

Midd-West Middle School

**HANDBOOK
OF THE
MIDD-WEST SCHOOL DISTRICT
568 EAST MAIN STREET
MIDDLEBURG, PA 17842**

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SECTION 1

MIDD-WEST SCHOOL DISTRICT

MISSION STATEMENT

We facilitate the intellectual, social, emotional, and physical development of all of our students so they competently contribute to society, achieve their highest potential, and engage in continuous learning...

A QUALITY EDUCATION FOR ALL, FOR LIFE

NON-DISCRIMINATION POLICY STATEMENT

All activities and courses, including industrial arts, vocational-technical education, and physical education courses at Midd-West Middle School are available to all students as required by Title VI, Title IX and Section 504. If there are prerequisites, they are based on your ability and aptitude, not on your race, your color, your national origin, your age, your sex, any handicapping conditions or any other legally protected classification. If you are physically or mentally handicapped, you may qualify for special services and instruction, and equipment modifications so you can successfully complete the course or participate in an activity. If you have any questions about equal educational opportunities or complaints of harassment or discrimination, contact The Superintendent of Schools, Midd-West School District, 568 E. Main Street, Middleburg, PA 17842, Title IX Coordinator and Section 504 Coordinator.

PARENTS' RIGHT TO KNOW

- Whether your child's school is meeting NCLB standards.
- Whether your child's teacher is qualified.
- Whether your child attends a school that is not in "good standing" under NCLB.
- That you should be informed by the school of changes in the school's academic standing.
- That YOU can help by becoming involved in your child's school.

MIDD-WEST SCHOOL BOARD MEMBERS

Mr. Victor Abate	President
Mr. Terry Boonie	Vice President
Mr. Jeremy Tittle	Treasurer
Mr. Corey Smith	Member
Mrs. Julie Eriksson	Member
Mr. Justin Haynes	Member
Mr. Tony McKnight	Member
Mr. Christopher Nesbit	Member
Mrs. Sarah Erdman	Member

MWSD SCHOOL BOARD POLICY

All MWSD Board Policies can be viewed on the MWSD website at www.mwsd.cc or in the library of each school building.

MIDD-WEST CENTRAL OFFICE ADMINISTRATION & STAFF

Mr. Joe Stroup	Superintendent
Dr. Dane Aucker	Director of Curriculum & Instruction
Mr. Joan Hassinger	Business Manager
Mr. John Rosselli	Director of Food Services
Mrs. Erin Slater	Supervisor of Special Education
Mr. Daniel Auman	Supervisor of Building and Grounds
Mr. Warren Johnson	Supervisor of Technology
Mr. Sean Meleski	Network Administrator
Mr. Daniel Faust	Technology Technician
Mrs. Bree Solomon	Athletic Director
Ms. Tiffany Summers	Secretary to Superintendent
Mrs. Lacey Dupert	Administrative Secretary - Payroll/Tax Collection/Accounts Receivable
Mrs. Sabrina Arbogast	Administrative Secretary - Special Education
Mrs. Susan Lessman	Administrative Secretary - Accounts Payable/Purchasing
Mrs. Beth Nornhold	Data Submission Specialist

STEPS TO STUDENT SUCCESS

- Believe in yourself!
- Seek the help of any staff member. If you find yourself having problems, we can't help if we don't know.
- Be prepared with all necessary materials.
- Look for someone **you** can help in school. We are part of a team that is working for success.
- Get involved! At Midd-West School District we have many co-curricular and extra-curricular programs in which to get involved. Being part of something helps to make school a great experience.

CODE OF STUDENT CONDUCT

Every person has the right to be treated as an exceptional human being. As a student of Midd-West Middle School, you can expect these things:

- A. The right to an education. (Teachers should be free to teach, and students should be free to learn without being interrupted by inconsiderate or disruptive students.)
- B. The right to be safe in school and to have personal and school property respected.
- C. Freedom from physical abuse and/or mental abuse such as name-calling, intimidation, harassment, or vulgar language. Swearing and the use of inappropriate language are not acceptable. Discipline will be in compliance with school policy.
- D. Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.
- E. The right to be respected and the right to privacy and freedom.
- F. The right to develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

The Code of Student Conduct is available in every school office.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students are responsible to share with the Administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the student to conform to the following:

- A. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- B. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- C. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- D. Assist the school staff in operating a safe school for all students enrolled therein.
- E. Comply with Commonwealth and local laws.
- F. Exercise proper care when using public facilities and equipment.
- G. Attend school daily on time for all classes and other school functions.
- H. Make up work when absent from school.
- I. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- J. Report accurately in student media.
- K. Use appropriate language in student media and on school premises.

For definitions of **STUDENT INFRACTIONS** and consequences of those infractions, reference the Code of Student Conduct.

SECTION 2

ACCIDENTS

A student who is injured should notify the supervising teacher or coach to complete an accident report, which is to be filed in the school nurse's office within 24 hours of the accident.

If the student has school insurance, an insurance form will be completed and mailed to the parents. The parents are responsible for forwarding the form to the doctor. Failure to mail the form to the insurance company within a timely manner could result in loss of claim (payment). All calls concerning insurance should be made to the middle school office during regular school hours. Students with 24-hour coverage should report to the office on the first school day following the accident.

ACCRUED MONIES

Any monies earned or accrued by any class or organizations are not to be spent for personal purposes, nor divided among the members. Funds raised must be used for educational purposes and must be approved by the Administration.

ACTIVITIES AND CLUBS

A variety of activities will be offered to appeal to the interests of students.

ARRIVAL AT SCHOOL

The school day begins as outlined in Board policy. There is no need for students who walk or come in private transportation to arrive at school more than ten (10) minutes before the start of homeroom (unless they are eating breakfast in the cafeteria). When students arrive on school property, they should report directly to the designated area.

ATHLETIC GUIDELINES

1. The athletic program is under the direction of the middle school principal and the athletic director. Coaches are directly responsible to the athletic director.
2. This school is under the sanction of the PIAA and follows all of its regulations.
3. All athletes must submit to the athletic director a medical permission slip signed by the examining doctor and the athlete's parents before being allowed to participate in any type of practice or competition.

4. Adequate insurance coverage is recommended for participants in the athletic program.
5. School transportation to or from an athletic event must be used by all persons. When such transportation is provided by the District, all participating students shall use the transportation provided. Students may be excused from the transportation provided only with the permission of the teacher/coach responsible for the co-curricular activity and only with the written permission of the parents. Such student shall be released only to the parent or guardian of that student. Students can be released to other adults with the written permission of the principal or his/her designee. A student may not travel with another student or drive him or herself to or from an activity. The bus is not expected to make stops at individual homes to or from the event.
6. A student who misses practice without the prior approval of the coach shall be ineligible to practice the next day or play in the next game for the first offense, two (2) days on the second offense, and automatic suspension for the remainder of the season on the third offense. Coaches may require attendance at practice on days when school is not in session.
7. Any athlete or manager who possesses or indulges in the use of tobacco, alcoholic beverages, or other controlled substance will be automatically suspended from the team for the remainder of the season. A second offense during a sport season will disqualify the student from athletic participation for the remainder of the school year.
8. An athlete may not quit one sport and then attempt to compete in another sport after the season has begun without the mutual consent of both coaches.
9. A student athlete may participate in only one sport per season.
10. If the number of players is excessive, the coach has the option to cut the squad to two and one-half times the number of starters for that sport. If the number of starters is nine (9) or more, the coach has the option to cut the squad to two times the number of starters.
11. NO Sunday practices/games shall be scheduled.
12. No athletes are to be in the gymnasium or locker room area before or after practice unless a coach is present. Coaches should not leave the building until all athletes have left the school grounds.

13. The athletic uniform and school-issued equipment should not be worn during the school day or for general use.
14. Managers are subject to the same rules as athletes.

Students involved in extra-curricular activities may be suspended from an activity for the remainder of the season for violation of the rules. Such a suspension may be invoked only by school administrators and only after an informal hearing.

ATTENDANCE

Students have the responsibility to comply with all attendance laws, regulations and policies.

The Board of School Directors requires that school-aged students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the student and required continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in a well-planned instructional activity under the supervision of a competent teacher are vital to this purpose.

Parents are required to submit a written explanation for the legal absence of their child within three (3) school days from the date of the child's return to school. Failure on the parent's part to provide such a written explanation, or the child to present such an excuse to the middle school office, will result in the absence being declared unexcused or unlawful. The fact that a parent provides a written explanation for the child's absence does not in itself qualify the absence as excused. The absence must be for a legal reason according to law.

Legal absences include illness of student, quarantine, recovery from accident, required court appearance, death in family, school related work, observance of religious holiday and approved education tours and trips. Acts of God, which interrupt the normal course of family life and emergency situations, will be considered on a case-by-case basis. Emergency situations shall include such things as agriculture related problems and sudden illness within the family that requires the assistance of school-age children, provided that such absence is requested of the building administrator, either in writing or by telephone.

The primary responsibility for making up work during absences rests with the student. When a child is absent from school, parents may call to request homework assignments prior to 9:00 a.m. on the day of the absence.

Students will be assessed one-half (1/2) day of unlawful/unexcused absence for each two-hour segment of tardy time. Being tardy for classes and/or school six (6) times and each two times thereafter may also result in up to two (2) nights of detention.

Students suspected of being in non-compliance with the compulsory attendance law may be required to submit a physician's excuse for any future absences. The building administrator shall inform the parents via certified letter that failure to submit a physician's excuse will result in the absence being classified as unexcused and/or unlawful. Altered medical/physician's excuses WILL NOT be accepted. The process shall be as follows for all students:

- A. After seven (7) days of absence **not covered by a physician's excuse**, a general letter will be sent to the parents/guardians stating that the number of absences is significant and additional absences could result in requiring a medical excuse.
- B. After ten (10) days of absence **not covered by a physician's excuse**, a certified letter will be sent to the parents/guardians stating that all future absences must be verified by a physician's statement.
- C. Following the mailing of the ten (10) day certified letter; **a physician's excuse will be mandatory** for all absences thereafter.

Unexcused or unlawful absences are those due to truancy, parental negligence, and/or unlawful employment. Under the compulsory attendance law, the parents/guardians of a student who has accumulated three (3) unexcused/unlawful absences and is within the compulsory age limits are to be served a first offense legal notice. Any subsequent unexcused absence then makes the parents/guardians subject to prosecution.

Chronic truancy will be referred to the proper agency for further legal action or after all reasonable avenues have been explored, including alternative educational programs, expulsion proceedings will be initiated.

When a student is seventeen (17) or older, he/she has a right to be in school but also has the responsibility to obey attendance laws. A total of three (3) unexcused absences will be considered as failure to fulfill the responsibilities as a student and will require an informal conference with the building principal, who will inform the student that if he/she is absent for three (3) more unexcused days he/she may be withdrawn from school rolls. Withdrawals may be considered on a case-by-case basis as deemed appropriate by the building principal.

If a student arrives at school more than two (2) hours after the start of the school day, he/she will be charged with one-half (1/2) day of absence. Students who leave school for more than two (2) hours and then return to school will be charged with one-half (1/2) day of absence. If a student leaves school before the final two (2) hours of the school day, he/she will be charged with one-half (1/2) day of absence. Partial day absences will be dealt with on a case-by-case basis.

Parents/guardians should attempt to schedule appointments when they do not interfere with a student's school program. However, when it is necessary to schedule an appointment during school, each student shall report to the school office before leaving school and inform the building administrator of the appointment. Upon returning to school, the student shall submit to the office an appointment report signed by the physician or dentist.

Requests for approval of educational tours or trips must be submitted to the building administrator a minimum of three (3) school days prior to the date of the trip to allow the student the opportunity to gather assignments. Such requests shall state the nature of the tour or trip, the activities involved and the date of such trip or tour. A student may participate in a maximum of three (3) educational trips per year during which the absence from school shall not exceed five (5) school days, or one (1) educational trip during which the absence from school shall not exceed five (5) days. Educational trips are defined as trips of educational significance, FFA project and/or preparation days, state-wide or county-wide 4-H group events. Trips may be disapproved for reasons such as lack of educational significance, excessive absences, poor academic performance, or poor behavior based on discipline referrals and/or poor citizenship. Student absences for disapproved educational trips will be considered unlawful/unexcused.

Because school attendance relates directly to academic achievement, the Board of School Directors during any school year may deny academic credit to any student who has twenty (20) days or more of absence not covered by a physician's excuse or days otherwise deemed unexcused or unlawful. The building administrator, in consultation with the Superintendent, will review each situation on a case-by-case basis and make appropriate recommendations to the Board of School Directors.

Students who have attended school every day without absence will be recognized with a perfect attendance award at the end of each school year.

BACKPACKS/ATHLETIC BAGS/PURSES

By administrative regulation, students are permitted to carry backpacks to and from school. Backpacks may be carried throughout the day while inside the school. Students who have athletic/gym bags, musical instrument cases, etc., must take those items to the office, music room, etc., immediately upon entering the building each day. The same items may be picked up at the very end of the school day just prior to dismissal in order to take those items home.

BICYCLES

The use of bicycles for travel to and from school is a privilege extended to students for which students must assume full responsibility. The middle school will not be responsible for bicycles which are lost, stolen or damaged.

No cars, mini-bikes or other motor vehicles may be driven by students to and from school.

BULLETIN BOARDS

Bulletin boards within the building serve to acquaint the student body and public with important information and announcements. Contact the building principal if you wish to have anything publicized on any of these boards.

BULLYING

According to Midd-West School District Policy 218.3, the Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which bullying in any form is not tolerated. Any individual who engages in bullying activity on school property, on school transportation, at a school bus stop, at a school-sponsored activity or via the school's network will be subject to school district action.

Each staff member and those providing transportation and student support services shall be responsible to maintain an educational environment free from all forms of bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying.

The term **bullying** can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups, in person or through various means of communication, including electronic devices and/or social

networking sites (cyber-bullying). Bullying is deliberate, hurtful behavior, repeated over a period of time, and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically, or socially stronger taking advantage of someone with less power.

All school district administrators shall be responsible to investigate promptly all complaints of bullying and administer appropriate consequences to any individual who violates this policy.

Confidential "Bullying Reporting" forms are available in all classrooms and can be turned into the library, main office, or guidance office. Students also have access to the forms online via their Sapphire Portal and can confidentially complete the electronic form from their school issued computer. In order for an incident to be classified as "bullying," the incident needs to be documented on a form.

CARE OF SCHOOL PROPERTY

The school building and its furnishings are provided for us at great cost by the community. Take pride in the appearance of your school. The classrooms are your living rooms for a great part of the day. Treat them as you would your living room at home. The floors should not be littered with paper. Woodwork, walls and desks should be kept free of unsightly marks.

Any student found deliberately defacing, destroying, or removing school property should be prepared to accept an appropriate punishment, up to and including a possible fine and expulsion from school.

CHANGE OF ADDRESS

It is quite essential that the office has up-to-date record of the bus stop, address, and telephone number of each student. If the status of this information changes, the parents must report the information to the office.

CITIZENSHIP

The citizenship grade is a cumulative assessment of a student's attitude, initiative and conduct. Citizenship grades are recorded on the following basis:

5 - Excellent; 4 - Above Average; 3 - Average;
2 - Below Average; 1 - Poor.

COMPUTER NETWORKS AND INTERNET USE (Included in Laptop Handbook)

The purpose of computer and computer network use, including Internet access, shall be to support education and academic research in and among schools in the Midd-West School District, by providing unique resources and the opportunity for collaborative work.

Hardware, software and network installations shall be used to support the District's curriculum and to support communications and research for students, teachers, administrators, and support staff.

Failure to follow the procedures and appropriate uses as described in Midd-West School District Policy 815 may result in the loss of network access privileges. Other appropriate disciplinary actions may be taken.

DANCE/FUN NIGHT GUIDELINES

1. Classes/clubs may sponsor dances/Fun Nights providing that the class/club advisors will serve as head chaperones at the scheduled dance.
2. All events must have administrative approval.
3. All school policies are in effect including those addressing the use of tobacco, alcohol and/or drugs, conduct, dress code, etc. Students who appear at events possessing or under the influence of a controlled substance will be referred to legal authorities in addition to having school policy enforced.
4. Once a student leaves the event, they may not return.
5. The parking lots are off limits--Students must leave grounds once they leave the building.
6. Students must be in attendance at school ALL DAY in order to be eligible to attend an event. A medical excuse from medical authorities or administrative approval is the only exceptions to this rule.
7. Students who have been assigned in-school suspension on the day of the event may not attend the event.
8. It shall be understood that the Administration shall exercise final discretion in determining student eligibility for a school event.
9. Events held at Midd-West Middle School are "cell phone free events." Students' personal cell phones are not allowed to be taken into the event. Upon entering, students must surrender their cell phone to the registration desk. At the conclusion of the event, the phone will be returned to the student. Any student unwilling to surrender his/her cell phone will not be permitted to attend the event.

DETENTION

Detention may be held any week day(s) for one hour in duration. By order of the School Board, parents will be responsible for seeing that students have a way home after detention. Detention will take precedence over all school, home, and work activities.

Detention activities shall include assigned work and/or tasks that are designed to help the student.

DIRECTORY INFORMATION

Directory information for a student includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. If a parent/guardian does not wish for this information to be disclosed, a written notice must be provided to the middle school office no later than one (1) week following the first day of school for that school year or one (1) week after registration for those students transferring from educational programs outside the school district. The written notice from the parent should include the parent's signature and date. This parental notice is only valid for the school year in which it was issued.

DISMISSAL (LEAVING THE BUILDING)

No students may leave the school building during school hours without administrative approval. Students must sign in and out upon entering or leaving school during school hours. Students who sign out early will not be released until a parent/guardian has arrived. A form for this purpose will be placed on the counter in the office. If a student leaves the building without administrative approval, he/she may be subject to disciplinary action.

Parents who need to make alternate arrangements for their children at the end of the school day must notify the school no later than 2:30 p.m.

Requests for legitimate absences such as medical appointments should be made in the office as early as possible.

DRESS GUIDELINES

The way you dress reflects the kind of person you are. It is generally accepted that cleanliness, good grooming, and appropriate dress help to reduce distraction, promote health and safety, and provide a productive learning atmosphere. Extremes in dress and personal appearance which tend to

cause distraction or pose health problems are not acceptable at school. As a general rule, all styles of clothing designated for specific non-school activity or designed to call undue attention to the wearer are not appropriate at school. The following list sets limits on what is **unacceptable**:

1. Any clothing that advertises, sponsors, or promotes drugs, alcohol, tobacco, inappropriate or vulgar language or design, and/or contains sexual innuendo.
2. Bike pants, spandex, skin-tight clothing, or unitard knit tights (unless covered by a skirt or shorts).
3. Head coverings (Hats, caps, headbands, bandannas, etc.) Hair bands are permitted.
4. Bare midriff, tube/tank tops, sleeveless shirts or garments of any kind are not permitted. Clothing should cover the student from shoulder to thigh (see statement below on length of shorts, skirts, and dresses) with no gaps—no bare midriffs, and no see-through clothing.
5. Heavy coats may not be worn in the building during instructional hours.
6. Short length garments of any kind that expose more than one-half of the thigh may not be worn as an outer garment.
7. Holes in garments may not be located above the mid-point of the thigh.
8. Oversized pants must be belted. Belts must not hang.
9. Undergarments must not be exposed.
10. No chains of any kind may dangle from wearing apparel, book bags, etc.
11. Bare feet are not acceptable.
12. Sunglasses, spiked jewelry or spiked belts are not acceptable.

The above regulations apply to school, after-school events/practices and on field trips. Students wearing any of the above items will be asked to replace them with acceptable clothing. If a student chooses to wear inappropriate clothing, the student will call a parent to bring in an appropriate change of clothes or wear clothing provided by the school. Failure upon the part of the student to comply will result in disciplinary action.

DRUGS AND ALCOHOL

Alcohol, drugs, presumptive drugs (look-alikes - means any substance prepared in a form such as a bolus, capsule, pill, powder, salt, suppository, or tablet or contained in a receptacle such as ampoule, bag, bottle, jar, syringe, tube or vaporizer, that is likely to lead an ordinary person to believe that the substance is alcohol, or a controlled substance) and controlled substances are recognized as a danger to an individual student

and all students in the student body. As such, students must be aware of these dangers and recognize that the schools must be free of such substances.

Students will be made aware of the dangers of the misuse and abuse of alcohol, drugs, presumptive drugs and controlled substances through programs provided by the school district. Such awareness education may include, but is not limited to, health education classes, group guidance classes, and science classes.

Any student who distributes, gives, possesses, sells or uses any alcohol, drugs, presumptive drugs (look-alikes), drug paraphernalia or controlled substances on school property, on a vehicle owned or operated under contract for the school district, at any school-sponsored event, shall be referred immediately to the building administrator. The building administrator shall investigate the circumstances and provide the student an informal hearing. Should the investigation and hearing produce evidence of the distribution, giving, possessing, selling or using alcohol, drugs, presumptive drugs, drug paraphernalia or controlled substances, the building administrator shall suspend the student from school and make immediate referral to the Student Assistance Program (S.A.P.) team. The building administrator shall inform the Superintendent of the matter as soon as possible. The Superintendent shall conduct an administrative hearing as provided in Policy Guide 233. If sufficient evidence is presented at the administrative hearing, the Superintendent shall suspend the student from school pending a hearing before the Board of School Directors. If the evidence presented is insufficient to warrant further suspension, the Superintendent shall reinstate the student. If the student is reinstated, the student must follow the recommendation of the S.A.P. team. Student's failure to comply with the S.A.P. team will result in further administrative action.

At a hearing before the Board of School Directors, the student may be expelled from school pursuant to Policy Guide 233, assigned to an alternative learning program, disciplined in some other manner deemed appropriate by the Board of School Directors, or reinstated to school.

The building administrator may, at his/her discretion and depending on the circumstances of the situation, refer the matter to the proper law enforcement agency. Such referral shall not prohibit the school district from disciplining the student.

DRUG AND ALCOHOL AWARENESS FOR EXTRA-CURRICULAR ACTIVITIES

The purpose of Policy 227.1, Drug and Alcohol Awareness for Extra-Curricular Activities and Student Drivers, is to ensure an alcohol and drug-free setting for all students. Parents of students in Grades 7 -12 that participate in any extra-curricular activity or drive/park a personal vehicle on school property may consent to have their child participate in random drug testing. "Permission to Test" forms will be distributed to students/parents at the beginning of the school year and are available online. Once completed, this form may be submitted to the front office of MWMS. The policy is available for review on the Mid-West School District website at www.mwsd.cc.

EARLY EXCUSAL

If students become ill during the day, they should get a pass from their teacher and report to the middle school nurse. The nurse will instruct the student what to do. If the student is to be sent home, a call will be made to the home for someone to come to the school to pick up the student. The student should not initiate the call to the home. The School Board has declared that no student is to be taken home during the school day where no one is home. In this event, the student may be taken to a relative or nearby neighbor where there is someone at home, or the student may lie down on a cot in the nurse's room.

There may be times when a parent desires an early dismissal for a student for some urgent reason. Parents are encouraged to write a note stating the time and reason for the early dismissal. This request is to be presented to the school secretary before the first period bell. Appointment cards from doctors, dentists, etc., will be honored as valid requests but not as an excuse.

If a student is required to have a physician's excuse for absences, then parents must provide a physician's excuse to the school attendance secretary within three (3) school days of the early excusal should a student be sent home from school early due to illness or other circumstances. Once a student is required to have a medical excuse, any early excusal is considered unexcused, regardless of the reason, if a doctor's certificate is not presented to the office within three (3) school days.

After students have been given permission to leave, they will be required to sign out when they leave the building and sign back in when they return. Students who sign out early will not be released until a parent/guardian has arrived. A form for this purpose will be placed on the counter in the office. If a student leaves the building without

administrative approval, he/she may be subject to disciplinary action.

ELECTRONIC DEVICES

The Board permits possession of electronic media devices such as laptops, iPads, kindles, smartphones and/or other hand-held electronic devices for instructional purposes by students.

The Board prohibits possession of laser pointers on school grounds, on buses and other vehicles provided by the District and at school-sponsored activities.

The Board and school employees are not responsible for stolen, lost, or damaged items. Students who choose to bring such items on school property and school buses retain full responsibility for their care. Should such items be used at inappropriate times or become distracting to others, Administration maintains the right to limit their use/availability.

During school hours, all electronic devices not being used for instructional purposes, including cell phones, must be turned off and stored in the student's locker.

Students who violate these rules will have their electronic device confiscated and held in the office until the end of the day. Additional violations may result in device having to be picked up by a parent. Additional restrictions will apply for repeated violations.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are important and deserve attention and commitment. However, the prime purpose of the school is lodged in the curriculum and first attention and commitment must be there. In order to be eligible to participate in activities such as athletics, cheerleading, plays, musicals, marching band, and any other events which are held after school and which place demands on the student's time, the student must meet these guidelines.

A. Academics and Citizenship

A student may be failing no more than one (1) core course in order to be eligible to participate in extra-curricular activities. The student remains ineligible until he/she attains a written statement from teacher stating that he/she is passing. A student must also demonstrate acceptable citizenship. Students who have been assigned to in-school suspension will attend and participate in

practice, but are not eligible to participate in games and/or events on the day of the assigned in-school suspension.

B. Attendance

Students must be in attendance at school ALL DAY in order to participate in games, practices, rehearsals, activities, etc., that same day. A medical excuse from medical authorities or administration approval is the only exception to this rule. Students are permitted one (1) tardy per athletic season/co-curricular activity. Students who are tardy beyond one (1) day are not eligible to practice or participate in games and/or events on the day of the tardy unless the student has a legally signed excuse by a certified physician.

These eligibility requirements apply to all students in grades seven through twelve who are engaged in extra-curricular activities, which require time away from studies.

Managers for athletic teams and marching band members shall be subject to eligibility requirements.

Any athlete declared ineligible for a fall sport may practice during the preseason but not participate in any games or official scrimmages. Beginning on the first day of school, the athlete will be ineligible for practices and games until he/she meets the necessary requirements. Any student who is declared ineligible will not be permitted to miss school to attend games or practices.

It shall be understood that the Administration shall exercise final discretion in determining student eligibility.

FIELD TRIP GUIDELINES

1. For educational field trips which are part of the curriculum and the class or grade are participating, behavior guidelines are necessary for student participation. Determination of eligibility to participate in the trip based on behavior will be at the discretion of the Administration.

2. For all other field trips (clubs, competitions, etc.), the following guidelines should be in effect for any time a student is out of class:

A. Academics and Citizenship

To be eligible, a student must:

- I. Be failing no more than one (1) required course or a total of two (2) or more courses (to include electives) in order to be eligible to participate in field trips.
- II. Complete graduation project.
- III. Meet behavior guidelines necessary for participation. Determination of eligibility

to participate in the trip will be at the discretion of the Administration.

B. Behavior

Students who have been assigned to in-school or out-of-school suspension on the day of the trip are not eligible to participate.

C. Attendance

Students must be in attendance at school ALL DAY in order to participate in field trips that same day. A medical excuse from medical authorities or administration approval is the only exceptions to this rule.

Special circumstances may apply as exceptions for some cases. The following are examples of special circumstances:

- Trips governed by an IEP
- Students with unusual circumstances, in which the guidance counselors/SAP team or agencies outside school, have been working with the student as deemed appropriate by the building administrator.

Teachers or advisors conducting the trip or out-of-class activity must notify the athletic director, attendance secretary, and/or the principal seven (7) school days prior to the trip as to which students are planning on attending any given trip.

The athletic director, attendance secretary, and/or principal will check lists of possible participants in activities and will note those who are failing or are otherwise ineligible. Notification should be submitted to the teacher conducting the trip within two (2) school days.

The teacher or advisor conducting the field trip has the responsibility of notifying ineligible students as soon as possible.

FIRE, WEATHER EMERGENCY, AND LOCK-DOWN DRILLS

Evacuation and building-lockdown procedures are in place in the event that fire or weather emergencies necessitate building evacuation or unsafe conditions warrant a building lock-down. Drills are conducted several times throughout the school year to ensure that personnel and students are familiar with the designated route and routine for safe building evacuation or secure placement within the building. At the sound of the alarm or announcement, students are expected to quickly, calmly, and quietly follow the directives of the adult supervisor to ensure the safety of everyone.

FLEXIBLE INSTRUCTION DAYS AND CONTINUITY OF EDUCATION PLANS

During the 2023-24 School Year, the Midd-West School District plans to utilize Flexible Instruction Days for interruptions in the school year caused by weather. During a Flexible Instruction Day, instructional content will be delivered to students on their school computers either virtually or through a jump drive system. Attendance and participation will be required. The first two days the district is forced to close will be made up during the Snow Days approved on the 2023-24 School Calendar (2/19/24 and 4/2/24). Should the district be required to close for more than three consecutive days, the Midd-West School District's Continuity of Education Plan will kick in and all students will begin receiving their instruction through virtual means.

FOOD AND/OR BEVERAGE

Students may not have drinks in their lockers in glass bottles or open containers. Any drinks brought to school should be part of a packed lunch and are not to be opened until the student's lunch period. Food items brought to school should not be eaten or removed from the locker until lunchtime. No food or beverage items may be taken to or consumed in any classroom, with the exception of water in a clear water bottle. Students who violate the policy will be subject to disciplinary action.

FREE OR REDUCED PRICED SCHOOL BREAKFASTS AND LUNCHES

Free or reduced priced school breakfasts and lunches are provided for students who are in need because of low family incomes or other unusual circumstances. Those who are interested in this program should contact the school secretary for eligibility information and application forms.

Those students who abuse the free or reduced price lunch program may incur disciplinary consequences.

FUNDRAISING

In order to assure that every student has equal opportunity to participate in clubs, organizations and class trips, and to protect the parents and friends of the school from over-solicitation; the following rules shall govern fundraising activities:

1. Monies may be earned to pay all costs of the trip (including lodging, meals, transportation, admissions, entrance fees, etc.). The advisors

and Administration shall determine the amount for meals.

2. When a student's membership in a club, organization, or class, etc., is terminated, or if the student chooses not to participate in the trip, all monies earned shall become the property of that club or class.
3. If a student earns more than the cost of the trip, all excess monies shall become part of the general treasury of the class, club or organization sponsoring the trip.
4. Only those students who are members in the class, club, organization, etc., may participate in the trip at the school's group rates.
5. School personnel serving as chaperones shall have their trip expenses paid.
6. Student fundraising activities by school organizations shall be pre-approved by the principal.
7. The raising of funds in school, on school property, or at any school-sponsored event, by a student for personal benefits is prohibited.

GRADING SYSTEM AND REPORT CARDS

The report card is designed to give the parent a grading record of each marking period. Report cards are issued on a nine-week basis. Grades will appear in percentages on the report card as follows:

A	-	92 - 100
B	-	83 - 91
C	-	74 - 82
D	-	65 - 73
F	-	Below 65 (Failure)

GUIDANCE

The basic goal of the guidance department is to assist the individual student to achieve up to the level of one's capacity and to become a well-balanced and increasingly mature person in all the varied and inter-related aspects of student life.

Guidance services are available to all students, parents, alumni, and teachers. The guidance department offers the following services:

1. Student records are maintained on each student to bring together all the biographical, health, scholastic, attendance, personality, student activity, vocational and test information.
2. Individual counseling service is available to all students.
3. Testing is another tool of guidance. Measurement of intelligence, aptitudes, interests, achievement, and personality traits

provides a more complete picture of the student.

4. Educational, vocational, and occupational information is provided to help the student explore the world of work.
5. Counselors are available for consultation with parents as well as students.
6. Referrals are made when advisable to a school nurse, a speech therapist, a physician, a social worker, a clergyman, a psychologist, or a psychiatrist.

Students are always welcome at the guidance office. Parents are encouraged to visit the office to discuss problems of mutual interest.

Information shared with the guidance counselors will be kept in strict confidence unless a student reports that they are being abused/neglected or are threatening to hurt themselves or another person. Counselors and teachers are mandated reporters and are legally bound to report the above activities to the proper agencies.

Students are encouraged to make appointments with the counselor and obtain a guidance pass, which shall be presented to the classroom teacher before the student will be permitted to go to the guidance office. Where possible, appointments will be scheduled during activity period. If this is not possible, the student will be responsible for all work missed during a class period.

GYMNASIUM

The gymnasium is equipped to serve the student body and community. It is the student's duty to preserve its usefulness. Students are to be in the gymnasium only upon assignment. No one shall operate the light controls or sound system unless designated to do so.

In erecting properties on the stage, no nails or screws shall be used to secure anything to the floor or walls. Also, no water or displays using water may be used without administrative approval.

No drinks are permitted in the gymnasium without permission of the Administration.

All properties incidental to assembly programs, plays, etc., are to be removed promptly. The manipulation of curtains, bleachers, and other such materials is to be done only at the direction of a teacher or custodian.

Hall Pass

Students will use an electronic sign-out system (E-Hall Pass) to travel to all parts of the building from their assigned classes. This replaces the previous system which required students to carry their agendas with them at all times.

Students must have their laptops with them every day to use E-Hall Pass. They will be required to sign in and out each time they leave their assigned classes. Students who abuse pass privileges shall be subject to disciplinary action.

HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

Harassment is defined as the verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion where such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to benefit from an educational program or creates an intimidating, threatening or abusive educational environment. Sexual harassment consists of unwelcome advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when submission to such conduct is used as a term or condition of academic status; is used as the basis for academic or work decisions; or deprives or interferes with the student's educational rights.

For additional information regarding unlawful harassment, refer to Midd-West School District Policy 248.

HAZING

Students are prohibited from engaging or participating in any act of hazing directed at any other student. Hazing is defined as "to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horse play, practical jokes and tricks, often in the nature of humiliation or painful ordeals."

This policy is in effect in all District buildings, on any school property, in District/contracted vehicles, and in relation to any school-sponsored student activity.

Students engaging in hazing will face disciplinary action, which could result in suspension from the

activity, suspension from school, or expulsion from school in severe instances.

HOMELESSNESS

If you are experiencing any of the following living condition, you may be eligible for assistance in these and other areas from the Midd-West School District through the McKinney-Vento Act.

- Living in a shelter
- Staying in a motel or campground
- Living in a vehicle, abandoned building, or camper
- Double up with other (whether related or not) due to a loss of housing or economic hardship

Please contact Dr. Dane Aucker, Director of Curriculum instruction at (570) 837-0046 or daucker@mwsd.cc to report such conditions and have a conversation as to how the Midd-West School District can assist. Dr. Aucker serves as the Midd-West School District's Homeless Liaison.

HONOR ROLLS

Students whose academic success merits recognition shall be listed on a distinguished honor roll or honor roll. Students in Grades 6 & 7 who obtain a grade point average of 94.0 or higher will be listed on the distinguished honor roll, and an average of 88.0 to 93.99 will qualify a student for honor roll designation. Averages shall be determined by multiplying the grades earned times the credit value of the course. These products shall be added together and the sum divided by the total credits attempted each marking period. The result is the grade average expressed in decimal form. Honor roll designation shall be determined by analyzing regular marking period grades only.

No student who fails a course or receives an incomplete grade shall be included on the honor roll. When incomplete grades are resolved, students qualifying for the honor roll will be so notified. Students must carry a minimum of 6.5 credits per year to qualify.

ILLNESS

Students should NOT be sent to school with these health problems:

- Fever of 100.0° F or greater
- Students must be fever free without medication for 24 hours
- Vomiting or diarrhea in past 12 hours
- Pink Eye: red, itchy eyelids and green or yellow discharge but NO allergy symptoms
- Head Lice: active infestations of lice or nits
- Any undiagnosed rash, i.e. chickenpox

- Severe sore throat, excessive cough or cough that produces phlegm, severe headache, earache, or stomachache or ANY other illness when the child is not able to eat/drink/sleep or otherwise function normally without pain/discomfort
- Injuries or surgical procedures that require narcotic medication to relieve pain

Call a physician or the school nurse if there is a question whether a student needs medical attention or may attend school with an illness or injury.

Students who become ill during school hours should report to the nurse's office. Transportation home or for medical treatment shall be provided by parents. Students who are sent home who are required to have a physician's excuse are responsible to bring in a medical excuse for all absences.

IN-SCHOOL SUSPENSION

As a disciplinary consequence, in-school suspension may be assigned. Students will be assigned work. Failure to cooperate with the supervising teacher or administrator will result in further punitive action. Lunch will be eaten in the in-school suspension room. Students will be escorted to the rest rooms on an as-needed basis.

INSURANCE

The school does not carry insurance to cover student accidents. The school only carries liability insurance.

Group accident insurance is available to each student throughout the school at minimal cost. This insurance provides protection for the student while in school, or on any school-sponsored trip or event.

The school insurance company may not pay the full amount of all accident claims. Limitations are listed on the policy. The school insurance will, however, cover many doctor visits not covered by other insurance. Ambulance calls are usually covered by this insurance. Students wishing to participate in our school's athletic programs are encouraged to purchase this insurance.

JUICE AND SODA MACHINES

The soda machine will be turned off daily at the start of the school day and will remain turned off for the entire day.

LAVATORIES

Lavatories are for the use and convenience of students. Due to problems that may develop in the lavatories, however, regulations must be given for their use. Loitering in the lavatories will not be permitted. Writing in the lavatories is not permitted and will be treated as vandalism.

Students may not use the lavatories in between class periods. Students may use the lavatories prior to first period, during their lunch period, and after the dismissal bell at the end of the day. Students may be excused from class to use the lavatory located in the section of the building where their class is in session. All students must sign out in their classroom and must have their student handbook with the hallway passport in their possession when using the lavatory. Only one student is permitted to sign out of a classroom to the lavatory at a time (except in emergency cases). Students are limited to one (1) lavatory pass in the morning and one (1) in the afternoon.

LIBRARY GUIDELINES

1. The library is open during school hours.
2. Students must have their agendas signed to enter the library during class hours. You must sign in when you arrive and sign out when you leave.
3. All materials may be signed out for 15 school days.
4. The overdue fine for library materials is ten cents per day. Fines are limited to \$1.00 per item.
5. A student who does not use the library facility appropriately will be asked to leave and be subject to disciplinary action.
6. Students must pay replacement costs for items that are damaged or lost.
7. Students are responsible for all library materials/books checked out of the library and returning them on time.
8. Students may use the computers for **school work only**.
9. NO eating, drinking or chewing gum in the library.

LOCKERS

Lockers are provided to students by the school district for the use of students, and all students are expected to use the locker assigned to them. Lockers remain the property of the school district and, therefore, are controlled by the District. However, it is each student's responsibility to keep the locker clean and in proper order. Students are encouraged to keep their lockers locked.

Lockers assigned to students may be searched by school employees at the direction of the building administrator. The building administrator or his/her designee may search a student's locker without prior warning in seeking any suspicious or dangerous materials because standing in the place of the parents, the building administrator is charged with the safety of all students under his/her care and supervision.

Students are not permitted to use lockers to store tobacco or tobacco products, alcohol, drugs, weapons, water guns or containers, or any other items which are hazardous to the safety of the student or other students. Students shall not keep personal items of value in school lockers. These items should be taken to the building administrator for safekeeping. The school district accepts no responsibility for personal items stored in a student's locker.

Students are permitted access to their lockers prior to first period, between classes, and at the end of the school day. Students must have a pass during any other time in the school day in order to be at their locker.

LOST AND FOUND

Articles that are found should be turned in on the table in the lobby. Students who lose articles should report to the lost and found immediately. After a reasonable time, the articles will be discarded if not claimed.

LUNCH/BREAKFAST PERIOD

The following items refer to the lunch/breakfast program:

1. The cafeteria is a place for friendliness and good fellowship. Students and staff should use it for this purpose.
2. All students who secure their food in the cafeteria or bring their meals to school must eat in the cafeteria.
3. Students shall refrain from loud talking and pushing either in line or in the cafeteria, nor shall they skip ahead of their position in line.
4. Students will sit in the cafeteria until they are called to get in line to purchase any meal or beverage.
5. Students should keep the table neat. Those who follow should expect to find the table clean.
6. After students are finished eating, trays and dirty dishes should be taken to the designated area, and students should return to their seats.
7. Students should remain seated except when obtaining food, returning trays, retrieving items from the cubbies, or going to the lavatory.

8. Students reporting from classroom to cafeteria or from cafeteria to classroom over the lunch period must use the lavatory adjacent to the gymnasium. Students must follow the correct sign-out procedure to use the lavatory over their lunch period.
9. Students are expected to be in the cafeteria area on schedule. Students should not leave the cafeteria without permission from a cafeteria monitor.
10. Students have the option of paying cash for their meals or place money on account. Adding money to accounts should be done immediately upon arrival at school on the first school day of the week.
11. Free or reduced priced meals must be consumed by the eligible student.
12. Students who have a negative lunch balance will not be able to purchase any a la carte items.

MAKE-UP PROCEDURES AND INCOMPLETES

1. In all cases where it is feasible, a student should be permitted to make up work that was missed due to absence, if the student conscientiously desires to do so. Students are encouraged to use the supervised study period for make-up work.
2. The student is entirely responsible to initiate procedures for making up any work missed (i.e., the student is responsible to contact the teacher relative to class work missed while absent).
3. The student shall contact the teacher immediately after the student returns to school (the first day of school after absence occurs).
4. The work designated by the teacher will be completed at the time suggested by the teacher.
 - A. If the teacher desires, the work may be made up prior to the absence.
 - B. If a test is involved, a different test or means of evaluation may be used. However, this is at the discretion of the teacher.
5. The manner for giving credit for make-up work is left to the discretion of the teacher; however, the student will not be unduly penalized for genuine efforts to fulfill the obligations.
6. If a student is absent from school frequently and unnecessarily, the daily class grade average will reflect the fact that something of importance is being missed in class, and the teacher will incorporate this into the grading process.
7. If a student fails to comply with this procedure, the teacher may give the student a zero for any work not completed satisfactorily.

8. Any subject marked incomplete should be made up within one (1) week. In case of neglect, the incomplete will become a failure.
9. At times when a student is in school but participating in field trips or out-of-class activities, it is the responsibility of the student to adhere to the make-up policy of the teacher. This requirement may be that the student must complete and submit work prior to attending the activity.

MEDICATION

The Midd-West School District has a policy concerning the dispensing of medications to students in school. For purpose of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter patient medicines.

The Superintendent shall develop procedures for the administration of medication or treatment which provides that all medications or treatments shall be administered by the school nurse, a person licensed to give medication, or self-administered by the student.

Before ANY medication may be administered to any student during school hours, the following guidelines shall be used:

1. Annually, the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication or provision of the treatment.
2. Annually, the written order of the prescribing physician which shall include the name of the student, the name and purpose of the medication/treatment, the dosage to be administered, the time at which or special circumstances under which the medication/treatment is to be administered, and the dates when the medication is to be administered.
3. Only over-the-counter medications covered by Standing Orders will be given during school hours with parent consent. Any over the counter medications not covered by District Standing Orders must follow prescription guidelines, including physician order, parent consent, and original container.
4. The document shall be kept on file in the office of the school nurse.
5. All medications will be delivered to school in the original labeled container by a parent. Medications in plastic bags or other non-original containers will not be accepted.
6. Inhalers for asthma: Middle school students may carry inhalers when needed, provided they can administer the inhaler independently. A

physician's order must be on file in the office of the school nurse and must state that the student can carry the inhaler.

NURSE

If a student is ill, the student must receive permission and a pass from the classroom teacher and reports to the school nurse. Students should not drop in between periods. They should report to class and get a pass.

The school nurse will take care of all school insurance forms. All injuries and accidents must be reported to the nurse within 24 hours of the accident.

OBLIGATIONS

A student's high school diploma will be withheld until all outstanding obligations due to the District are fulfilled. These may include, but are not limited to, books, school supplies, cafeteria debts, library fines, uniforms, class or club dues, money owed from fundraisers and costs for damaged or missing items.

PHYSICAL EDUCATION

The State of Pennsylvania has mandated that physical education be given to every student. This can be done by modifying the program to meet the individual needs of the students. All students will receive some type of activity, which will be approved by the student's physician and the school.

All students will be expected to participate in physical education classes unless they have an acceptable excuse from a doctor.

All students are expected to dress appropriately for physical education class. The teacher may ask a student to remove footwear that marks the surface of the gym floor.

PHYSICAL RELATIONS

Proper respect for your friends and for your school demands that there be no public display of affection. No physical contact displaying affection is permitted. Students who do not abide by this policy will be subject to disciplinary action.

POSSESSION OF WEAPONS

It is most important that students be provided with a safe school environment in which to learn. Possession of weapons by students in the school environment is a threat to the safety of students and staff and is prohibited by federal and state laws, and by school policy.

The term "weapons" includes but is not limited to any knife, cutting instrument, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement used willfully to inflict serious bodily injury.

A student is in possession of a weapon when the weapon is found: (1) on the person of the student; (2) in the student's locker; (3) under the student's control while on school property, on property being used by the school, at any school function or activity, including any school event held away from the school; or (4) while the student is on school transportation.

The discovery of any weapon prohibited by the weapons possession policy shall be reported to the student's parents and local law enforcement officials.

The school district shall expel for a period of not less than one (1) year any student who violates the policy on weapons possession. Such expulsion shall be given in conformance with formal due-process proceedings required by law. The District Superintendent may, however, recommend discipline short of expulsion on a case-by-case basis. All incidents relating to expulsions for possession of a weapon shall be reported to the PA Department of Education.

Acts of violence by students in any school building, on school property, or at any school-sponsored activity shall also be reported to the Office of Safe Schools. A reportable act of violence is any deliberate act, serving no legitimate purpose, which causes injury or which could reasonably be expected to cause injury to another person.

PROMOTION AND RETENTION

The Board recognizes that the personal, social, physical and educational growth of students will vary and that they should be placed in the education setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student progress through school in a continuous pattern of achievement and growth. Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each grade.

Students will be promoted to the succeeding grade level when:

1. the instructional objectives set for the present grade level have been achieved; or
2. the social, emotional and physical maturation necessary for a successful learning experience at the next learning level has been demonstrated; or
3. a child study team, after careful and deliberate consideration of all factors relevant to a student's performance, determines that a student's education would best be served by promoting the student to the next grade; or
4. the provisions of the Individualized Education Program (IEP) have been met.

It is the Board's intent that the cooperation of parents be sought to assist the schools to eliminate any academic deficiencies as soon as possible. Thus notice shall be given in sufficient time to permit parents to assist their child.

No student will be retained in any grade unless there is documented evidence of an attempt to inform parents that the student is not progressing at a rate which is expected of students in that grade. Information shall be provided parents by interim progress reports, requests for parent conferences, letters of notice, or report cards.

S.A.P.

S.A.P. stands for Student Assistance Program. The S.A.P. Team is a Student Assistance Committee consisting of people who have been trained through a state-endorsed program of drug, alcohol and suicide prevention. This Committee works in cooperation with MH-MR, D & A, (Mental Health-Mental Retardation, Drug & Alcohol) in assisting students experiencing school-related problems in these areas. S.A.P. is an identification team, an intervention team and a referral team. S.A.P. is not a counseling team, a treatment team or a discipline team. Students may refer themselves or other students for help or assistance.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students or student lockers. Provided that the school authority has reasonable suspicion to believe that students are in possession of any illegal, unauthorized, or contraband materials, searches may be conducted by the Administration and may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and

welfare of the school population. School personnel may seize any illegal, unauthorized, or contraband materials that are discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

STUDENT COMPLAINT PROCESS

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For additional information regarding the student complaint process, refer to Midd-West School District Policy 219.

STUDENT COUNCIL

The Student Council is an organization that promotes the best interests of the school, provides representation for the student body, and endeavors to ensure high standards of citizenship and school pride among the student body.

STUDENT EXPRESSION

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

For additional information regarding student expression, refer to Midd-West School District Policy 220.

STUDENT OF THE MONTH

There will be a Student of the Month award given each month beginning in September and ending in May. Recipients should have a B or above scholastic average, demonstrate good citizenship, and have three (3) or less unexcused absences. These are cumulative for the school year. The student may have a maximum of one (1) disciplinary referral for the school year in which the recognition is given. Students should be

nominated who made a major accomplishment or who are recognized as dedicated motivated students in the classroom for the month in which they are recognized.

STUDENT RIGHTS/SURVEYS

Policy 235, Student Rights/Surveys, indicates that parents will be informed of the nature and scope of student surveys and their relationship to the educational program of the child. Parents have the right to make a written request to inspect third-party surveys prior to distribution to the student.

STUDENTS IN THE BUILDING

No students are allowed in the building before or after regular hours without the presence of one teacher-sponsor for each area occupied. In such an event, the sponsors are the last to leave the building and are responsible for doors, lights, etc.

SUMMER SCHOOL PROGRAM

The purpose of summer school shall be for academic enrichment and/or to eliminate academic deficiencies under the following conditions:

1. Only those courses failed during the regular school year may be taken to eliminate deficiencies.
2. Courses offered during the regular school year and taken during summer school for academic enrichment shall be awarded no academic grade or credit value.
3. Courses not offered during the regular school year and taken during summer school for academic enrichment shall be awarded an academic grade and credit value.
4. Final grades earned in summer school courses may only be used to replace a failing grade during any one previous marking period of the same failed course. Marking period/semester grades for that course will then be recalculated to determine an overall final course grade.

Students who fail to meet promotion requirements shall be permitted to earn a maximum of two (2) credits through summer school. Alternative methods of making up deficiencies may be used only when the summer school program does not offer the course(s) necessary to fulfill promotion requirements.

SUSPENSION AND EXPULSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe

sanction that can be imposed on a student in this District and one that cannot be imposed without due process.

After a proper hearing, the Board may suspend a student for such time as it deems necessary, or may permanently expel him/her.

The principal or assistant principal in charge of a public school may suspend any student for disobedience or misconduct for a period of one to ten consecutive school days and shall report the suspension to the Superintendent as soon as possible thereafter. No student shall be suspended without notice of the reason and an opportunity to be heard before the school official who holds authority to reinstate the student.

When the suspension exceeds three (3) school days, the student and parent or guardian will be given an opportunity for an informal hearing with a designated school official; such hearing will take place as soon as possible after the suspension, except that when extraordinary circumstances involving the health or safety of the student or others in the school require immediate exclusion of the student, the hearing may be delayed. A student may be suspended up to ten (10) school days following a hearing by the principal or Superintendent.

No student may receive an in-school suspension without notice of the reason and an opportunity to be heard before the suspension becomes effective. The parent or guardian shall be informed of the action taken by the school. Should the suspension exceed ten (10) consecutive school days, the student and the parent or guardian shall be offered an informal hearing with a designated school official. Such hearing shall take place prior to the eleventh day of the suspension.

The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of this District any student whose misconduct and disobedience is such to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.

The student under seventeen (17) years of age who is expelled has forfeited the right to an education in the schools of this District but has not been excused from compliance with the compulsory attendance statutes.

TARDINESS

Students who come to school tardy are to report first to the office secretary to obtain an admit slip.

Students who report to class late and do not have a written excuse from a teacher will be recorded as tardy.

When students are unavoidably delayed at home, a note explaining their tardiness shall be brought to the office signed by the parent. Presentation of a signed note from a parent does not necessarily excuse the tardy time.

Students will be assessed one-half (1/2) day of unlawful/unexcused absence for each two-hour segment of tardy time. Being tardy for classes and/or school six (6) times and each two (2) times thereafter may also result in up to two (2) nights of detention.

TERRORISTIC THREATS

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member, or school building.

Terroristic threat is defined as “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.”

Students who commit terroristic acts will face suspension and/or expulsion, as well as being referred to law enforcement officials for further legal disposition.

TEXTBOOKS AND SUPPLIES

Books and some supplies are provided by the school district. Students are responsible for these items and will be required to pay if they are lost or damaged. The student's high school diploma will be withheld until all outstanding obligations due to the District are fulfilled. All textbooks that leave the classrooms must be covered.

TOBACCO PRODUCTS

The possession of or use of tobacco/nicotine products by students is prohibited in the school buildings at all school-sponsored activities, on school property during regular school hours, and on school buses or any other school vehicles.

Students found in possession of any tobacco/nicotine products or smoking paraphernalia shall have those items confiscated by any members of the school staff. Such items shall be turned over to the building administrator who will dispose of same.

Students found possessing or using tobacco/nicotine products or loitering in an area where tobacco/nicotine products have been used shall be referred to the building administrator for discipline. Direct observation of the use of tobacco/nicotine products is not required for a staff member to make such a referral.

Any student who commits an offense under these guidelines shall be subject to prosecution initiated by the school district and shall, upon conviction by the District Magistrate, be sentenced to pay a fine of up to \$50.00 (fifty dollars) and to pay other costs imposed by the District Magistrate.

A student who commits an offense under these guidelines is subject to a summary offense. A summary offense shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending student if any such record exists.

In addition to the monetary fine, the following consequences shall also be imposed:

1. First Offense—One (1) day of in-school suspension.
2. Second Offense—Two (2) days of in-school suspension.
3. Third Offense—Three (3) days out-of-school suspension and referral to the Superintendent for an administrative hearing.
4. Subsequent offenses — An immediate referral to the Board of School Directors to determine if the student shall remain in school. Out-of-school suspension shall also be levied by the building administrator, with the number of days of such suspension at the discretion of the administrator, up to a maximum of ten (10) school days.

TRANSPORTATION - SCHOOL BUS

Parents will have the option of choosing one stop for their child in the AM and one stop for their child in the PM. The AM stop may be different from the PM stop. However, that child must board the bus every day at the same AM stop designated by the parent and will be dropped off every day at the same PM stop.

According to Midd-West School District Policy 810.3, the Board recognizes the need to sustain proper standards of safety for students who ride MWSD buses. The use of video/audio recording is intended to assist administrators and drivers in observing behavior and preventing violations of bus riding rules. Video/audio may be used by principals to support documented behavior

problems and unsafe conditions. **All bus occupants are subject to audio and video recording.**

General rules and regulations for governing and assessing student behavior on the bus are as follows:

1. Students shall board the bus in a calm and quiet manner and proceed to an empty seat.
2. Students shall disembark in an orderly manner. Children shall not run in the bus or push other passengers while boarding or disembarking.
3. Any student living on the opposite side of the street shall cross in front of the bus while traffic is stopped.
4. Students shall refrain from holding a seat for another person.
5. Students shall refrain from placing any part of the body or personal belongings outside the window.
6. Students shall keep belongings in their possession at all times.
7. Students shall cooperate with the driver in providing any and all information necessary to enforce the rules for safety.
8. Students shall refrain from talking with the bus driver except when spoken to or when an emergency arises.
9. Students shall observe all rules of safety while waiting for the bus.
10. Students shall act with courtesy and respect toward private and public property and shall expect to be held accountable for committing an act of vandalism.
11. Bus drivers will be instructed not to wait for a child who is not in sight.
12. While on the bus, students shall obey all rules and regulations normally associated with proper classroom behavior. This includes refraining from fighting, excessive noise, throwing of materials, use of profanity, use of tobacco and other controlled substances, vandalism of any kind, discourteous or disrespectful behavior, and possession of weapons.
13. Students shall remain seated at all times while the bus is in motion and shall not move from seat to seat.
14. If the driver or administrator has assigned the student a seat, the student should use that seat until authorized to do otherwise.
15. Students shall not eat or drink while aboard the bus.

Student transportation is an important part of the school's overall operation. The ultimate responsibility for student behavior on buses belongs to the school principal who must follow reasonable regulations for bus conduct. The

responsibility for the safety of the bus and discipline on the bus resides primarily with the driver. It is important that the driver stay in close contact with the principal concerning situations which occur on the bus. With cooperation and mutual understanding of the rules and regulations governing behavior on the bus, the District will be able to provide safe transportation for all students.

The bus driver has the option of deciding if an incident of misconduct merits a written report to the principal. If the report of misconduct on the bus is of extremely serious nature, the principal or his/her designee may suspend the student's bus privileges. In order to expedite the action, the parents of the student will be notified by phone immediately and advised of the fact that: suspension of bus privileges is taking place, the length of time of the suspension, and the dates on which the suspension will take effect and end.

If the misconduct is not of an extremely serious nature, yet the driver feels it necessary to report the incident, the principal or his/her designee should proceed as indicated below. A list of all reported incidents of misconduct on a bus by a student(s) shall be kept in the principal's files. The building principal will at all times attempt to cooperate with the driver(s) and the transportation contractor.

FIRST OFFENSE

Upon receipt from a bus driver of a written report indicating misbehavior on the part of a student, the principal shall speak with the individual so reported in order to determine the extent of the misbehavior, as well as the degree of discipline required.

In all cases where the driver's report is substantiated, the principal shall notify the parents of the student as to the misconduct and any disciplinary action being contemplated. If a meeting among the parents, student, bus driver, and Administration is felt to be desired by any of the parties concerned, such a meeting should be encouraged. The basic intent of this meeting would be to seek understanding and cooperation among all those involved.

SECOND OFFENSE

Upon the written report of a student's second offense of misbehavior on a bus, the parents/guardians will again be notified concerning the bus driver's report. This notification will inform the parents/guardians that repeated misbehavior by the student might result in the student being denied the privilege of riding the bus for an indefinite period of time. The parents/guardians will also be

informed of any discipline measures being taken by the school.

THIRD OFFENSE

Upon receipt of the student's third written report of bus misbehavior, the principal may suspend the bus privileges of the student. If suspension occurs, the student's parents/guardians will be notified concerning the principal's decision, the reason for the decision, and the length of time involved with the suspension.

During that period of time in which a student is suspended from riding the bus, transportation to and from school becomes the responsibility of the parents/guardians of the student.

As a general rule, if bus privileges are revoked at this time, such privileges will be revoked for a period of time not to exceed five (5) school days.

FOURTH OFFENSE

Upon receipt of the student's fourth written report of bus misbehavior, the principal shall suspend the bus privileges of the student. The parents/guardians of the student will be notified of the particulars concerning the report and the suspension. Such suspension of bus privileges will be for a minimum of five (5) school days and a maximum of thirty (30).

REPEATED VIOLATIONS

Repeated violations may result in more serious disciplinary measures being taken against the student. Such measures may include suspension of bus privileges for longer periods of time, permanent suspension of bus privileges for the remainder of the school year, suspension from school, or referral of the student to the Superintendent of Schools and the Board of School Directors for consideration of disciplinary action.

INCIDENTS OF A SEVERE NATURE

Incidents of a severe nature shall be reported immediately to the Superintendent. An incident may be judged by the principal and the Superintendent to be so severe as to warrant extreme disciplinary measures. The principal, in consultation with the Superintendent, shall have the authority to suspend the privileges at any time.

TRANSPORTATION – INCIDENT REPORTING

When parents and/or community members become aware or concerned about transportation problems, they are encouraged to file a written Transportation Incident Report. These Transportation Incident Reports are available in all building offices and on the Midd-West School District website. These forms should be submitted to the building principal of the school in which the student(s) attend or to the Midd-West School District Business Office.

VISITORS

All visitors must report to the main office upon arrival to the school. Visitors will be required to sign in and will be required to surrender photo identification. Identification will be returned to visitor upon sign out. Visitors shall obtain permission from the school administration before visiting a teacher or student within the building. All visitors will be required to display a visitor's badge. Visits should be for educational or business reasons. Students from other schools may not visit with middle school students at any time that school is in session. For their own health and safety, babies should not be brought to school.

WORK PERMITS

Applications for work permits are available to students age 14 and older in the main office. Parents must sign the application in front of a

school official or have the form notarized before the permit can be issued. Evidence of age, a health physical, and information from the prospective employer are also required.

MIDD-WEST MIDDLE SCHOOL MUSTANGS ARE:

- **PREPARED**
- **RESPECTFUL**
- **INVOLVED**
- **DETERMINED**
- **ENTHUSIASTIC**



STUDENT HANDBOOK SUMMARY

2023-2024

RECEIPT OF STUDENT HANDBOOK

This is to acknowledge receipt of the 2023-2024 Midd-West Middle School Student Handbook. I understand that I am responsible for familiarizing myself with all rules, procedures, and contents of the handbook and for keeping it intact for the entire school year.

Parent Signature

Student Signature

Parent Name Printed

Student Name Printed

School

Grade

Date