimientos para optar hacia fuera, y
- Información sobre las evaluaciones necesarias que incluyen
 - materia de prueba,
 - propósito de la prueba,
 - fuente de la obligación (si corresponde),
 - cantidad de tiempo que tardan los alumnos para completar la prueba, y
 - tiempo y el formato de difusión de resultados.

Nuestro personal está comprometido a ayudar a su niño a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros profesores y paraprofesionales cumplen requisitos de estado de Pennsylvania aplicables.

Si tienes cualquier duda sobre la asignación de su hijo a un maestro o ayudante, por favor póngase en contacto con George Endrizzi en Wilmington Area Middle School en 724-656-8866 ext 2010 o envíeme un correo electrónico en endrizzi@wasd.school.

Atentamente,

George Endrizzi

Wilmington Area Middle School Principal

CHANGE OF ADDRESS

If a student moves from the district or changes his/her address within the same school district, he/she should immediately give the new information with proof of residency to the building secretary.

BULLYING/CYBERBULLYING POLICY

The Board of School Directors for the Wilmington Area School District 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 is a pattern of unwelcome verbal, written, social, or physical conduct including, but not limited to, threatening, taunting, teasing, name calling, slurs, looks, purposeful false allegations, inappropriate jokes, spreading of rumors, spreading harmful comments, as well as verbal, graphic, or physical conduct relating to an individual's race, religion, ancestry, gender, national origin, handicap, sexual preference, or personal directed by a student at another students that has the intent or effect of:

1. Substantial interference with a student's education.
2. Creation of an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
3. Substantial disruption of the orderly operation of the school.
4. Placing the student in reasonable fear of damage to or loss of person property or physical and mental well being.

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. The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. 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 reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parental conference

- Loss of school privileges
- Transfer to another school building, classroom, school bus, or alternative school setting
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

Reporting Bullying

We expect all students to treat each other with respect, help those who are bullied/harassed, include students who are left out, and report incidents of bullying to teachers and administration.

Complaints of bullying shall be reported and investigated promptly. Corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

WAMS PHONE EXTENSIONS

<u>MIDDLE SCHOOL OFFICE 724-656-8866 Ext. 2000</u>		
MS. ACKER	Gifted/French	2110/1141
MR. ANDERSON	Physical Education/ Health	2418
MR. BATES	Robotics and Industrial Education	1213
MRS. BURNS	Copy Secretary	2001
MRS. CAMPBELL	Music, Grade 5 & 6	2136/3352
MRS. CANCEILLO	Learning Support, Grade 6	2128
MRS. CELLI	Speech Remediation	2130/3353
MR. CONGLOSE	Autistic Support	2123
MRS. DENIKER	Emotional Support	2111
MR. ENDRIZZI	Middle School Principal	2010
MR. FREER	Food Service Director	6075
MRS. GARDNER	Art, Grades 5 & 6	2135/3351
MR. GERAMITA	Math, Grade 8	2131
MS. GRUBIC	Special Education Coordinator	6502
MR. HARLAN	Math, Grade 6	2117
MRS. HOGG	Language Arts, Grade 5	2121
MRS. HUNTER	Title I Teacher/ ELL	2130
MR. JECKAVITCH	Wood Shop/Industrial Arts	1214
MS. KENNY	Family Consumer Science	2140
MR. KAERCHER	English, Grade 8	2133
MR. KERR	Learning Support, Math 7 & 8	2124
MR. MAINE	Technology Coordinator	6543
MRS. MARASCO	Learning Support, English 7 & 8	1107
MS. MARINO	Spanish	1129
MRS. MATHIESON	Learning Support, Grade 5	2122

WAMS Phone Extensions Continued...

MR. MATSOOK	Computer Language	1201
MR. MCCONAHY	Infrastructure Engineer	6544
MS. MILTON	Social Studies, Grade 8	2138
MRS. MORRISON	English, Grade 7	2134
MRS. NAN	Special Education Secretary	6503
MR. NICKEL	Band, Middle and High School	1059
MS. PETRO	Computer, Grade 5 & 6	1200
MRS. PERRINE	Physical Education , Grade 5/6	3090
MR. PHILLIAN, JOSH	Math, Grade 5	2120
MRS. PHILLIPS	Language Arts, Grade 6	2127
MRS. POSTEMA	Art, Grade 7 / 5 & 6 Communications	2135
MR. PRIANO	Music/Chorus	2136/1101
MR. RHOADES	Technology Coach	6542
MR. SABIK	Science, Grade 6	2118
MS. SHAFFER	Spanish	2116
MRS. SARVER	Science, Grade 7 and H.S.	1205
MRS. TELESZ	Middle School Guidance Counselor	2020
MRS. TELESZ, SARA	Gifted Teacher	2110/3361
MRS. THOMPSON	Science, Grade 5	2119
MRS. VINCENT	Nurse	1030
MRS. WHITE	Science, Grade 8	2126
MRS. WOODS	Middle School /Principal's Secretary	2000
MR. ZAPPIA	Social Studies, Grade 7	2125
MRS. VOLANSKY	Art, Grade 8	1102
MRS. WINTERS	Math, 7th Grade	2132

Daily Bell Schedules

5th Grade Bell Schedule

Event	Beginning Time	Ending Time	Duration
Teachers in Classrooms	7:40		
Tardy Bell	7:45		
Pd. 1 (CAMP)	7:45	8:33	48 min.
Pd. 2 Academic (1)	8:36	9:49	73 min.
Pd. 3 Academic (2)	9:52	10:54	62 min.
Pd. 5 (Lunch #1)	10:57	11:27	30 min.
Pd. 6 Academic (2) Cont'd	11:30	11:45	15 min.
Pd. 7 Academic (3)	11:48	1:01	73 min.
Pd. 8 (Social Studies)	1:04	1:48	44 min
Pd. 9 (Band/Chorus)	1:51	2:35	44 min.
Student Dismissal	2:35		

6th Grade Bell Schedule

Event	Beginning Time	Ending Time	Duration
Teachers in Rooms	7:40		
Tardy Bell	7:45		
Pd. 1 Academic (1)	7:45	8:33	48 min.
Pd. 2 (CAMP)	8:36	9:20	44 min.
Pd. 3 Academic (1) Cont'd	9:23	9:49	26 min.
Pd. 4 Academic (2)	9:52	10:54	62 min.
Pd. 5 (Lunch #1)	10:57	11:27	30 min.
Pd. 6 Academic (2) Cont'd	11:30	11:45	15 min.
Pd. 7 Academic (3)	11:48	1:01	73 min.
Pd. 8 (Social Studies)	1:04	1:48	44 min
Pd. 9 (Band/Chorus/Study Hall/Steam)	1:51	2:35	44 min.
Student Dismissal	2:35		

7th & 8th Grade Bell Schedule

Event	Beginning Time	Ending Time	Duration
Teachers in Rooms	7:40		
Tardy Bell	7:45		
Period 1	7:45	8:33	48 min.
Period 2	8:36	9:20	44 min.
Period 3	9:23	10:07	44 min.
Period 4	10:10	10:54	44 min.
Lunch # 1 (Pd. 5)	10:57	11:27	30 min.
Period 6	11:30	12:14	44 min.
Period 7	12:17	1:01	44 min.
Period 5	10:57	11:41	44 min.
Lunch # 2 (Pd. 6)	11:44	12:14	30 min
Period 7	12:17	1:01	44 min.
Period 5	10:57	11:41	44 min.
Period 6	11:44	12:28	44 min.
Lunch # 3 (Pd. 7)	12:31	1:01	30 min
Afternoon Schedule			
Period 8	1:04	1:48	44 min.
Period 9	1:51	2:35	44 min.
Student Dismissal	2:35		

Two Hour Delay Schedules

Grade 5

Event	Begin Time	End Time	Duration
HR/CAMP	9:45	10:16	31 minutes
ACADEMIC #1	10:19	11:20	61 minutes
LUNCH	11:23	11:53	30 minutes
ACADEMIC #2	11:56	12:57	61 minutes
ACADEMIC #3	1:00	2:01	61 minutes
BAND/CHORUS	2:04	2:35	31 minutes

Grade 6

Event	Begin Time	End Time	Duration
ACADEMIC #1	9:45	10:16	31 minutes
CAMP	10:19	10:48	29 minutes
ACADEMIC #1 Cont'd	10:51	11:21	30 minutes
LUNCH	11:23	11:53	30 minutes
ACADEMIC #2	11:56	12:57	61 minutes
ACADEMIC #3	1:00	2:01	61 minutes
BAND/CHORUS	2:04	2:35	31 minutes

7th and 8th

Event	Begin Time	End Time	Duration
Period 1	9:45	10:16	31 minutes
Period 2	10:19	10:48	29 minutes
Period 3	10:51	11:20	29 minutes
Period 5	11:23	11:53	30 minutes
Period 6	11:56	12:26	30 minutes
Period 4	12:29	12:59	30 minutes
Period 7	1:02	1:31	29 minutes
Period 8	1:34	2:03	29 minutes
Period 9	2:06	2:35	29 minutes

Half-Day Bell Schedules

Grade 5

Event	Beginning Time	Ending Time	Duration
Period 1 CAMP	7:45	8:10	25 min.
Period 2	8:13	8:48	35 min.
Period 3	8:51	9:26	35 min.
Period 4	9:29	10:04	35 min.
Period 5 S.S.	10:07	10:27	20 min.
Period 6 BAND/CHORUS	10:30	10:51	21 min.
Student Dismissal	10:51		

Grade 6

Event	Beginning Time	Ending Time	Duration
Period 1 S.S.	7:45	8:10	25 min.
Period 2 CAMP	8:13	8:33	20 min.
Period 3	8:36	9:11	35 min.
Period 4	9:14	9:49	35 min.
Period 5	9:52	10:27	35 min.
Period 6 BAND/CHORUS	10:30	10:51	21 min.
Student Dismissal	10:51		

Grade 7 & 8

Event	Beginning Time	Ending Time	Duration
Period 1	7:45	8:10	25 min.
Period 2	8:13	8:33	20 min.
Period 3	8:36	8:56	20 min.
Period 4	8:59	9:19	20 min.
Period 5	9:22	9:42	20 min.
Period 6 or 7	9:45	10:05	20 min.
Period 8	10:08	10:28	20 min.
Period 9	10:31	10:51	20 min.
Student Dismissal	10:51		

ATTENDANCE GUIDELINES

Absence: Legal and Illegal

The School Laws of Pennsylvania classify all absences as unexcused or illegal except those for the following reasons: illness of the pupil, death in the immediate family, quarantine, and “exceptionally urgent reasons” that affect the child. “Personal Reasons” is not an excused absence and will be marked as “Unexcused”. Unexcused absence is unlawful absence for all pupils under seventeen years of age. The State Laws of Pennsylvania require that legal action be taken after three (3) days of unlawful absence. The Principal will determine the penalty for unexcused absence. Parents are encouraged to call the office on the day their child is absent from school: Students still must present a written excuse within five (5) days of his/her return to school.

Excuses

- A.** When students are absent from school, they must bring a written excuse to school the first day they return. If the child does not bring an excuse within five (5) school days, the absence will be marked “unexcused”.

- B.** The excuse must contain: 1) the date(s) of absence; 2) the reason for the absence; and 3) the parent's or guardian's signature. If any of these three items is omitted, the parent/guardian may rewrite the excuse and submit it the next day.
- C.** Preprinted excuse forms will be issued to students for parent/guardian convenience. These forms will include the items requested in B.
- D.** Students who arrive after the designated starting time will be marked as tardy. Students must have a written excuse, explaining the reason for their tardiness. If they have no excuse, the tardy will be considered unexcused.
- E.** Students who arrive/leave after 8:45 and/or before 1:35 will be marked as absent for half of the school day.
- F.** If a student has excessive absences (15 or more), the school district will require that a doctor's excuse be provided for each and every absence due to illness.
- G.** Measures taken to deal with a student who has been truant, or absent without a legal excuse, may include counseling, referral to CYS, a parent conference, after-school detention, suspension or expulsion. After three (3) unexcused absences, a letter will be sent to parents warning of possible actions through the magistrate.
- H.** The annual "Take Your Child to Work" day will not be approved as an excused absence. Regular school attendance is in the best interest of the student and his/her progress in school. Please feel free to observe that day in the summer months or when school is not in session.

Vacations During the School Year

The school calendar is designed to give students extended vacations at Christmas and Easter; vacations at other times are discouraged. Parents who wish to take children out of school for vacation purposes must in advance pick up a “Pre-Approved Educational Trip Form” in the office. Approval form must be completed and returned to the principal at least five (5) days prior to the requested trip. Vacations will only be approved as an excused absence, if they are with the child’s parent or parents. Any other vacations taken will be marked as an unexcused absence. Any vacations taken during the state mandated testing window will not be approved. The student is responsible for making arrangements for homework prior to vacation.

Making Up Work

Students are granted the privilege of making up work missed by excused absences. However, the responsibility for making up work lies entirely with the student. They are expected to make appointments with their teachers to find out what they are to make up. One day per day of absence will be granted for completion of work missed. Parents requesting assignments must do so by 9:00 AM to be guaranteed work for that day.

Unexcused Tardiness

The following disciplinary procedures will be followed, for unexcused tardiness to school. Multiples of 5 will result in Mega Detentions (5, 10, 15, etc.)

Number of Unexcused Tardiness	Disciplinary Action
4th Unexcused Tardy	Detention Assigned
5th Unexcused Tardy	Mega Detention Assigned
6th and 7th Unexcused Tardy	Detention PLUS loss of extracurricular privileges
11 or more Unexcused Tardies	Detention PLUS Principal digression for number of days lost of extra curricular privileges

Tardiness to Class

Tardiness to class will be handled by the individual period teacher. Detention will be assigned according to the Hallway Behavior Expectations procedure.

Early Dismissal Regulations

In order for a student to be dismissed early, the student must present a written request from home stating the time and purpose of the early dismissal. Phone call verification will be made by administration as determined necessary. Students will not be excused during the time school is in session except for extraordinary reasons approved only by the principal. All shopping and social engagements are to be made after school hours. Requests for early dismissal for extraordinary reasons must be made in writing and signed by the parent or guardian.

Students having an early dismissal will bring the excuse directly to the office and give it to the building secretary. The time of departure and destination of the student should be given on the excuse.

Students are encouraged to use the preprinted excuses provided by the district.

Requests for doctor or dental appointments must be accompanied by an appointment card from said doctor or dentist.

If it is necessary for a student to leave school for health reasons, the student must go to the nurse's office and have her make arrangements with parents/guardians. An excuse from the nurse must be presented to the office. Anyone other than parent who is picking up student must have written permission by the parent or guardian and photo ID.

Field Trips

No student will be permitted to go on a school district approved field trip unless the parent has given written permission prior to the trip. Students will be given the opportunity to make up work missed while on an excused field trip. Students with excessive absence, or failing grades may be prohibited from attending field trips.

Participation In Activities

Any student who is absent from school cannot participate in school activities (athletics, clubs, dances, band, chorus, etc.) held during school or afterschool on the day of the absence. This includes all suspended students. Any student who receives a failing grade, (noted on a weekly eligibility slip), in any subject will not be permitted to participate in athletic, social, extra-curricular events until a passing grade is achieved.

Any student that does not turn in their school paperwork on time (a due date is given at the beginning of the year): health inventory form, permission to be photographed, student information card, student handbook sign-off, and transportation information form, will not be permitted to participate in any extracurricular events or field trips until all of the paperwork is turned in and accounted for.

STUDENT SERVICES

Health Facilities and Services

When a child is ill, he/she is to report to the nurse. If any child is too ill to remain in school, the parent/guardian will be notified, and, if possible, they should arrange transportation home.

Accidents are to be reported by the student to a teacher. Major emergencies are to be cared for as soon as possible by the nurse.

The school will not assume responsibility for treatment of accidents or injuries that occur outside of school hours.

A child who shows signs of illness (i.e. temperature above 100, vomiting, diarrhea, uncontrolled cough, etc.) should not be sent to school, but referred to the family physician.

An emergency file card is kept for each pupil. It is most important that these cards are kept updated. Any change of residence, parent/guardian's place of employment, or phone number should be reported to the nurse immediately.

Prescription and Non- Prescription Medications

The Wilmington Area School District recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while at school.

The School Board has adopted an updated policy regarding the administration of medications. An "Authorization for Administration of Medication" form that has been updated to reflect current safe practices for School Health programs is located in any office, from the nurse, or district website.

Please ensure that you are familiar with the updated policy and the "Authorization for Administration of Medication" parent/guardian signature form. The authorization form must be used when your child takes BOTH prescription and over-the-counter medications not covered by Wilmington Area School District standing medication order from the school physician. This form requires the signature of BOTH the parent/guardian AND the physician.

Some of the requirements have changed and/or additions have been made. Please take note of the following requirements.

- Parents/Guardians are required to bring medication to school and give it to the appropriate school personnel.
 - All medications must be in the original labeled pharmacy container or the original over-the-counter medication container.
 - Medication will not be transported to and from school daily. Medications cannot be transported on the bus (unless otherwise approved).
 - The parent/guardian shall pick up any unused medication or it will be properly destroyed by the nurse.
 - The parent/guardian must assume responsibility for any changes in the student's health or change in medication. A new medication form must be completed by the parent/guardian and physician for each new change in medication.
 - Acetaminophen(Tylenol) and Ibuprofen will only be given to a student on two instances (different reasons) each month unless physician's note is on file in the health office.
 - Medication can be given at school one hour after school starts (8:45) and stops 30 minutes prior to school ending (2:05). The Nurse Practice Act requires that all medication be administered no later than 30 minutes before a provider leaves
 - Any prescription drug that is ordered three times a day or less can be given at home unless otherwise specified by the medical provider
- “Use of Medications” policy is available at any office or on the district website for review.
- “Authorization for Administration of Medication” form is located in any office, from the nurse, or district website.

Guidelines for Ill Children

- Your child has a fever greater than 100, please keep them home until fever-free for 24 hours without taking any medication such as Tylenol (Acetaminophen) or Ibuprofen for 24 hours
- When your child is vomiting or has diarrhea please keep them home until symptom-free for 24 hours without the aid of medication
- If your child is taking an antibiotic medication, please keep child home for 24-hours from first dose of medication. This includes medication by mouth, drops, and ointments/creams

· When your child is sent home from school due to illness or any other medical problem he/she is not permitted to return to school that day for any reason. This includes parties, athletic events, school programs, and all school-related activities. The only exception is if a medical provider authorizes the students return. Written documentation from the medical provider must be given to the school nurse upon return to school.

Communicable and Infectious Diseases

The Pennsylvania Board of Health regulates the exclusion and readmission of children suspected or diagnosed to have a communicable or infectious disease.

Immunizations

State Law requires that before they enter school, students must have had the following immunizations:

4 doses TD or DT (Diphtheria, Tetanus, Pertussis) at least four weeks apart. Fourth dose must be given on or after 4th birthday

4 doses Polio Vaccine (one dose after 4th birthday)

2 doses of MMR (Live Measles, Mumps, Rubella Vaccine) First dose must be given at 12 months of age or older

3 doses of Hepatitis B. Doses 1 and 2 must be at least 1 month apart. Doses 2 and 3 must be at least 2 months apart.

2 doses of Varicella (Chicken Pox vaccine) or date of chicken pox illness required (month/year or age of child).

For Attendance in 7th Grade:

1 dose of Tdap (Tetanus, Diphtheria, Acellular pertussis) on the first day of 7th grade

1 dose of MCV (Meningococcal conjugate vaccine on the first day of 7th grade

For Attendance in 12th Grade:

1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

Dates for these immunizations must be presented at the time the child is enrolled in school. If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within five days of school or risk exclusion.

This policy is now in effect. If you have any questions, please feel free to call either Sarah Vincent, Middle/High school nurse at 724-656-8866, extension 1030, or Anna Daugherty, Elementary school nurse at 724-656-8866, extension 3030.

GUIDE TO INFECTIOUS DISEASES

Disease:	Incubation:	Period of Communicability:	Control:
Chicken Pox	2-3 weeks	1-4 days before onset of rash/blisters	Exclude from school until vesicles become dry
Conjunctivitis (pink eye)	24-72 hours	Duration of active infection	Exclude from school until 24 hours after start of appropriate treatment
Fifth Disease	4-20 days	Until rash appears	Not excluded from school since they are not contagious once rash occurs
German Measles	14-23 days	Highly communicable from a few days before to at least four (4) days from the onset of rash	Exclude from school for at least four (4) days from the onset of rash
Head and Body Lice	Eggs will hatch in one week Sexual maturity is reached about 8-10 days after hatching	While lice and nits (eggs) are alive	Exclude from school until adequately treated and cleared by school nurse
Impetigo	Indefinite	Onset until sores are healed	Exclude from school nurse 24 hours after appropriate treatment has begun
Measles	7-18 days	From slightly before onset of symptoms until 4 days after rash appears	Exclude from school until at least four (4) days after rash appears
Mumps	12-25 days	6-7 days before swelling occurs until up to 9 days from onset of swelling	Exclude from school for 9 days or swelling is gone
Ringworm	4-10 days	As long as lesions are present	Exclude from school until cleared by physician
Scabies	2-6 weeks after first infestation. Re-infestation within 1-4 days	Until adequately treated	Exclude until adequately treated
Scarlet Fever	1-3 days, rarely longer	With adequate treatment—24 hours	Exclude from school until 24 hours after start of appropriate treatment
Streptococcal Sore Throat	Usually 1-3 days, rarely longer	With adequate treatment—24 hours	Exclude from school until 24 hours after start of appropriate treatment

C.A.R.E. PROGRAM

(CHILDREN AT RISK EDUCATIONALLY)

A Program for Student Assistance

In today's society where at least one in every four students is directly affected by social problems such as substance abuse, depression, suicidal behavior, eating disorders, physical/sexual abuse and Religious Cults, we in the Wilmington Area School District feel these problems must be addressed or they will greatly affect the learning climate in the classroom. We believe that the resolution of these problems can and will improve instruction. Thus, in September of 1989 we began our "CARE" (Children at Risk Educationally) program to assist with the identification of "high risk" students.

The "CARE" team at Wilmington Area Middle/High School is comprised of selected school personnel who have been specially trained to identify and refer "high risk" students who have displayed behaviors which inhibit educational growth, as well as their social, emotional, physical, and mental growth. The primary function of the "CARE" team is to identify the child whose behavior causes reason for concern and begin a positive plan for intervention. This team will also provide faculty in-servicing, prevention programs, and parental and community agency involvement. A solution to many student problems can be achieved through school, community, and parental team- work. Many students are troubled by problems, which not only interfere with their educational performance, but with their physical, mental, social, and emotional development as well. When students are troubled, so are teachers, counselors, administrators, and other school staff. Help is needed for those students having difficulties and for members of the school district staff dealing with these students.

The "CARE" team, is a systematic, professional, and realistic response to students' problems in our school. The "CARE" team, has been designed to:

1. Provide assistance to students troubled by physical, social emotional, or substance-abuse problems.
2. Collect information/data that could be used in the assessment of student behavior.
3. Assist students in the awareness of the harmful effects of their behaviors.
4. Enlist the support and involvement of all district staff, plus utilize existing community resources when necessary.
5. Provide prevention programs and rewards for non-dependent students.
6. Assist students returning from residential treatment to readjust to the school atmosphere.

SOCIAL ACTIVITIES

Social activities, or dances, will be open to all students in grades 7th and 8th . The following policies will apply:

1. All dances will be closed to all persons other than Wilmington Area students in grades 7th and 8th. A student will be permitted to bring a guest of appropriate age, to formal dances sponsored by school clubs or organizations.
2. Students bringing a guest will be asked to complete a form prior to the day of the dance to be approved by the middle school principal.
3. All school regulations are to be followed by all students and guests attending any school activities.
4. Students attending a school dance or social activity are expected to remain in the activity area. Students will not be permitted to leave a school activity or school property and return except in case of an emergency or special arrangement.
5. Students not attending a dance or school activity are not to loiter on school property.

SCHOOL ORGANIZATIONS AND CLUBS

Student organizations and clubs will meet during the club day activity period. There may however be special circumstances where a club meeting will be scheduled after school or in the evening.

LOST AND FOUND

Articles of clothing will not be lost if properly placed in the pupil's lockers. This also applies to lunches, if brought from home. Articles such as rings, watches, wallets and money are considerably safer if kept on the person of the student or if they are entrusted to a teacher if the student has some activity that prevents him from properly caring for them.

Report the loss of an article to the homeroom teacher, subject teacher or the principal's office. All found articles will be kept in the middle school office.

RESOURCE CENTER POLICIES AND PROCEDURES

The resource center is used for classes each period of the school day, as scheduled by the teachers, to continue learning begun in the classroom. Provisions are made for recreational reading during the school day as often as the schedule permits.

Resource Center regulations are as follows

- 1.** ALL BOOKS that leave the resource center MUST be checked out for class work and leisure reading. No books at any time should ever leave the resource center without being first checked out.
- 2.** Some encyclopedias may be checked out for research work.
- 3.** Students are expected to report any damage to resource center materials before taking them from the resource center. Students will be charged for any damage incurred.
- 4.** Students are responsible for returning resource center materials on or before the date due, as shown on the date card in the book.
- 5.** Overdue articles are to be returned directly to the librarian before school or during any recreational reading period.
- 6.** Books not yet overdue may be returned at any time by placing them on the return rack at the resource center entrance.
- 7.** Lost books should be reported immediately. After one month, a lost book is to be paid for at the cost of replacement. If found later, the money will be refunded.
- 8.** Students must have a student number to check out materials.
- 9.** Students that have books checked out and obligations due to the resource center from one year to the next will not be able to check books out of the resource center during the next year until all obligations are met, i.e. book returned or paid for.

The Resource Center three warning policy for middle school study hall and classroom behaviors in the resource center are as follows:

1st warning: Loss of Resource Center Privileges for two weeks.

2nd warning: Loss of Resource Center Privileges until the end of one full grading period of Nine Weeks.

3rd warning: Loss of Resource Center Privileges for the year.

Students may only visit the resource center once per day from any study hall unless they are with an assigned class in the resource center with their teacher.

CAFETERIA RULES AND REGULATIONS

Eating in the cafeteria is a privilege, not a right, and may be lost for violations of the following regulations:

- 1.** No student will be permitted to leave the school grounds at lunchtime except in special cases approved by the principal.
- 2.** Students may purchase lunch in the school cafeteria or carry lunch from home. It is recommended that students purchase their lunches at the school in order to provide a warm lunch.
- 3.** Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
- 4.** Students must walk to lunch in orderly fashion. Running will not be permitted.
- 5.** Line cutting is strictly prohibited. Teachers will send such violators to the rear of the line.
- 6.** Pupils are urged to pass through the serving area as rapidly as possible. Present student ID number or have the exact change ready for the cashier.
- 7.** Food should not be handled unless pupils intend to purchase it.
- 8.** If a dish is not on the counter, pupils should ask for it. Do not reach over other foods.
- 9.** Eat as though you were at home; be sure to observe good table manners.
- 10.** Tables are to be left perfectly clean for the next period.
- 11.** No food or drinks are to be taken out of the cafeteria.
- 12.** Good behavior is required or the privilege of eating in the cafeteria will be withdrawn. In this case, the students will bring their lunch and eat in a designated area for a specified period of time. In place of the above action, the principal may designate other appropriate penalties.
- 13.** Lavatories are located near the cafeteria. All other areas of the corridors and school are closed to students during their lunch.
- 14.** Students are not to order food (pizza, etc.) and have it delivered.
- 15.** Students are to show respect to Food Service Personnel.

DRESS CODE

All students are encouraged to be appropriately dressed and groomed in order to promote pride in oneself and the school he/she attends. Each student must be neat, clean, and wear clothing that is not disruptive to the educational process, or that constitutes a threat to the purpose of education, safety and health.

This dress code provides specific expectations for appropriate dress at Wilmington Area School District.

ACCEPTABLE DRESS

Footwear must be worn at all times.

Pants and shorts must be worn at waist level.

Skirts, dresses, and shorts must not be shorter than mid-thigh (even with leggings worn underneath).

UNACCEPTABLE DRESS

- Untied or unfastened shoes
- Garments with suggestive or questionable language such as designs, wording, or advertising with implications concerning tobacco, alcohol, illegal drugs, violence, racial symbols, racial/ethnic slurs and/or sex
- Spaghetti strap tops, see-through tops, tank tops, tops that expose midriff, chest, or back while sitting or standing, tops that expose undergarments, tops with low necklines which expose cleavage
- Sagging pants or shorts, pants or shorts worn in a manner that exposes undergarments, pants or shorts that inhibit leg mobility, pants with inappropriate holes or tears, pajamas
- Biker shorts, spandex shorts, boxer shorts, swim shorts
- Heavy coats or outerwear designed to be worn outside
- Oversized outerwear
- Headgear that includes, but is not limited to hats, caps, scarves, bandanas, sweatbands, hoods, sunglasses, Spiked jewelry, exposed chains
- Trench Coats

<u>DISCIPLINE FOR FAILURE TO COMPLY WITH DRESS CODE</u>	
1st Offense	Warning and Change
2nd Offense	In-School Suspension
3rd Offense	In-School or Out of School Suspension
Any Offense beyond the 3rd Offense will involve a suspension.	

PHYSICAL EDUCATION POLICY

You are required to have the following items for class:

Fifth and Sixth Grade Students

1. Gym shoes (No “slip on” shoes)
2. Socks
3. Slacks or shorts

Seventh and Eighth Grade Students

(Students are encouraged to purchase a gym uniform)

1. Gym shoes (No “slip on” shoes)
2. Blue shorts (No belt loops, No pockets, No print)
3. T-shirt

NOTE: Shorts must be worn at waist level

For reasons of health and safety, additional restrictions may be required for students participating in certain activities or classes. These restrictions will be determined by the person in charge of the activity or class and reviewed by the principal or other district administrator.

Schedule Change Rules and Information (Drop/Add)

Schedule/Class changes are only allowed if the parents, school counselor, and the building principal determine that the change meets the educational needs of the child. All schedule change requests must occur within the first eight (8) school days at the beginning of the year.

STUDENT LOCKERS

The school district may permit students to use school district lockers for the storage of their clothing and/or materials. Due to the new lockers, students are only authorized to decorate the insides of their lockers using magnets. Not tape of any kind is allowed on student lockers.

When searches of lockers occur, whether routine or special, an effort may be made to have the student present. However, the student and parents must understand that the lockers belong to the school district, that the school district may search any and all lockers without notice and without a reason, and that **THE STUDENT HAS NO EXPECTATION OF PRIVACY RELATIVE TO THE SCHOOL DISTRICT.**

CELL PHONE USE AND POLICY

- Cell phones may be used for educationally supportive applications **only with approval from the classroom teacher**.
- During lunch, and in between classes, electronic device use is permitted, if used responsibly.
- Electronic devices are not to be used in locker rooms, bathrooms, health suites, and other changing areas at any time.
- If a cell phone rings or vibrates, or is used for any non-educational reason, you will be asked to surrender it.
- Teachers may require students to place cell phones in a designated area during instruction or assessments.
- Refusal to surrender your phone when asked is insubordination which is a Level 2 infraction and grounds for suspension.
- Confiscated cell phones may not be returned to students. Parents/Guardians may be required to pick up phones from the principal's office.
- If students need to make emergency calls they must be approved by the Principal's office or school nurse (illness). If a student becomes ill during school hours they must get approval from the nurse or building principal prior to contacting parent/guardian. In case of a family emergency, parents/guardians are encouraged to call the middle school office to leave a message.

STUDENT PERSONALLY OWNED ELECTRONIC USE PROCEDURE

The Wilmington Area School District recognizes the value of using computers and other electronic resources to improve student learning and enhance the administration and operation of the schools. Wilmington Area School District offers students access to district computers, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Student laptops, cell phones, eBooks, iPads, notebooks, personal game devices, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines and conditions:

1. Electronic equipment may be utilized for academic purposes after receiving teacher approval.
2. The school or district assumes no responsibility for these personal devices if they are lost, loaned, damaged or stolen and cannot guarantee time or resources will be spent trying to locate stolen or lost items.
3. Inappropriate use may result in the electronic device being confiscated and returned to parents/guardians. Failure to turn over the requested device will result in disciplinary action.
4. Connecting non-district equipment to the district network is not allowed at any time without receiving prior permission.
5. All guidelines for appropriate use must be adhered to, including but not limited to the express prohibition of games without express permission from an administrator or teacher.
6. Any actions or activities that are disruptive in any way will result in administrative action up to and including the immediate termination of the privileges to bring in electronic devices to school

DISCIPLINE FOR VIOLATIONS OF ELECTRONICS/CELL PHONE USE

- 1st offense: The electronic device will be confiscated by a school employee and given to administration for the remainder of the day.
- 2nd offense: The electronic device will be confiscated by a school employee and parent/guardian informed and required to pick up at school.
- 3rd offense: Terminates the student's personally owned electronic device privileges for nine weeks. Parent/Guardian must pick up device at school.

DISCIPLINE FOR VIOLATION OF CELL PHONE POLICY	
1st Offense	Phone will be confiscated by teacher and given back at the end of the day.
2nd Offense	Phone will be confiscated by teacher and given to the Principal . Parent will be called to pick-up the phone in the middle school office.
3rd Offense	Parent required to pick up phone and one-day suspension
4th Offense	Parent required to pick up phone and two-day suspension

SCHOOL VISITORS

Students are not permitted to bring visitors to school at any time. The school will not assume responsibility for children who do not attend our school. All visitors must report to the office to get a visitor's pass. Any unauthorized visitor or stranger in the building should be immediately reported to the office by students or personnel.

SCHOOL PROPERTY/TEXTBOOKS

Every student in our school is entrusted with various supplies for study. These consist of textbooks, chromebooks, notebooks, workbooks, graphic calculators, computers, etc. Care should be given to all these supplies because most of them have to be used for the current school year as well as years to come. These supplies have been provided by the taxpayers and given to the students as a loan. On the inside cover of each book is the school stamp and book number. A record of the book number should be kept in case the book is lost. If a book is lost, the student must reimburse the school for the price of the book.

Except for "normal wear and tear", students are fully responsible for repair and/or replacement of damage to school district equipment issued to them. It shall be the responsibility of the teacher or activity advisor to determine what constitutes "normal wear or tear." The student may appeal the teacher or activity advisor's decision as to what constitutes "normal wear and tear" to the building principal. The decision of the building principal shall be final.

BACKPACKS

Students are permitted to carry drawstring bags to class. For the safety of our students, full size backpacks should remain in lockers during school hours.

STUDENT & LOCKER SEARCHES

If “reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student, that student’s possessions, locker and/or vehicles on school property. Parents will be notified if the search results in the discovery of an illegal object and/or substance. At any given time throughout the school year, state police trained dogs will search the building and parking lot for illegal substances that may be stored in student lockers or vehicles. If the dogs indicate a locker or vehicle may contain an illegal substance, that locker or vehicle will be searched. Dogs will not be used to sniff individual students without

suspicion. RANDOM SEARCHES

In an attempt to maintain a safe school environment, including being free of any drugs, alcohol or weapons, the school district may conduct random searches as students enter the building. Searches will consist of selecting all students or a number of students in a random manner (ie. every 7th student) that enters the building. When a student is selected, a metal detecting wand is passed over a student’s body checking for metallic objects. At the same time, another school official will search the student’s book bag, belongings and/or purse. Parents will be notified if the search results in the discovery of an illegal object and/or substance.

STUDENT SEARCHES

Student desks are to be kept clean. Desks are the property of the school and are only on loan for student use. Students are not to assume any privacy and desks may be randomly searched. If “reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student and/or that student’s possessions (backpack, purse, coat, pockets, and/or desk). Parents will be notified if the search results in the discovery of an illegal object and/or substance.

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STUDENT CONDUCT AND DISCIPLINE CODE

General Statement

The Student Conduct and Discipline Code is designed to codify the responsibilities of the students, the parents, the administration and the employees of the school district in order to maintain and support a thorough and effective system of public education. Everyone's compliance and support is needed to create an atmosphere conducive to learning and to protect the rights of our students. This Discipline Code is designed to provide a guide which is reasonable in dealing with discipline problems and to establish the parameters for students and staff so that all parties know what is expected.

AREAS OF RESPONSIBILITY

Students share with the administration, faculty, and parents the responsibility to develop and maintain a climate within the school that is conducive to wholesome learning and living.

In order to create pupil respect for the educational process and the total school environment, the entire community must accept certain responsibilities.

Parents and/or guardians should provide an atmosphere at home that is conducive to learning by:

- Encouraging their children to be enthusiastic about obtaining an education.
- Impressing upon their children the importance of an education.
- Encouraging their children to respect the rights and property of others.
- Encouraging their children to respect all school personnel, administrators, teachers, service employees, community leaders and adults generally.
- Encouraging their children to be regular and prompt in school attendance and to complete their homework assignments and tests in a timely fashion.
- Teaching their children that disciplined behavior is necessary at home, at school, and in the community at large.
- Insisting that their children bring home communications from the school.
- Teaching and encouraging their children to maintain personal cleanliness and a good appearance.
- Teaching their children to respect themselves so they will understand why they must show respect for law, the rights of others and public property.

PARENTS AND/OR GUARDIANS ARE FINANCIALLY RESPONSIBLE FOR THEIR CHILDREN'S MISDEEDS

Keep in mind that parental attitudes and opinions often are adopted by their children.

If a parent and/or guardian feels that their rights and/or the rights of their child have been aggrieved, they should follow the steps below until their concerns are resolved:

Step 1. Contact the teacher via email or voicemail to schedule an appointment to discuss the problem with the teacher or the individual involved. *If no response is received from the teacher within 2 school days, the principal should be contacted to assist with communication.*

Step 2. Make an appointment and discuss the problem with the principal.

Step 3. Make an appointment and discuss the problem with the superintendent.

Step 4. Write a letter and request to be placed on the agenda of the Wilmington Area Board of Education.

STUDENTS SHOULD BE ACCOUNTABLE FOR THEIR ACTIONS

- Respecting the rights of others.
- Recognizing that school teachers and administrators assume the authority of parents to all school children during school hours and at all school functions requiring supervision.
- Attending school regularly.
- Being prompt to all classes.
- Maintaining habits of personal cleanliness and appropriate dress.
- Obeying the school's regulations.
- Obeying the directions and instructions of the administration, teachers, and other school personnel.
- Accepting responsibility for their personal property.
- Respecting school property and the property of others.
- Respecting the right of other students to pursue their education without distraction.
- Being honest, fair, and understanding with fellow students, teachers, administrators, and other school personnel.

MISCONDUCT DISCIPLINARY GUIDELINES AND ACTIONS

Violations of these standards will be dealt with through discipline that takes into consideration:

- The nature of the misconduct involved

- The age of the student

- The cumulative misconduct of the student

- Available alternative disciplinary measures

- Physical retaliation will result in disciplinary action.

Cooperation with an investigation may result in a reduction of disciplinary action. Failure to cooperate with an investigation may result in more serious disciplinary action.

While the following list identifies types of misconduct and explains the standard discipline for the violations, the school reserves the right to impose any other available disciplinary or corrective action.

LEVELS OF MISCONDUCT

LEVEL I

Level I offenses are misconduct on the part of the student that impedes orderly classroom procedure and/or interferes with the orderly operation of the school. Such misconduct will be handled by the individual staff member but sometimes may require the intervention of other school personnel.

Level I offenses will include but are not limited to the following

- Unexcused lateness to class
- Non-defiant failure to carry out reasonable direction
- Inappropriate language/profanity
- Disruptive behavior
- Disrespect to peer
- Bus violation
- Hall-pass violation
- Violation of school/class rules
- Public displays of affection
- Failure to bring required materials to class
- Sleeping in class
- Bullying
- Pushing / Shoving
- Profanity

Minimal Consequences

- Administrative record will be maintained
- Verbal reprimand
- Parental contact

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: lunchroom detention, after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion

LEVEL II

Level II offenses are defined as misbehavior that, because of “frequency” or “seriousness” tends to disrupt the learning climate of the school. Infractions at this level could involve the welfare of others. Misbehavior at this level will always require intervention by an administrator.

Level II offenses will include but are not limited to the following

- Continuation of previous level I behavior
- Not reporting to an assigned area
- Bullying, intimidation, hazing, or harassment
- Forgery
- Trespass
- Truancy
- Skipping Class
- Disrespect to faculty or staff
- Persistent disobedience
- Destruction of School Property (minor)
- Vandalism / Theft (minor)
- Inappropriate physical contact

Minimal Consequences

- One (1) day suspension
- Parental Contact

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: lunchroom detention, after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion

LEVEL III

Level III offenses are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. In some cases it may be necessary to involve the proper law enforcement agency, but in most cases these infractions can be handled by the disciplinary mechanism within the school.

Level III offenses will include but are not limited to the following

Continuation of previous level II misconduct

Intentional acts that cause bodily harm

Fighting

Inciting a disturbance

Verbal or written threat of bodily harm to another person

Acts that endanger the safety of another person

Gross misconduct

Sexual Harassment

Theft, possession, or sale of school district, staff or student property

Vandalism

Extortion

Possession of tobacco/nicotine products, (e-cigarettes), while on school district property or drug-free zones

Profanity towards faculty or staff

Leaving school grounds without permission

 Insubordination or profanity toward faculty or staff

 False accusations or slander against faculty or staff

Minimal Consequences

Three (3) days suspension

Notification of law enforcement authorities – fines, if applicable

Liability and restitution for damages, if applicable

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: lunchroom detention, after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL IV

Level IV offenses are defined as acts which result in violence to another person or property, or which pose a direct threat to the safety of others within the school. These acts are usually criminal and are so serious that they could result in the immediate removal of the student from school, the intervention of law enforcement authorities and possible action by the Board of School Directors.

Level IV offenses will include but are not limited to the following

Continuation of level III misconduct

Possession of a look-a-like weapon

Possession of small fireworks

Possession of intoxicating beverages, drugs, look-alike drugs, or drug paraphernalia while on school district property or drug-free zones

Possession of “drug look-alikes” while on school district property, drug free zones, or at a school district function

Physical assault or battery of another person

Minimal Consequences

Five (5) days suspension

Notification of law enforcement authorities – fines if applicable

Parent Conference within three (3) days of suspension

Restitution for damages if applicable

* Examples of drug look-alikes include, but are not limited to, cold medicine, any pain medicine (Tylenol, Advil, et.), vitamins, sports supplements. Examples of sports supplements include Creatine products, protein supplements, etc.

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL V

Level V offenses are defined as acts of the most serious nature that will not be tolerated by the school district. These acts are criminal and are so serious that they require the immediate removal of the student from school, the intervention of law enforcement authorities, and a recommendation to the Board of School Directors for expulsion.

Level V offenses will include but are not limited to the following

Continuation of Level IV misconduct

Arson

Placement of false alarm

Bomb threat

Terroristic threat

Possession or transfer of a weapon

Possession of explosives, or explosive devices

Use of a weapon or look-a-like weapon to threaten or intimidate another person

Theft or vandalism resulting in formal charges

Distribution of intoxicating beverage(s), drugs, and or drug look-alikes while on school district property or at a school function

Under the influence of intoxicating beverage(s), drugs, and or drug look-alikes while on school district property

Minimal Consequences

Immediate removal from school

Up to ten (10) days suspension

Notification of law enforcement authorities

Restitution for damages if applicable

Referral for expulsion is possible

* Examples of drug look-alikes include, but are not limited to, cold medicine, any pain medicine (Tylenol, Advil, et.), vitamins, sports supplements.

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

Mandated assessment/treatment by a Licensed Drug and Alcohol Counselor is required before returning to school for all drug and alcohol use/possession offenses

DEFINITIONS OF DISCIPLINARY ACTIONS

After School Detention - A student is given written notice to an assigned area at 2:40 PM for a 30 minute detention period.

Mega Detention - A student is given written notice to an assigned area at 2:40-5:00PM.

Conference – A formal conference is held between the student and the teacher, principal, or counselor to discuss the student’s behavior. A record of this meeting will be kept.

Parent Involvement – The parent, or legal guardian, is notified by telephone or letter. A conference is held between the school official and the parent. A record of this meeting will be kept. Parents may be held financially responsible for damage or loss to school or personal property. As appropriate, intervention steps for behavior modification will be discussed.

Restricted Schedule Assignment – A student is placed on restricted schedule assignment for a stated length of time. During this assignment, a student is not permitted access to regular school settings, class exchanges, or after school activities. **Students are assigned to the school office and directed to educational classes as determined by administration.**

In-School Suspension – The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.

Out-of-School Suspension – The student is excluded from school and related activities for a period of time not to exceed ten (10) consecutive days.

Expulsion – Removal of the student from school, school district property and related activities for an extended period of time. Board action is required for expulsion. Parents are notified.

Law Enforcement – Magistrate Involvement – Local law enforcement authorities and magistrate are notified as appropriate.

DEFINITIONS OF MISCONDUCT

Arson – The willful or malicious burning of, or attempt to burn, any building or part of any building structure, or property of the District, staff or student

Assault, Physical – Intentionally causing or attempting to cause physical harm to another through force or violence

Assault, Verbal – Any willful verbal, either oral or written, threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Any bomb threat or similar threat directed at a school building, other school property, or a related event is included in this definition.

Battery – An unlawful physical attack upon another by beating, wounding, or touching in an offensive manner without his/her consent

Bomb Threat – See Assault, Verbal

Bullying, Intimidation, Harassment, Hazing – Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional **attacks** upon the person or property of another which could include: verbal taunts, name-calling, and put downs, religious, ethnically, gender based or sexual orientation put downs, extortion, threats or similar conduct

Bus Violation – The failure to respond or carry out a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus stopped, to keep all parts of the body inside the bus, not to block the aisles of the bus, or any other misconduct while being transported to or from school or school-sponsored activities

Drugs, Alcoholic Beverages, Performance Enhancing Substances, etc. – Possession, use or transfer of drugs, alcoholic beverages or other illegal substances, including performance enhancing substance

Ethnic/Racial Harassment – Behavior directed toward another person's racial or ethnic background that makes that person feel uncomfortable, threatened, unsafe, angry, powerless or demeaned

Explosives, Fireworks, and Foul Substances – Carrying or possessing or placing in, upon, against or near any District property any article containing an explosive or combustible substance, including fireworks, or foul, offensive, or injurious substances or compounds

Extortion – The use of threats of physical harm, or accusation of crime or other offense, to wrongfully take money, property, or things of value from any other person

False Fire Alarm – Unauthorized activation of fire alarm by student

Fighting – Participating in an altercation with another person

Forgery – The act of making a false statement in writing using the name of another person

Gross Misconduct – The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions of the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process

Insubordination – The failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school and/or classroom rules

Inappropriate Physical contact: Any contact deemed to be inappropriate by administration

Obscenity/Profanity – Use of obscene, vulgar or profane language by pupils, in verbal or written form, in gestures, or in pictures or caricatures in or on any school property

Persistent Disobedience – Repetition of the same misconduct or accumulation of instances of varied misconduct

Public Display of Affection – Inappropriate touching and kissing

Sexual Harassment – Any unwelcome communication or conduct of a sexual nature where submission to the conduct is explicitly or implicitly made a term or condition of the individual's employment or educational opportunity and/or submission to or rejection of the conduct is a factor in any decision affecting the individual's employment, and/or education opportunities, or the conduct unreasonably interferes with the individual's work performance, or educational performance, or creates a hostile or offensive environment on the basis of sex.

Terroristic Threat – A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief

Theft – The act of acquiring and/or knowingly and willfully having in one's possession the property of another without consent; stealing, receiving, or concealing stolen property

Tobacco/Nicotine Products – Smoking and/or the possession of tobacco/nicotine products in any form: chewing, possessing or transferring any tobacco/nicotine products, (this includes e-cigarettes) in any form in or upon any school property and/or at any school sponsored activity

Trespass – The willful entering upon the lands, premises or areas of the facilities of the School District without authority, or willfully being in areas of the facilities or grounds at times when such presence is unauthorized

Truancy – Unauthorized absence from school or any required school activity for any period of time, leaving school grounds without permission, and chronic tardiness may be considered truancy

Vandalism – The act of willful or malicious destruction of school property or property belonging to another

Violation of Law – Violation of any federal, state or local law

STUDENT DISCIPLINE RECORDS

Student discipline records shall be maintained in a separate file and not be made part of a student's permanent record. Student discipline records will be maintained until the student graduates and will then be destroyed.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection in our school are prohibited. In order to attempt to terminate such behavior the following procedure will be implemented:

First Observance:

Students will be told that their behavior is inappropriate and a second observation of this behavior will result in a discipline referral to the office.

Second Observance:

Discipline form will be sent to the Principal's Office; Principal will talk to both students.

Third Observance:

Principal will call the students' parents and ask them to correct the problem.

Continued Reports:

Principal will implement the Discipline Code starting at Level I.

SMOKE-FREE/TOBACCO-FREE ENVIRONMENT

In order to establish a tobacco-free and smoke-free environment and to protect the students and staff from an environment that may be noxious, unpleasant and harmful to them, the Board prohibits smoking or other uses of tobacco/nicotine products in any school district building, in school buses or other school vehicles when school is in session or out of session, and on school grounds. For purposes of this policy, any private vehicle used for a school-sponsored/sanctioned event is also subject to these restrictions if students are riding in the vehicle. In addition, smoking or other tobacco/nicotine product use is prohibited in any school building or on school grounds when in use for public assemblies (parent-teacher conferences, PTO/PTA meetings, open houses, athletic events, concerts, adult education classes, elections, etc.) or any other event not mentioned in this policy. The public-at-large is respectfully requested to honor this policy and not use tobacco/nicotine products of any kind while on school property for any purpose. The Board desires to make the school district a completely smoke-free/tobacco/nicotine-free environment at all times and at all events.

School Board Adopted Policy
July, 2001

RULES OF CONDUCT FOR STUDENTS RIDING WILMINGTON AREA SCHOOL BUSES

School buses are extensions of regular school facilities and students are expected to conduct themselves on the buses as they do when they are in the school building. School bus drivers have the same responsibility and authority as the classroom teachers to enforce rules and regulations. Students who do not obey the bus driver will be referred to the principal for further action. Remember, transportation by school bus is a privilege, not a right, and this privilege can be suspended for any student who violates the rules. Cameras may be utilized on busses transporting Wilmington Area students to help ensure student safety. The cameras can record both audio and video, and may be used by administration for security purposes and assisting with disciplinary actions where applicable.

Students who ride Wilmington Area buses are expected to

1. Demonstrate proper respect for the bus driver and to obey all of the driver's rules, regulations, and instructions.
2. Be on time at the designated school bus stop and walk in front of the bus within the bus driver's field of vision when crossing the road.
3. File onto the bus, be seated immediately in seats assigned by the driver, conduct themselves properly, and to exit from the bus in an orderly and well-disciplined manner.
4. Remain seated while the bus is moving and stay seated until the bus comes to a complete stop.
5. Maintain their voices at a moderate level of volume.
6. Operate the emergency doors at the rear of the bus only when it is necessary to vacate the bus during an emergency or at the direction of the driver.
7. Not litter or throw objects while at the bus stop or while on or outside of the buses.
8. Practice good safety rules, keeping hands and heads inside the bus and avoiding possession of any device that could impair the safety of the riders or the safe operation of the bus.
9. Not fight, use profane or obscene language, act in an immoral manner, or be insubordinate to the bus driver.
10. Remain in the bus unless otherwise directed by the driver in case of road emergencies.
11. Not consume any type of food or beverages on the bus.
12. Not use any type of aerosol spray products on the bus.
13. Not bring pets or animals on the bus.
14. Take proper care of the school bus vehicle.

PENALTIES

The following consequences may be used for minor infractions of the bus policy. More serious infractions may result in suspension of bus riding privileges as determined by the building principal.

First Offense – Student will be corrected by the bus driver, student’s parent/guardian will be contacted by the contractor, and a bus discipline report filed by the driver.

Second Offense – Student will be corrected by the building principal, student’s parent/guardian will be contacted by the contractor and a bus discipline report filed by the driver.

Third Offense – Student will lose his/her bus riding privileges for one (1) day, student’s parent/guardian will be contacted by the contractor and building principal, and a bus discipline report filed by the driver.

Fourth Offense – Student will lose his/her bus riding privileges for three (3) days, student’s parent/guardian will be contacted by the contractor and building principal, and a bus discipline report filed by the driver.

Fifth Offense – Student will lose his/her bus riding privileges for five (5) days, student’s parent/guardian will be contacted by the contractor and the building principal, and a bus discipline report filed by the driver.

Sixth Offense – Student will lose his/her bus riding privileges for ten (10) days, student’s parent/guardian will be contacted by the contractor and building principal, and a bus discipline report filed by the driver.

Seventh Offense – Student will lose his/her bus riding privileges for the remainder of the school year, student’s parent/guardian will be contacted by the contractor and building principal, and a bus discipline report filed by the driver.

More serious infractions may include, but are not limited to: fighting, vandalism, insubordination, and any other acts which in the opinion of the bus driver and building principal constitute a serious act of misconduct will be initiated at an offense level as determined by the building principal.

BUS CONTRACTOR CONTACT INFORMATION

Krise Transportation, Inc.

Tim Krise (Owner)

Earl Hogue (Bus Manager) 724-901-7126 or 724-901-7129

DETENTION

After School Detention

1. After school detention will be held from 2:40 to 3:10 p.m. This detention will be under the supervision of one of the staff members.
2. Students will be given a twenty-four hour notice before serving detention.
3. All detentions must be served on the date indicated on the slip.
4. Students are to take an assigned seat and remain silent for the detention assignment. No talking, no sleeping, or being excused from the room.
5. The parents/guardians of the students who are assigned detention must arrange their transportation.
6. Students will be required to serve their detention regardless of outside jobs or extracurricular commitments.
7. Individual staff members may require the student who has been issued a detention to serve the detention with them. In this case, the detention can be served any night after school provided a twenty-four hour notice is given and the rules and regulations associated with detention are followed.

Failure to serve an assigned detention will result in additional disciplinary measures as determined by administration.

Refusal to be searched: A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's disciplinary policy. Action may include suspension or referral to the board for an expulsion hearing.

Expulsion Exception: The Chief School Officer (or his/her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the Wilmington Area School District discipline policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

SEXUAL HARASSMENT/MISCONDUCT POLICY

Sexual harassment, abuse, and misconduct is counter-productive to an appropriate learning environment because it is degrading, humiliating, offensive and unpleasant; moreover it produces adverse physical manifestations and it adversely affects everyone's performance.

Therefore, it is the policy of the Wilmington Area School District to prohibit any person, including but not limited to, administrators, professional employees, staff members, visitors, parents, independent contractors, and students, from sexually harassing or abusing another.

The authority for this policy is the United States Constitution, the Pennsylvania Constitution, Title IX and Title VII of the United States Code, The Equal Employment Opportunity Commission and the Human Rights Commission, and the Amendments and Regulations pursuant to those laws.

It is the policy of the Wilmington Area School District that sexual abuse and harassment will not be tolerated and such conduct will be subject to discipline up to and including dismissal and/or expulsion.

The Administration, the Professional Employees, the Staff and the Students of the Wilmington Area School District are charged with maintaining an environment free from sexual harassment and abuse. Therefore, any administrator, professional employee, staff employee, student, volunteer, or parent who has any knowledge of any sexual harassment, abuse or misconduct is charged with reporting that knowledge consistent with this policy.

Sexual harassment and abuse is defined as unwelcome sexual advances, requests for sexual favors, inappropriate oral comments, inappropriate written or printed material, or physical conduct of a sexual nature when:

- A.** Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, continued employment, grade, evaluation, recommendation, or other term or condition of one's employment or education; or
- B.** Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive environment.

Sexual harassment and abuse, as defined above, may include but is not limited to the following: verbal harassment or abuse, including jokes, name calling, sexual rumors; pressure for sexual activities; remarks with sexual or demeaning implications; unwelcome touching; pulling clothes; pictures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, evaluation, etc.

At the option of the victim, or any party who has knowledge of sexual harassment, abuse or misconduct, the report/complaint may be submitted to the building Principal, the Guidance Counselor, or the Curriculum Coordinator for the School District.

If appropriate, that person will attempt to resolve the situation informally, provided all parties involved agree.

In the event the first level Administrator is unable to resolve the problem informally, or, in the alternative, in the event the situation is too serious to resolve, it shall be reported to the Superintendent of the School District, unless the Superintendent is the accused. In such case, it shall be reported to the High School Principal, who shall perform the duties of the Superintendent.

The first level Administrator or the Superintendent as the case may be, shall investigate the accusations in a prompt, confidential, and unbiased manner. In doing so, the investigation shall comply with the following:

- 1.** The School Solicitor shall immediately be consulted;
- 2.** All parties and cooperating witnesses will be interviewed and statements secured;
- 3.** When at all possible, the investigator shall include a second administrator in all interviews;
- 4.** The investigator shall, so far as possible, provide an atmosphere designed to make the victim comfortable including the permitting of a parent/friend to attend interviews;
- 5.** Appropriate steps will be taken to ensure all allegations are heard and investigated;
- 6.** Parents will be notified when appropriate;
- 7.** Police will be notified when appropriate;
- 8.** When appropriate, the disciplinary procedure will be explained to the victim, taking care not to discourage the victim from proceeding;
- 9.** The victim will be informed that the failure to proceed may endanger the victim and/or future victims to further harassment/abuse;
- 10.** The accused will be informed of his/her right to counsel, including union/association representation;
- 11.** If possible, the complaint shall be resolved informally;
- 12.** A complete investigation will ensue even if the victim recants his/her statement;
- 13.** The victim will be counseled as to how to respond in the event of any future sexual harassment/abuse;
- 14.** If appropriate and necessary, the administration shall discipline consistent with any applicable discipline code, contracts and/or State law;
- 15.** Every step shall be documented in detail.

The Administration is charged with informing professional employees, staff, students, and parents with the content of this policy. Such publication may include, but is not limited to, the providing of a copy of this policy to all employees, including new employees.

The Administration shall encourage victims of sexual harassment and abuse to report those instances.

The investigator of any allegation shall inform the School Board on a regular basis as to the progress of the investigation/disciplinary proceeding, although said information need not include proper names.

No party shall suffer retaliation/retribution for truthfully reporting any act of sexual harassment or abuse. A false report of sexual harassment/abuse shall, however, be subject to discipline.

Recognizing that such situations attract the media, only the Superintendent or his/her designee shall discuss any such situation with the media.

In the event the accused is an employee of the Wilmington Area School District and, in the further event that said employee submits his/her resignation during the pendency of any investigation or discipline procedure, said file shall be sealed and shall remain confidential except as required by law, except as required by the Wilmington Area School District to contest unemployment compensation

actions and except as required by the Wilmington Area School District to defend itself. In the event the Wilmington Area School District receives a request for reference for said employee, the response will include a statement that certain allegations of misconduct were submitted regarding said employee and that the employee resigned before any determination was made as to the truth of said allegations.

HAZING OF STUDENTS

The purpose of this policy is to maintain a safe, positive environment for students 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.

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization whether official or unofficial.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity, that would subject an individual to mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation of harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administration, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff by means of publication in handbooks, presentation of an assembly, verbal instructions by the coach or sponsor at the start of the season or program, that hazing of district students is prohibited.

COMPLAINT PROCEDURE

1. When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

PROMOTION AND RETENTION GUIDELINES GRADE 5-8

The middle school staff shall continue to provide an individualized program that will enable each student to develop intellectually, socially, physically, and emotionally. Discussions regarding student placement shall be in keeping with the philosophy of continuous progress and opportunities for academic success. Exceptions to regular progression from grade to grade shall be determined by professional staff after conferences with the parents and the student.

A student will be considered for retention at the current grade under the following conditions:

- Failure in two of the following courses: English, reading, mathematics, science, or social studies
- Failure to enroll in and satisfactorily complete prescribed summer school courses. These review courses may be recommended by local schools for individual retention candidates as a condition of promotion to the next grade level. Student eligibility for a summer school recommendation is determined by:
 - The local school principal in concert with teachers, staff, counselors, and parents.
 - The availability of the appropriate review courses.
 - The number of courses failed. A student who fails more than three subjects should be a candidate for summer school courses as a condition for promotion.

TYLER GRADE MONITORING PROGRAM

The district provides students and parents a system for monitoring a child's grades. Tyler is a grading software that permits parents and students to view their grades and check on assignments that have been completed or are due. Grades will be updated weekly by teachers and can be viewed from any computer that has internet access. Parents and students will be given information on how to access and use their Tyler gradebook accounts. Once you have activated your account, and the teaching staff have posted information on it, you can use Tyler to view up-to-date information on your child's progress. If you do not have internet access, or want to receive information by other means, please contact the Guidance Office or leave a message with individual teachers. Teacher's voice mail numbers can be found in the front of this handbook.

WEAPONS POLICY

The Wilmington Area School District has adopted a weapons policy in an attempt to safeguard the school community and in an attempt to provide safer schools. In doing so students are prohibited from possessing any type of weapon while under the jurisdiction of the school.

Weapons will include, but are not limited to any knife, cutting instrument, cutting tool, nunchuks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury. State law, and school district policy, call for a mandatory one-year expulsion from school and law enforcement notification of any student possession of a weapon.

SOLICITATIONS

Students are not permitted to sell or solicit for sale any item (s) unless approved through a school-sponsored activity or organization.

STUDENT DROP-OFF/PICK-UP

Students should be dropped off at the high school entrance prior to 7:45 am. Students being dropped off after 7:45 am should be dropped off at the high school entrance then report to the middle school office. Students are required to sign out in the middle school office when leaving during the school day and must be picked up at the high school entrance.

STUDENT MEAL PROGRAM

The Wilmington Area Food Service is under a computer Food Service Point-of-Sale System called the “Mealbox.” This technology allows us to provide debit accounts for student meals and will improve meal-tracking capabilities. This is a computerized debit system that will allow you to pay in advance for meals and/or ala carte items. Students may continue to have the option to pay cash on a daily basis, BUT, IT IS PREFERRED for students to place money on their accounts in the morning following their arrival to school. We discourage students from paying for the meals as they go through the line. THERE IS A NO CHARGING POLICY FOR ALA CARTE ITEMS. The identification of students will be with each student’s ID number. This ID number is the same number assigned to student throughout the school system. Students will use a keypad to place their ID number in for identification which in turn brings up their account, along with a student photo. The greatest help would be for students to pay in advance for as many meals as you are comfortable with. Any amount of money will be placed on the student’s account. This is a positive identification system—only that student can access his/her account. The student makes their meal selection, checks out with the cashier and AFTER the cashier’s approval, continues on to eat their meal. Please remember any (debit/credit) balance is carried forward to the next year. This information stored on the “Mealbox System” is for use through software in the food service department only. There are several layers of security built into this software and the school district network.

The middle school/high school cafeteria will be operating under the same menu. To start the year, students are being offered a “Grab ‘N Go” Breakfast.” It includes: breakfast cereal bar, mini muffin, Crunchmania, Applesauce, and milk. At lunch there are several selections to choose from: main menu, a variety of cold sandwiches (including peanut butter), or a “Salad to Go” Lunch.

The prices for meals this year are as follows:

BREAKFAST PRICE:	\$1.10 Daily \$ 5.50 Weekly
	Reduced: \$.30 Daily \$ 1.50 Weekly
	Adult: \$1.60 Daily
LUNCH PRICE:	\$2.00 Daily \$10.00 Weekly
	Reduced: \$.40 Daily \$ 2.00 Weekly
	Adult: \$3.00 Daily

STATE GUIDELINES HAVE BEEN CHANGED ON FLUID MILK SUBSTITUTIONS. This system will alert food service employees of any allergies or substitutions required.

A Lactose Free Substitute will now be used as a milk alternative. **ORANGE JUICE WILL NO LONGER BE OFFERED AS A SUBSTITUTE FOR MILK.** Students with disabilities and/or Special Dietary Needs must now complete a current and new form that is included in the packet sent home with your child or available at the school office. This form will be kept on file, but must be **UPDATED AND CURRENT ON A YEARLY BASIS.**

A complete packet of the Free/Reduced Meal Application can be picked up at any of the school offices. You can also visit the state COMPASS website to apply for social service programs, which include the Free and Reduced Meal Application online. You do not have to complete both! We are proud of the Food Service Program here a Wilmington and we do our best to provide quality meals for students and faculty. If you have any questions, please feel free to call the Food Service Director

Edwin Freer
Food Service Director
724-656-8866 Ext. 6075

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION & EARLY INTERVENTION SERVICES AND PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism/Pervasive Development Disorder Orthopedic Impairment

Deaf-Blindness Other Health Impairment

Deafness Specific Learning Disability

Emotional Disturbance Speech or Language Impairment

Hearing Impairment Traumatic Brain Injury

Mental Retardation Visual Impairment Including Blindness

Multiple Disabilities

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Early Intervention

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 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

year 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, on 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. These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

Screening

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools, which have an Instructional Support Team (IST) or child study team or Response to Instruction and Intervention (RtII), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural

safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor, at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parent, on request, information about where an independent educational evaluation may be obtained.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational

placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Educational Placement

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

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

These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The age of majority in Pennsylvania is 21. These rights are:

1.) The right to inspect and review the student’s education records within 45 days of the day the school receives request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent 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 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 exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4.) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category “A” data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of a 100 years. Category “B” data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category “C” data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release “directory information” without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). “Directory information” includes the following: student’s name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127. For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/quid/fpc/ferpa/index.html>

Procedural Safeguards

Procedural safeguards protect the rights of parents and students.

Parent’s consent is always required prior to

- Conducting an initial (for the first time) evaluation or a reevaluation,
- Initially placing a child with a disability in a special education program,
- Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeably settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party’s right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.

Due process hearings are oral personal hearing and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

For further information contact:

Wilmington Area School District

Mary Anne Grubic

450 Wood St.

New Wilmington, PA 16142

724.656.8866 x 6503

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700).

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724) 458-6700.