



MIDDLE SCHOOL

## CONRAD WEISER MIDDLE SCHOOL

### STUDENT HANDBOOK 2020-2021

347 East Penn Avenue  
Robesonia, PA 19551  
(610) 693-8514

[www.conradweiser.org](http://www.conradweiser.org)

Jonathan T. Holota  
Principal

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Principal

***SCOUT PRIDE  
EVERYWHERE, ALL THE TIME***

CWMS Twitter: [@WeiserMS](https://twitter.com/WeiserMS)

CWMS Instagram: [WeiserMS](https://www.instagram.com/WeiserMS)

CWMS Facebook: [@WeiserMS](https://www.facebook.com/WeiserMS)

# CONRAD WEISER AREA SCHOOL DISTRICT

Robesonia, Pennsylvania

## *District Mission Statement*

The Mission of the Conrad Weiser Area School District is to provide an educational environment, which enables ALL students to acquire the abilities to profit from the past, to contribute to the present, and to succeed in the future.

## *CWMS Mission Statement*

Our mission at Conrad Weiser Middle School is to work in partnership with parents and the community to develop responsible citizens, while promoting high expectations for each learner, independently and in collaboration with others. Conrad Weiser Middle School is centered on engaging the whole learner and providing an exploratory of learning opportunities to help students achieve and persevere at the highest levels.

## *Phone Directory*

Conrad Weiser Middle School has a voicemail system. Parents may leave a message when the office is closed. Staff may be contacted by calling the Information Line at 610-693-8599 and the teacher's voicemail extension. This will not ring into the classroom, but will go directly to the teacher's voicemail.

Middle School Office.....	610-693-8514 (ext. 0) or 610-693-8513 (ext. 8)
Attendance.....	610-693-8504 (ext. 1)
Counseling Office.....	610-693-8504 (ext. 3)
School Nurse.....	610-693-8560 (ext. 2)
Cafeteria.....	610-693-8546
Athletic Office.....	610-693-8528 (ext. 5)
Information Line.....	610-693-8599

## *Conrad Weiser Alma Mater*

By Ruth Ann Watson Rissinger

To Thee, Oh Alma Mater,  
we sing our songs of praise.  
Since the days of our youth,  
teaching wisdom and truth,  
you remain in our hearts always.  
Then, "Hail to Thee, Conrad Weiser,  
the school we love so well!  
Hail to thee, our Alma Mater,  
our loyal voices swell

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## GENERAL INFORMATION/CODE OF CONDUCT

### Advisory

Middle school reformers have widely promoted advisory programs as a way to strengthen connectedness at the middle level. Broadly defined, advisory programs are configurations in which an adult advisor meets regularly during the school day with a group of students to provide academic and social-emotional mentorship and support, to create personalization within the school, and to facilitate a small peer community of learners. On every other Day 4 during ER that the schedule allows, students meet with their Advisory for the last forty-five minutes of the day. Students are randomly assigned to an Advisor, and will have the same Advisor for their entire middle school career. This is the only regularly scheduled time where students work together across grades. This time will be devoted to a variety of non-PSSA topics, including community awareness, the Six Pillars of Character, the Olweus Bully Prevention Program, and teambuilding connection activities.

### Assemblies

Students should proceed to the auditorium in an orderly and quiet manner and sit in their assigned section. Students should remain quiet and respectful to the presenter. Inappropriate behavior will be cause for removal from the assembly and disciplinary action.

### Arrival/Dismissal Procedures

Students will not be permitted to enter the building prior to 7:00 a.m. Students who arrive between 7:00 a.m. and 7:45 a.m. will report to the cafeteria if they are eating breakfast, or in 8<sup>th</sup> and 6<sup>th</sup> grades, or the Auditorium-7<sup>th</sup> and 5<sup>th</sup> grades (Auditorium will not open until 7:15 AM). Breakfast will be served in the cafeteria until 7:45 a.m. The Breakfast Kiosk will be set up outside the Auditorium until 7:45 a.m. All visitors must check in at the main office when entering the building. Students arriving after 7:55 a.m. will enter through the main office, will be marked tardy to school and will be given a late pass to class. All exterior doors will be locked at 7:55 a.m.

Students are dismissed from the regular school day at 2:45 p.m. Any student in the building after 2:45 p.m. must be under the supervision of a coach or staff member.

### Bathrooms

Students are encouraged to use bathrooms after checking into class. Passes to the bathroom are required at all times. Under no circumstances are students to loiter in the bathroom. Students who abuse their bathroom privileges (i.e. spending too much time in the bathroom, making excessive trips to the bathroom, wandering the halls to or from the bathroom, etc.), defacing or damaging the bathroom in any way will be referred to administration. Disciplinary action may include pass restriction, lunch detention, detention, or suspension.

### Bell Schedule

Conrad Weiser Middle School follows a six-day cycle. The school year is divided into four nine-week marking periods. All students are expected to be in their Block 1 class by 7:55 a.m. each morning.

Grade 5			
Announcements	7:55 AM	to	8:00 AM
Block 1	8:00 AM	to	9:03 AM
Block 2	9:06 AM	to	10:09 AM
Block 3	10:12 AM	to	11:15 AM
Lunch B	11:18 AM	to	11:48 AM
Block 4 (Specials)	11:51 AM	to	12:54 PM
Block 5	12:57 PM	to	2:00 PM
E/R	2:00 PM	to	2:45 PM

Grade 6			
Announcements	7:55 AM	to	8:00 AM
Block 1	8:00 AM	to	9:03 AM
Block 2	9:06 AM	to	10:09 AM
Block 3	10:12 AM	to	10:42 AM
Lunch A	10:45 AM	to	11:15 AM
Block 3 (cont'd)	11:18 AM	to	11:48 AM
Block 4	11:51 AM	to	12:54 PM
Block 5 (Specials)	12:57 PM	to	2:00 PM
E/R	2:00 PM	to	2:45 PM

Grade 7			
Announcements	7:55 AM	to	8:00 AM
Block 1 (Specials)	8:00 AM	to	9:03 AM
Block 2	9:06 AM	to	10:09 AM
Block 3	10:12 AM	to	11:15 AM
Block 4	11:18 AM	to	12:21 PM
Lunch D	12:24 PM	to	12:54 PM
Block 5	12:57 PM	to	2:00 PM
E/R	2:00 PM	to	2:45 PM

Grade 8			
Announcements	7:55 AM	to	8:00 AM
Block 1	8:00 AM	to	9:03 AM
Block 2 (Specials)	9:06 AM	to	10:09 AM
Block 3	10:12 AM	to	11:15 AM
Block 4	11:18 AM	to	11:48 AM
Lunch C	11:51 AM	to	12:21 PM
Block 4 (cont'd)	12:24 PM	to	12:54 PM
Block 5	12:57 PM	to	2:00 PM
E/R	2:00 PM	to	2:45 PM

**Bicycles, Skateboards, Roller Blades, Scooters**

Students and community members may not use the school property for unsafe recreational purposes, especially to jump rails, curbs, ramps, docks, and steps. Students may ride bicycles to school, and they must be parked in the bike rack. If used as transportation to school, skateboards may not be used on school property. Skateboards must be carried while on school property, and must be stored in the main office.

**Book Bags/Purses**

All students should keep book bags in their lockers and only books should be taken to class. A small compact purse may be carried. General guidelines for

purses are no bigger than 8 x 11 (notebook paper). Appropriate sizing will be at the discretion of administration.

**Bus Regulations**

The rules concerning pupil behavior while being transported by bus/van are to be followed. Students are asked to display self-discipline for the safety of all. According to the PA School Code, riding the school bus is a **privilege** and can be revoked due to misconduct. The following rules are designed to achieve the above objective:

- It is important to remember the bus/van driver is in complete charge of the pupils. His/her instructions are to be followed at all times.
- When entering or leaving a bus, there shall be no pushing or crowding.
- For safety's sake do not talk to the driver, distract him or her in any way, or leave your seat at any time while the bus is in motion.
- Smoking and/or eating are not allowed on the busses. The throwing of any objects is prohibited. No littering, keep the bus clean.
- Electronic devices must only be audible to the listener through ear buds or head phones.
- While waiting for a bus, observe rules of good citizenship and respect the property of other people.
- Keep all body parts inside the bus windows at all times.
- Any violation of suspendable offenses while on the bus may result in loss of riding privileges, as well as suspension from school.
- School rules apply to buses.
- When students are brought to school, they are expected to go immediately in the building.
- Video cameras with audio are placed on the buses. The tapes may only be viewed by administrative personnel.

Students who do not follow bus rules may receive a written referral from the bus driver or other authorized person(s) which may result in bus suspension and/or additional disciplinary consequences.

**Students may only ride their assigned bus to-and-from their assigned stop. In the event of a true emergency, parents may obtain an exception by contacting the transportation department in writing, using the emergency change form found on the web site, or by calling the transportation department @ 610-693-8561. Please keep in mind that requests will be reviewed and granted on a case by case basis. The Director of Transportation has the final ruling on all transportation decisions. There will be no passes issued for recreational or sports-related purposes, or for non-school related activities.**

### **Cafeteria Expectations & Procedures**

Students are expected to behave appropriately and considerately during lunch. Due to the low ceilings and close proximity of seats, all students are expected to use “inside voices” while interacting with their peers. Mature, appropriate behaviors are expected to be the norm:

- When students enter the cafeteria, they should sit quietly and wait to be dismissed to the lunch line.
- Students purchasing food shall form a single line and wait their turn to be served (no cutting in front of others).
- When directed by a staff member, students should return their trays to the dish room and place utensils and trash in the appropriate bins.
- Students are expected to clean up messes and leave their table and area in a clean, orderly manner.
- Students are to remain seated at their lunch tables except when purchasing food, returning trays or using the restroom.
- Students need a pass to leave the cafeteria.
- Students may not take food or drinks out of the cafeteria.
- Students arriving late to lunch are expected to have a late pass.
- Glass containers of any type are not permitted in school.
- Students needing to use the restroom must take a pass with them. No more than two students are to be in the restroom at any time.

Consequences for misbehavior may include assigned seat, lunch detention, detention, or suspension, depending on the severity of the misbehavior.

### **Insufficient “Funds” & Free and Reduced Price Meal Students**

A maximum over-charge of \$10.00 or two regular lunches and two “replacement meals” consisting of a sandwich, fruit, vegetable and milk is considered reimbursable and will cost the lunch price. After the two “replacement meals” the students will be instructed that they need to bring a meal from home until their debt is paid. A list of students who have charged meals will be maintained. Students who have pending charged meals may not purchase breakfast or a ‘la carte items until the debt is paid.

To help simplify payment of lunch fees, Conrad Weiser Area School District has enrolled in an internet-based service called [www.schoolcafe.com](http://www.schoolcafe.com). This service is a website where you can pay for School Breakfast and Lunch using your VISA, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time. [www.schoolcafe.com](http://www.schoolcafe.com) enables parents to keep track of their child’s account balance and the actual

items purchased. To get started, you will first enroll at [www.schoolcafe.com](http://www.schoolcafe.com). You will be asked to enter your email address and a password, which will be used each time you log in.

### **Free or Reduced Meal Students**

Students who are approved for meals at no charge will receive one breakfast and one lunch each day. There will be no charging of a ‘la carte items.

If at any time you think you may qualify for free or reduced meals, please obtain and complete the application to apply for services. You may obtain a form from the office or go directly to the COMPASS website [www.compass.state.pa.us](http://www.compass.state.pa.us). Click on apply for services. Parents must re-apply each year to receive free or reduced meals.

### **Cell Phones**

Students may possess cell phones for use before and after school, but their possession and use during the school day (7:45-2:45) is strictly prohibited. (Section 1317.1 PA School Code)

- **CELL PHONES ARE TO BE TURNED OFF AND STORED IN THE STUDENT’S LOCKER.**
- Use is interpreted as using any cell phone function or feature, not just sending or receiving calls or texts.
- Cell phones must be turned off at the start of the school day (7:45 AM) and may not be turned on again until the end of the school day (2:45 PM).
- Special exceptions may be made only with prior administrative approval in extreme circumstances (such as field trips).
- The use of mp3 players, iPods, and-or any other personal electronic music devices or stereos is prohibited during school hours (7:45-2:45).

### **Child Abuse**

The "Child Protective Services Law," 11 P.S.2201 et seq., was enacted in 1975 by the Pennsylvania General Assembly to provide procedures for reporting and investigating the abuse of children, for establishing a central repository on child abuse complaints, and for taking protective action. The law protects children less than eighteen years of age from physical or mental injuries which are the result of intentional harm, sexual abuse, sexual exploitation, or serious physical neglect.

Since its enactment, the law has required that school administrators, school teachers, and school nurses report when they have reason to believe, on the

basis of their training and experience, that a child is an abused child. When such reports are made by professional persons or by private citizens, the Department of Public Welfare is required to maintain both a pending complaint file of child abuse reports under investigation and a statewide, central register of "founded" and "indicated" reports of child abuse.

### Confidential Communications

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

### Counseling

Each student is assigned a school counselor to assist with academic, career and personal concerns. Students are assigned to counselors by grade. Counselors can be contacted by calling 610-693-8504 or by calling the information line for direct extensions.

Grades 5 and 6..... Mr. Tom Hoover  
Grades 7 and 8..... Mrs. Kelly Pearsall  
Bethany Coordinator..... Mr. Scott Michael  
Student Assistance Coordinator ..... Mrs. Barbara Boland

### Damage/Vandalism

Students should take pride in their school and help preserve it for future students. If they are found defacing, injuring or destroying this public property, they will be held accountable as defined in Section 77 of the School Laws of Pennsylvania (criminal/disciplinary action) and disciplinary consequences will result. Vandals will be responsible for compensation for any/all expenses resulting from their actions.

NOTE: Laptops are school property.

### Dances

Middle School dances are an earned privilege. All dances will be held in the cafeteria and will begin at 6:00 p.m. and end promptly at 8:00 p.m. CWMS dances are for CWMS students only. No admittance without a current valid CWMS school ID. Students may not bring guests to the dance. No student will be permitted to enter a dance after 6:30PM without prior administrative approval. Students will remain in the cafeteria area. Students must enter and

exit dances through door #28. Students may not leave a dance early unless a parent signs the student out. Students who are failing two or more subjects, are absent the day of a dance, have discipline concerns, or owe fines may be excluded from attending dances.

All school rules must be followed at dances, including dress code and personal interactions. Failure to do so will result in disciplinary consequences. Failure to be picked up from the dance by 8:15PM will result in future dance restrictions.

### Dress Code

We at Conrad Weiser Middle School believe that student dress and overall appearance should promote a positive and productive environment and should reflect pride in one's self as well as in our school. We further believe that student dress and appearance is a shared responsibility of the home and the school. It is our sincere desire to provide adequate leeway for individuality, but at the same time to maintain a standard of good grooming and personal modesty. All clothing should be neat, clean, and appropriate.

#### **Unacceptable attire includes the following:**

1. it disrupts the educational process
2. it constitutes a health or safety hazard
3. it is harmful to the building or equipment
4. it is gang affiliated

#### **The following rules of dress will be followed:**

- Shirts and tops must be long enough that they can be tucked into pants.
- Midriffs, backs, and shoulders are to be covered.
- All clothing needs to be worn appropriately with **no undergarments** exposed.
- Skirts and shorts **must** be no shorter than mid-thigh or above the height of a student's knuckles when held alongside the legs.
- Footwear must be worn at all times.

#### **The following will not be permitted:**

- Clothing and accessories that refer to or promote alcohol, tobacco, and/or drugs.
- Clothing and accessories that display inappropriate words, slogans, images, logos, obscenities, and double meanings.

- Torn or ripped clothing that exposes skin that would normally be covered by school-appropriate shirt/shorts/skirt.
- Head gear, including but not limited to, hats, beanies, visors, bandanas, unless for religious purposes
- Nonprescription eyewear, gloves, hooded jackets, jackets, coats, raincoats, and outdoor wear
- Pajamas, lounge pants, and slippers
- Clothing that is excessively short, cut, ripped, or revealing.
- Tube tops, halter tops, midriff shirts, muscle shirts, sleeveless shirts, tank tops, spaghetti straps.
- Heavy chains, studs, or spikes. This includes clothing, jewelry, and accessories.

Students are allowed to wear jeans, pants, and shorts that are frayed or have holes as long as those holes/frays are not above mid-thigh or above the height of a student's knuckles when held alongside the legs. Holes at or below knee level are permissible as long as they are not gaping or may be caught or snagged. All clothing regulations are at the discretion of administration or their designee.

If students are wearing inappropriate dress attire they will be given the opportunity to change their clothing. If they do not have appropriate clothing then they will have the opportunity to call a parent or guardian. Failure to comply will result in the student going to the Alternative Room for the remainder of the day. First offense is a warning, second offense is a detention, etc.

NOTE: Administration reserves the right to amend the dress code at any time and make exceptions for certain clothing items on school determined occasions or theme days.

### **Emergency Closing of School**

If it becomes necessary to close our schools because of inclement weather, the announcement will be carried on WFMZ-TV Channel 69 and WGAL-TV Channel 8. All families will receive an automated call from the school district if school is cancelled or delayed.

The Conrad Weiser Area School District places a premium on the safety and well-being of our students and community members. Recognizing this, plans have been made for their safety in the event of an emergency. Please be aware that we will take the following steps:

1. We do have an emergency plan as required by the state. If necessary, we will implement the plan which applies to a variety of situations. If you have questions about the plan, please call the Superintendent at 610-693-8545.
2. Any announcements of our decisions will be made over our normal radio and television stations or through our district website [www.conradweiser.org](http://www.conradweiser.org)

### **Enrichment/Remediation Block**

CWMS affords part of the school day to Enrichment and/or Remediation activities. This "E/R" Block is at the end of the school day, providing time for students to practice their academic skills while having access to their teachers. Most students who are efficient with this time are able to complete homework/ practice/ project assignments prior to leaving the building. This is also the time when students attend Band, Chorus, and club activities/meetings such as Student Council, FFA, Renaissance, Builder's Club, etc.

Students leave Block 5 at 2:00 p.m. Students have 5-minutes to report to their E/R for attendance and get to their working location. All hallways are to be cleared by 2:05. Any student in the hallways after 2:05 without a teacher-signed pass will be issued a detention for being "out of area."

### **Evacuation and Safety Drills**

Students are expected to follow teacher directions during all safety drills.

- Exit and enter building silently
- Stay with your class
- Remain quiet to listen for instructions
- Do not engage in horseplay or inappropriate behaviors
- If a student is not with his/her class when the alarm sounds, report to the nearest adult.
- Everyone must leave the building.

### **Flag Salute and Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall stand and silently respect the rights and interest of classmates who do wish to participate.

### **Homework Help**

Students may stay after school three days a week for Homework Help, 2:50-3:50PM, Tuesdays, Wednesdays, and Thursdays. Students must be picked up at the main entrance (by the flag pole) by 4:00PM. Homework Help is monitored by a certified teacher with the intention of providing a quiet educational environment for students to complete school work. This help is voluntary. If behaviors effect the learning environment in any way, that student may be removed/banned from future participation.

### **I.D. Cards**

Students will be given two official picture identification cards. One MUST be kept in the laptop carry bag ID pocket. The other card must be in their possession at all times. If lost, a replacement card can be obtained at the middle school library at a cost of \$3.00.

### **Library**

The Middle School Library is open from 7:45 a.m. to 4:00 p.m. Students may use the library during enrichment/remediation periods with their teacher's approval. Book bags, backpacks, gym bags, coats, jackets, etc., are not permitted in the library.

Students must have their ID card to check materials out of the library. For their own protection, students should not check materials out on their card for another student. There will be a \$3.00 replacement charge for lost cards.

Most books and magazines are checked out for twelve school days and may be renewed for an additional twelve days. There is a \$.05 fine for each day the book is kept out past the due date. All reference books may be taken out overnight. There is a \$.10 fine per day for reference books.

Students are responsible for returning all overdue materials and paying all fines. Students failing to do this may be restricted from taking out additional materials. The library periodically issues overdue reminders and lists of outstanding fines, and distributes these lists to homerooms. Students are charged replacement costs if a book or magazine is lost.

### **Lockers**

All students are assigned a hall locker and a lock combination at the beginning of each school year. It is the student's responsibility to keep the locker clean, in working order, and **locked at all times**. There is to be no trading/changing of lockers. Each student is to use his or her assigned locker. Students intentionally rigging/jamming their lockers to open without

using the combination will receive disciplinary consequences and pay for any damages or repairs if needed.

### **Lockers (Physical Education Grades 7 and 8)**

Each 7th and 8th grader is assigned a locker and lock for Physical Education. Key locks or locks brought from home are not permissible. Lost locks will result in a \$7.50 charge. Student possessions must be locked inside the locker during physical education class and after-school activities. Students should not bring valuables into the locker room. The school will not be responsible for lost/stolen items. No food or drink is permitted to be stored in the lockers.

### **Locker Searches**

As per Board Policy #226, all lockers remain school property and are loaned to students for their use. School officials retain the right to search these lockers at any time. Materials found may be used as evidence in disciplinary proceedings.

If reasonable suspicion exists, school authorities have the right and responsibility to search a student's possessions, including coats, book bags, purses, or a student's person, including pockets, socks and shoes. The ability to search depends on the amount of suspicion and the danger to the health and welfare of other students. The district has a K-9 search policy.

### **Media Release Exclusion**

Photos, video footage, and interviews of students are often used as part of the Conrad Weiser Area School District's community relations efforts through publications (printed and online), the district website ([www.conradweiser.org](http://www.conradweiser.org)), district social media, Conrad Weiser Television, and in community presentations. On occasion our district invites the news media (Reading Eagle, WFMZ-TV, WEEU, Berks Community Television, Berks-Mont News, etc...) to cover events on our campuses. If you do not want photos, video footage or interviews featuring your child used in district publications, on the website, on social media, in community presentations, or in news media outlets, please complete the annual "Exclusion from Media Coverage" form found on the district web site and return it to your child's school office.

Be advised that signing this annual form prevents the intentional use of your child's photo or videotape footage. In situations where large groups of people are participating, it is often impossible not to photograph or videotape

certain students, and therefore, we cannot prevent the use of photos or videotape footage that unintentionally includes your child. Additionally, students who participate in school activities and/or athletics may be photographed or videotaped by members of the media or the general public while participating. It should be noted that under these circumstances, the publicity refusal form below would not be a valid means of preventing photographs or videotape of a specific student.

### **E-Hall Pass System/Sign out Policy**

Students must have an approved staff pass to be in common areas **AT ALL TIMES**. In addition to having an approved staff pass, students must complete the sign out system before leaving any classroom. E-Hall Pass is a digital pass system that students and teachers create using their laptop device.

### **Renaissance**

Renaissance is a national organization designed to empower students and educators to reenergize the educational atmosphere, and to create and seize new opportunities for success. The mission of Conrad Weiser Renaissance is to join students, educators, parents, administrators, businesses, and community together to motivate and inspire student achievement and to improve school climate. Renaissance started at Conrad Weiser in 1996. Students can earn a Gold, Blue or White card when they achieve the required GPA. Each card carries specific school privileges. If you are a parent or business person, you are invited to become a part of Renaissance. Join us in creating an inspiring school climate in which ALL students THRIVE and SUCCEED. Please contact the middle school office for more information.

### **Eligibility and G.P.A. Requirements**

To qualify for Renaissance, a student must be a positive role model in the school and community, as outlined by the 6 Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students must also demonstrate academic leadership by maintaining at least a "B" average across all classes.

Gold Card - 3.75 - 4.0    Blue Card - 3.26 - 3.74    White Card - 3.0-3.25

### **Renaissance Card Distribution**

Renaissance cards are distributed twice a year. First Semester Cards are based on the 3<sup>rd</sup> and 4<sup>th</sup> quarter middle school grades from the previous year. Second Semester Cards are based on the 1<sup>st</sup> and 2<sup>nd</sup> quarter middle school grades of the current year.

### ***Privileges for Renaissance Members***

Monthly Rewards	Free dance and activity tickets
Field Day Rewards Café Coupons	Leadership opportunities
Discount admission to home athletic events	Prize Cart
Snack Shack Coupons Gift Card Drawings	

### ***Loss of Renaissance Privileges***

Renaissance participation is an earned privilege, and as such, may be revoked if a student demonstrates poor character choices or poor academic performance.

- Suspension will result in the loss of membership for the remainder of the semester
- Three (3) detentions will result in the loss of membership for the remainder of semester

### **Technology: Internet Acceptable Use**

In accordance with Board Policy 815, **using the Internet and Information Technology Resources (IT Resources) in school is a privilege, not a right**; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The following are general guidelines for acceptable use. Please reference Policy 815 for specific details.

- Digital technology may be used only for legitimate educational purposes.
- Digital technology is being provided as part of the educational program and is not a public forum.
- Digital technology may not be used for speech or expressive conduct that interferes with the educational process, threatens the community or an individual, is indecent, encourages unlawful activity, interferes with individual rights, constitutes slander, or is offensive.
- All material shall be age-appropriate, demonstrate proper grammar and spelling, and be consistent with the abilities of the student.
- Programs or applications may NOT be installed by students.
- Students must access digital technology by using their assigned user ID and password, should not disclose their User ID and password, and must terminate use by logging off. Forgotten passwords may be reset by the librarian.
- Students must not bypass CIPA compliant software used to block inappropriate material or access pornographic sites.
- Students must not violate copyright laws.

- Student may not delete, disable, or change any programs or applications on the digital technology device.
- Students may not use digital technology to bully/cyberbully another individual.

While the district utilizes a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board, it must be clearly understood that no filtering system is able to block all inappropriate sites. It is the student's responsibility to utilize access to digital technology and the Internet appropriately. **The District will assume your consent for your child to access the Internet and IT Resources unless you indicate that you do not give consent by contacting a school administrator in writing.**

**Technology: Student Responsibilities and Expectations**

- The laptop is property of the Conrad Weiser Area School District and is entrusted with the students as a learning tool. The laptop, power cord, and bag are assigned the student and are not to be loaned to or shared with anyone.
- You will need to supply your own personal ear buds/headphones. (available for purchase in school store)
- You are required to abide by the Acceptable Use Policy. (Board Policy 815)
- Laptops are to be used as an educational tool and should be used only in that capacity.
- You are responsible for the care of the laptop both in and out of school.
- You should have the laptop charged and ready for use during the school day.
- You are responsible for bringing the assigned laptop to school each day. Computers that are left at home will be treated as if a textbook or assignment were left at home.
- You will be given a laptop, power adaptor, and laptop bag. You are required to carry them in the district issued laptop bag. When carrying your laptop always place it in the case provided by the District. Be careful not to drop or toss or fling your laptop case.
- You will lose computer privileges if you are responsible for any vandalism, hacking, network disruption, or any actions that disable, damage or affect the laptop or network.

- Only software provided and installed by the district is permitted on the laptop. Installing software, music files, games, or commercial applications is strictly prohibited.
- The laptop will have Internet filtering installed and may not be bypassed for any reason.
- You acknowledge there is no expectation of privacy with the files stored on the laptop or websites visited. The school district has the right to monitor laptops and block access to applications and websites.
- You will not share your username or password with anyone else.
- You will be expected to return the laptop in good condition at the end of each school year or when withdrawing from the district.
- You may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.
- It is important to understand that you need to take care of the laptop as it will be your laptop for four years. You will receive the same laptop each school year following summer maintenance.
- You need to be diligent about saving and backup procedures. No technology device is perfect. Take precautions and back up your files on a regular basis! Unlike online documents, files and projects stored on your computer desktop or home folder are not automatically backed up. We encourage students to back-up to a school district server, Google Drive, and/or a USB flash drive for backup.

**Technology: Laptop Ownership and Care**

Students are responsible for the appropriate use of their laptop both at school and at home. Students are expected to arrive at school every day with the laptop battery fully charged and with the laptop power adapter.

- **Laptop Ownership**
  - The laptop is property of the Conrad Weiser Area School District and entrusted with the students as a learning tool. The laptop is assigned to you and is not to be loaned to or shared with anyone.
  - Installing software is not permitted. Downloading or installing unlicensed commercial applications, games or software that you do not own or have purchased is illegal and expressly prohibited.
  - Students may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.
- **Laptop Care**

- Laptops should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the laptop to avoid damage. Rain, wet hands, and high humidity are risky to laptops and should be avoided. Laptops are not to be left in a vehicle; this encourages theft and exposes the computer to temperature changes outside of their operating limits.
- Always keep track of your laptop and take reasonable precautions to keep it safe. If you place your laptop in your locker make sure it is completely closed and locked. Never leave your laptop unattended.
- When carrying your Laptop always place it in the case provided by the Conrad Weiser Area School District. Be careful not to drop or toss or fling your laptop case.
- Personal devices plugged into the laptop's ports may cause problems with the laptop's operation. You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop. Note that the Conrad Weiser Area School District will not provide technical support for personal devices.

Extracurricular Activities: For students participating in extracurricular activities, advisors and coaches will communicate laptop expectations and security measures as it relates to each activity.

### Technology: Warranty and Damage Information

#### **Accidental Insurance Coverage.**

Students must participate in the annual Accidental Insurance Plan if they want to take their laptop off campus. The annual cost of this plan is \$45. Families who receive free/reduced lunch incur a cost of \$25. If this fee is not paid, the student must leave their laptop with their E/R teacher at the end of each day.

As determined by the building administration, damage will be categorized into one of three categories:

- **Accidental Damage:** The laptop will be repaired/replaced at no cost to the student
- **Negligent Damage:** The student will be liable for repairs not to exceed \$100
- **Intentional Damage:** The student will be liable for all repair costs up to the replacement value of the laptop
- **Missing/Lost Laptops:** The student is responsible for paying the full-market value of the replacement laptop

### Textbooks

Textbooks will be collected and inspected at the end of the year. Students will be assessed for damage caused to books. All textbooks must be covered. Free

book covers are available in the library-y. If students lose their books or cannot return them to their classroom teachers at the end of each course, the student will be responsible for the full replacement cost of the book.

### Traffic Patterns

The lane in front of the middle school shall be two-way traffic from 8:15 a.m. to 2:30 p.m. Parents may not use the road in front of the middle school between 7:15 a.m. and 8:15 a.m. The front of the middle school will be blocked off by the buses from 2:40 p.m. until 2:55 p.m. From 3:00 p.m. to 7:15 a.m. traffic flow shall be two-way.

7:00a.m. to 7:45a.m.: Parents who are transporting students to school in personal vehicles are to pull into the parking lot between the middle school and high school. Students are to enter the building via the cafeteria entrance. Students dropped off after 7:45 are to enter via the main entrance by the flag pole.

**There shall be no standing or parking along the curb in front of the school building at any time.** Parents picking up or unloading students between the hours of 8:15 a.m. and 2:40 p.m. shall pull into vacant spaces in front of the school. **Please do not park or drive on the grass.** Unauthorized parking in handicapped spaces may result in fines. Cars may not enter the driveway outside the gym lobby.

The rear lane behind the middle school complex is "one way only" and is to be used exclusively by authorized personnel including deliveries.

Middle School students may not drive to the middle school. These regulations have been put into effect for the safety and well-being of students and staff.

### Valuables

Students should not bring valuables or large amounts of money to school. If an unusual situation arises, students are to take those items to the office. **Do not store valuables in lockers.** The school district is not responsible for any lost or stolen items.

### Visitors

All visitors must enter the middle school using the main entrance to the office, sign in, and obtain a visitor's pass. Visitors may not enter the building using any other entrance. This will be deemed as a breach of security and may result in police notification.

## **DISCIPLINE**

### **Philosophical Foundation of School Discipline**

In the middle school, the majority of disciplinary interventions are considered extensions of the regular instructional program. We believe that appropriate behaviors and social expectations must be taught and reinforced by the entire staff. Actions taken by the faculty or the administration are meant to guide and improve subsequent student behavior. Consequences for misbehavior are not intended as “punishment for crime,” but as reasoned action to improve student decision making in the Conrad Weiser Middle School. A system of progressive discipline has been established to address those students who have ongoing discipline problems. Given the wide range of student ages and ability levels in the middle school setting, interventions may vary to address unique needs. The faculty and administration will apply their professional judgment to the formal practices and procedures that follow, with the goal to improve student behavior and maintain a positive climate for learning.

Disciplinary Offense - In an attempt to clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions are listed at each level.

Disciplinary Action - The school’s primary concern is to assist students in modifying undesirable behavior. To this end, school officials will work with students, their parents or guardians, as well as resource people and community agencies to achieve more appropriate behaviors.

In order to apply disciplinary action uniformly for all students, the administration has developed a set of specific disciplinary measures for each level of offense. Most often these can be handled as a routine matter. However, for very serious cases of misconduct, further action may be taken by the Superintendent and Board of School Directors.

Discipline will be administered in a progressive manner, where repeat offenses of the same infraction or level will receive a more severe discipline. A student may be progressed up the scale at a higher rate, depending on the severity of the offense in question.

### **Levels of Offenses and Disciplinary Actions**

#### **LEVEL I OFFENSES**

- Disrespectful behavior

- Failure to follow class, library, bus, cafeteria, or school rules
- Dress Code violation
- Not having an approved pass in the halls
- Food outside the cafeteria
- Unprepared for class
- Class disruption
- Horseplay
- Excessive tardiness: late to class two or more times in one marking period, or more than five minutes late for class
- Minor vandalism
- Forgery
- Use of abusive, obscene, profane language or gestures
- Pushing, hitting, tripping, etc.
- Possession of a personal electronic device during school hours (cell phone, iPod, mp3 player, etc.) All devices must be turned off and kept in lockers during school hours
- Inappropriate use of technology (i.e. non-school related websites, games, etc.)
- Skateboarding on school property
- Public displays of affection
- Other minor infractions of unacceptable behavior in school, on school property, including buses; and at school-sponsored events

#### **LEVEL I ACTIONS**

Proper disciplinary action will include, but is not limited to: warning, conference with student/parent, withdrawing of privileges, lunch detention(s), and/or detention.

#### **LEVEL II OFFENSES**

- Continuation of unmodified Level I misbehavior
- Possession of pornographic material or visiting pornographic websites on school computers
- Failure to serve detention by the assigned date
- Misbehavior while serving detention or lunch detention
- Entering an unauthorized area
- Not reporting to a scheduled class, homeroom or assigned area, leaving class without permission
- Lying

- Cheating (Addition: Student maybe required to complete an alternate assessment for the work in question.)
- Vandalism or defacing school property
- Harassment - physical or verbal, bullying, threatening comments
- Actions that may cause harm to someone else
- Minor physical altercation (putting hands on others)
- Excessive disruptive behavior
- Insubordination/defiance
- Name left by substitute teacher for inappropriate behaviors
- Possession of laser pointer
- Other more serious misconduct which materially and substantially interferes with the educational process or constitutes a health and/or safety hazard

### **LEVEL II ACTIONS**

Disciplinary action for the Level II offenses, being of a more serious nature, will result in the following:

A first offense may result in the assigning of one or multiple lunch detentions, detention, or a one to three day suspension. Letters of apology/restorative practices, school service, and referrals to the SAP Team may also be assigned.

Any further offenses will result in additional days of suspension.

Suspensions will be assigned as in or out of school. Students have the responsibility to make up exams and work missed while being disciplined by suspension and will be permitted to complete these assignments upon return to school.

Students under suspension are not allowed on campus and may not attend school activities during the suspension period. They may also be excluded from future middle school activities as a result of their disciplinary record.

Any misbehavior while serving detention will result in suspension.

### **LEVEL III OFFENSES**

- Continuation of unmodified Level II misbehavior
- The use and/or possession of tobacco, tobacco products, e-cigarettes/hookah, inhalants, mace or other types of spray
- Possession of lighter, matches, or other combustible items

- Theft/stealing
- Leaving school without permission
- Major vandalism/Institutional vandalism
- Inappropriate touching
- Verbal/physical assault, serious threat
- Major harassment: sexual; bullying/cyber-bullying; intimidation; racial comments; discriminatory behavior
- Abusive, obscene, profane language or gestures directed towards the staff and/or administration
- Fighting or disorderly conduct
- Major insubordination
- Other serious misconduct
- Disregarding a directive from an administrator
- Disregarding a directive of a chaperone on a field trip

### **LEVEL III ACTIONS**

Any Level III offense will result in a Level III Disciplinary Action, and may include a citation from local law enforcement. A referral to the SAP Team may be made. Failure to comply with an assessment or recommendation(s) will result in the maximum penalty for the offense.

Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence.

A first offense will result in a one to ten day suspension. A parent may be asked to accompany the student's return to school for a reinstatement conference.

Any further offenses will result in a five to ten day out-of-school suspension, a parent conference, and may further result in a hearing with the Board, a committee of the Board or designee with administrative recommendation for expulsion of the student from school for a specified time period.

NOTE: "Institutional Vandalism" includes carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking device onto school property with the intent to vandalize, deface or otherwise damage property. Pa. C.S. Section 3307

#### **LEVEL IV OFFENSES**

- Possession/use of unauthorized substances (alcohol, drugs, drug paraphernalia) or “look-alike” substances
- Extortion
- Arson or tampering with the fire alarms, extinguishers or activating a false alarm
- Bomb or terroristic threats
- Creating a dangerous situation
- Physical assault
- Possession of deadly or offensive weapons (guns/knives) or a “look-alike” weapon
- Commission of any other act punishable under the Pennsylvania Crimes Codes
- Other very serious misconduct

#### **LEVEL IV ACTIONS**

Level IV acts include those which result in violence to another person or their property, or which pose a direct threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions which may result in police involvement and in the immediate removal of the student from school.

Any offense will result up to a ten day out-of-school suspension and may further result in a hearing with the Board, a committee of the Board or its designee with administrative recommendation for expulsion from school for a specified time period. A referral to the SAP Team will be made. Failure to comply with an assessment or recommendation(s) will result in the maximum penalty for the offense including expulsion from school.

NOTE: The discipline policy has been developed in accordance with the Pennsylvania State Crime Code and the following:

\*The Federal gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 921 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382)

\*The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury (PA School Code, 1317.2). The term “weapon” shall also include paintball guns and airsoft guns, whether operable or inoperable. Therefore, paintball/airsoft guns

are prohibited on school property, a school bus, or at any school sponsored activity.

\* Act 26 of 1995 and Act 30 of 1997 School Safety amends the PA School Code to require a one year expulsion for students possessing a weapon on school property, on a school bus, or at any school-sponsored activity.

#### **Lunch Detention**

Lunch detention will operate each day of the week. All lunch detentions will be located in the Alternative Room (E-6). Students will serve the lunch detention on the day it is assigned, or the very next day. It is the students’ responsibility to inform parent(s) about the assigned lunch detention. If warranted, a phone call or email home will be made depending on the nature of the infraction. Any misbehavior while serving lunch detention will result in additional disciplinary consequences.

#### **Detention**

Detention will operate four (4) days a week: Tuesday and Thursday afternoons from 2:45 PM to 3:30 PM, and Wednesday and Friday mornings from 7:00 AM to 7:45 AM. All detentions will be located in the Alternative Room (E-6). Students will have from the date of referral until the following Friday to successfully serve their detention. A detention notice will be sent home with the student.

Failure to serve the detention by the due date will result in additional disciplinary consequences. Detention will take precedence over all school, home and work activities. Any misbehavior while serving detention will result in suspension. The student and parent(s) are responsible for the student’s transportation to and/or from detention. Parents should pick up students promptly at 3:30 PM outside the main entrance.

#### **Suspension**

A student who receives In School Suspension (ISS) will be assigned to the Alternative Room for the duration of the suspension. Students will be required to complete all work assigned to them during ISS. Students who do not follow the Alternative Room rules, or do not complete the assigned work, will be assigned additional disciplinary consequences. Students may not participate in or attend any school sponsored functions on or off school property for the duration of the suspension.

A student who receives Out of School Suspension (OSS) is not allowed on school property nor allowed to attend or participate in any school sponsored activity on or off school property for the duration of the suspension. It is the student's responsibility to utilize Schoology to continue their educational progress, and to contact their teachers regarding any assignments or questions they may have.

### **Expulsion**

*Expulsion* is exclusion from school by the Board of School Directors for a period exceeding ten school days and may be a permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as set forth below. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- If the parents or guardian are unable to provide for the required education they must within thirty days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must again contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education, or proceed according to the following paragraph, or do both.
- If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act

(42 Pa.C.S., Sections 6301 to 6308), to ensure that the child will receive a proper education.

### **Hearings**

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of the process.

### **Student Bill of Rights and Responsibilities**

The Student Bill of Rights and Responsibilities is a detailed document that affects all public schools in the State of Pennsylvania. All public schools in the state are required to comply with the documents. Students may obtain information on this document from the Counseling Department. The entire document can be found on the Pennsylvania Department of Education web site.

### **Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and homework, and conformance to school rules and regulations. Most of all, students 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 students to conform to the following:

- Be aware of all rules and regulations for student behavior, and conduct themselves accordingly. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause disruption to the educational processes.
- Assist the school staff in operating a safe school for all students.
- Comply with Commonwealth and local laws.

- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time for all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
- Report information accurately and not use indecent or obscene language in student newspapers or publications.

### **Bully Prevention Program**

The Conrad Weiser Middle School has adopted the Olweus Bully Prevention Program for bullying and follows these school-wide rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and/or an adult at home.

Bullying is defined as when a student is exposed **repeatedly and over time** to negative actions by one or more students, and he/she has difficulty defending himself/herself. A negative action can be verbal, or physical, exclusion, or spreading rumors. The definition of bullying includes three important components:

1. Bullying is aggressive behavior that involves unwanted negative actions
2. Bullying involves a pattern of behavior repeated over time
3. Bully involves an imbalance of power or strength

We believe this is a “team effort” and is most effective when all teachers, staff, students, and parents work together to eliminate bullying acts. Please contact the middle school office with any questions, concerns, or to report a bullying act.

### **Bullying and Cyber Bullying**

All forms of bullying and cyber bullying by school district students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy will be disciplined. Students who have been bullied or cyber bullied shall promptly report such incidents to the designated employees. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures

or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district, offenders will be disciplined.

### **How to Report Bullying**

Conrad Weiser Middle School offers several options for students to report bullying:

- Tell an adult as soon as possible
  - Submit a “Bully Slip” into a Bully box, located in the main office and the library
  - Schoology message a school counselor or administrator
- Remember to include as much information as possible, not only what happened and what was said, but who was a witness.

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

Conrad Weiser Middle School’s Student Assistance Program is a program designed to remove barriers to students’ learning and success in and outside of school. The program assists students who may be dealing with mental health issues, drug and alcohol problems, family issues, low self-esteem, academic concerns, disciplinary problems, and the many other obstacles students face. We offer support in school through various avenues, and work with each student and their family to assist in finding solutions to problems that exist for the student. The CWMS Student Assistance Program offers a free, confidential, comprehensive assessment through The Caron Foundation to parents who may be concerned about their child. We also offer referral services to parents and students who are struggling with issues that require more than the school may be able to provide.

### **Referrals to the Student Assistance Program**

Students can be referred to the Student Assistance Program by anyone, and the referral is confidential. Students are referred by parents, teachers, administrators, other students, and themselves. They are referred for many reasons including a drop in grades, change in appearance, loss of interest in activities, disciplinary issues, talk of drug and alcohol use, depressed mood, uncontrolled anger, and other concerns that someone may have about a student. Referrals to the Student Assistance Program are confidential, which means that a student will not find out who referred them to the program. Our Student Assistance teams also respect the confidentiality of the program, and do not discuss anything related to the program to faculty members not on the team.

**What Happens Next?**

Several things can happen after a student is referred to the Student Assistance Program. The Coordinator of Student Assistance Services or School Counselor may talk to the student, to see if that student is struggling with any issues. The team may decide to send out behavior observation forms to the student’s teachers to see if they are noticing any concerns with the student. Parents of the student may be contacted to obtain their feedback, and to also offer an assessment of the student or other resources. If an issue is identified, the team will problem solve with the student’s parents on what would be the best course of action to assist the student.

**How Can I Refer a Student to the Student Assistance Program?**

Referrals can be made to the Student Assistance Program in several ways. You can contact the Coordinator of Student Assistance Services, a school counselor, administrator, faculty member or any member of the Student Assistance Program team.

**ACADEMICS**

**Grading System**

Conrad Weiser Middle School has four, nine-week grading periods. Grades are posted to the Skyward online system so parents/guardians have computer access to grading information throughout the school year.

**Grading Scale**

<i>Grade point average</i>		
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
Below 70	F	0

**Honor System Requirements**

High Honors ..... 4.0 in all graded subjects

\*No grades lower than an “A” accepted for High Honors

Honors .....3.5 in all graded subjects

\*No grades lower than a “B” accepted for Honors

Principal's List ...3.0 in all graded subjects

**Homework**

If a student is absent it is his/her responsibility to utilize Schoology to continue their educational progress, and to contact their teachers regarding any assignments or questions they may have.

**Academic Progress**

In the Conrad Weiser Middle School, the curriculum is organized through traditional grade-level courses of study. These courses reflect the expectations of the Commonwealth, The Board of Education and the Conrad Weiser faculty for students at each grade level. Reasonable academic progress within this program is expected for all students.

Students who fall behind their peers in this progression may need individualized counseling, specialized help, or adaptations to the instructional program. Interventions may be temporary and reflect minor changes, or more extensive, requiring specialized programs, the repetition of a course, or in some cases, the repetition of an entire grade level. These student-specific decisions are not based upon a few factors or a set formula. They are determined by the administration after consultation with the student, the students’ parents/guardians, the faculty and specialized staff. In this manner, the Middle School Program can strive to maintain academic standards and be responsive to the needs of the student.

**Academic Retention/Credit Recovery (Summer School)**

- 3 major courses. . . . . grade retention
- 2 major courses . . . . . summer school
- 3 or more specials. . . . .summer school
- 69 and below is failing

\*Each individual case will be reviewed by a team of administrators/counselors, and teachers

\*\*A notification letter will be mailed home if a student is in jeopardy of possible failures, grade retention, and/or summer school.

**Family Access via Skyward and Schoology**

The Conrad Weiser Middle School utilizes Family Access by Skyward, Inc. Family Access is a secure Internet based website that provides students and parents with access to real-time student information anytime, from anywhere,

using a secure login and password. Among other things, this service will allow you to view and monitor your child's attendance, grades, schedule, progress, assignments and emergency information. Family Access is a free service and is available to all parents with children enrolled in the district. If you do not have access to a computer you can utilize one for free at a local library. The librarians will be able to assist you. If you do not know your username or password to access Skyward, please contact the Counseling Office.

The Conrad Weiser Middle School utilizes Schoology, a learning management system, for communicating information about assignments, classwork, projects, and assessments. Parents have an access code (provided by the school) that gives them access to their specific student's information and coursework.

### **Physical Education Rules and Regulations** ***(Grades 7 and 8)***

Students must be prepared and dressed in proper PE attire that is different from the clothing worn in regular education classes. Proper class attire consists of an athletic T-shirt and/or sweatshirt, athletic shorts and/or sweatpants (no jean shorts or Bermuda shorts), socks, and sneakers that tie, have a rubber sole and are appropriate for physical activity. Spandex shorts are not permitted to be worn in place of athletic shorts. Athletic shorts should be in accordance with the school dress code policy. However, spandex shorts may be worn under athletic shorts in order to meet the length requirements in the general dress code. Students are **NOT** permitted to wear jewelry, watches, necklaces, rings, hoop ear rings or other fashion items, at the discretion of the teacher. For safety precautions **NO GUM, CANDY, FOOD or COUGH DROPS ARE ALLOWED** in class.

Students will receive a letter grade for physical education based on a total points system. Each class period, students will receive a maximum score of 5 points. Students are required to have regular class attendance; demonstrate good class citizenship and sportsmanship; display honesty and integrity; be respectful of teachers, peers, and themselves; and must be actively involved and participate in **ALL** class activities. For proper hygiene, showers should be taken, if activity warrants it.

To receive a letter grade in PE students must attend and participate in at least 70% of the classes each rotation. If the student is unable to participate because of a doctor's excuse or is not in attendance for 70% or more of the classes, a "no mark" (NM) will appear on the report card. This "NM" will not benefit or

hurt the grade average. No more than one written excuse from home and or school nurse will be accepted per class rotation. After one such excuse, a doctor's note will be required.

### **Physical Education Rules and Regulations** ***(Grades 5 and 6)***

Students must be prepared and dressed in proper PE attire that permits safe, unrestricted movement. Proper class attire consists of an athletic T-shirt and/or sweatshirt, athletic shorts and/or sweatpants, socks, and sneakers that tie, have a rubber sole, and are appropriately safe for physical activity. Dresses, skirts, skinny jeans and boots are **not** appropriate. Spandex shorts are not permitted to be worn in place of athletic shorts. Athletic shorts should be in accordance with the school dress code policy. However, spandex shorts may be worn under athletic shorts in order to meet the length requirements in the general dress code. Students are **NOT** permitted to wear jewelry, watches, necklaces, rings, hoop ear rings or other fashion items, at the discretion of the teacher. For safety precautions **NO GUM, CANDY, FOOD or COUGH DROPS ARE ALLOWED** in class.

Students will receive a letter grade for physical education based on a total points system. Each class period, students will receive a maximum score of 5 points. Students are required to have regular class attendance; demonstrate good class citizenship and sportsmanship; display honesty and integrity; be respectful of teachers, peers, and themselves; and must be actively involved and participate in **ALL** class activities.

To receive a letter grade in PE students must attend and participate in at least 70% of the classes each rotation. If the student is unable to participate because of a doctor's excuse or is not in attendance for 70% or more of the classes, a "no mark" (NM) will appear on the report card. This "NM" will not benefit or hurt the grade average. No more than one written excuse from home and or school nurse will be accepted per class rotation. After one such excuse, a doctor's note will be required.

## **HEALTH INFORMATION**

### **School Health Services**

School Health Services include preventive services, education, emergency care, referral, and management of acute and chronic health conditions. They are designed to promote the health of students, identify and prevent health problems and injuries, and ensure care for students and staff.

### Nurse's Office

The primary role of the school nurse is to support student learning. The nurse accomplishes this by implementing strategies that promote student and staff health and safety. The school health services provide health supervision and emergency care for all students. *Medical examinations* are required for 6th grade students. Parents have the opportunity to have this exam done by the family physician. For those not completed, an exam can be scheduled with one of the school doctors with parent permission. *Dental examinations* are scheduled in the same manner for students in 7th grade. All students will be given a vision screening and have their height and weight measured each year and BMI calculated. Students in 7th grade will be given a hearing screening and will be given a scoliosis screening. Students who come to the nurse's office for illness or minor injuries must have an approved staff pass. In case of serious injury, students may come directly for emergency care. This applies to injuries sustained in school or on the way to school. The school does not assume responsibility for treatment of accidents that occur outside of school.

### Immunizations

In accordance with the Pennsylvania Department of Health Immunization Regulations, all students in all grades are required to have completed the immunization mandates for their grade.

**NOTE: The state regulations were updated in March 2017 and changes took effect at the start of the 2017 school year. Please consult your health care provider to be sure these requirements are met to avoid possible exclusion from school.**

In accordance with the Pennsylvania Department of Health Immunization Regulations, the following requirement changes are in effect:

- All students in All grades: 4th dose of polio vaccine on or after 4th birthday.
- All students entering grade 7: (or entering grade 8-12 if missed in grade 7)
  - 1 dose of Tdap (required for entry to grade 7)
  - 1st dose of meningococcal vaccine (MCV) at 11-15 years of age (required for entry to grade 7)
- All students entering grade 12: 2nd dose of meningococcal vaccine at age 16 or older (required for entry to grade 12)

Parents of 7th grade students need to be aware that all students entering 7th grade will need to have the 1 dose of Tdap and 1st dose of MCV **before the start of school in August or risk exclusion from school.**

For additional information and resources, please see the links on the Health Services page of the district website, found under the Administration tab, or go to [www.health.pa.gov](http://www.health.pa.gov) and search "school immunizations."

\*Please provide a copy of official documentation to the school nurse any time your child receives any vaccination.

### Medication

Any student who is in need of medication (prescription or **over the counter**) during school hours shall complete the district medication form (which can be obtained in the Nurse's office or on-line) and present the form to the school nurse with the medication. The completed medication form is valid for one school year. Medication must be in its original container. If there are medication changes, including dosage, a new medication form will need to be completed and the medication must be in the original container and clearly identifiable. *Unidentifiable medications and/or medications without written permission will not be administered.* Medications such as many antibiotics ordered to be taken three times a day ("tid"), generally do not need to be given during the school day. Parents are expected to assume responsibility for tid medications. **Each student must have a current, completed and signed Emergency Contact Form on file in the nurse's office before any medication can be administered. A new Emergency Contact Form must be submitted at the start of each school year.**

All medication (prescription or **over the counter**), **including prn** "as needed" medication, short term medication and emergency medication, will be kept by the school nurse in the nurse's office. **Medications MUST be brought to school by the parent/guardian. Students MAY NOT carry medications to and from school.** The nurse shall, in turn, dispense the medication from the office at the appropriate time. If your child has an inhaler or Epi-pen that the physician has deemed necessary for them to carry, the top and bottom portion of the medication permission form needs to be completed and signed by the parent and physician in **both sections**. The district is not responsible for problems that occur with students who are carrying their inhalers or Epi-pens. **All students needing to use inhalers during the school day (stored in the health room or carried on person), must bring a completed medication form to the school nurse.** All inhalers and Epi-pens need to be in their original containers (boxes) labeled with prescription.

*Unidentifiable medications and/or medications (including inhalers) without written permission will be treated as unauthorized substances and may be*

confiscated and a parent will be contacted for pick up. Any medication that is still in Nurse's office near end of school year will need to be picked up by parent/guardian before school ends. Medications will not be stored over summer. Any medication not picked up will be discarded.

\*\*Please contact the nurse if you have any questions about this policy as it relates to your child's specific needs.

**Medical Problems**

The parent/guardian of any student with chronic (long-term) medical problems should notify the school nurse **each fall** by making comments where indicated on the student's Emergency Contact Form. **These forms must be updated and completely filled out at the beginning of each school year for every student.** Specific medical concerns affecting a student's participation in normal school activities will be handled on a case-by-case basis in accordance with school and state policies by the school nurse and administration. Students who are absent from school for an extended period of time for medical concerns or who develop a health problem that was not noted on the emergency form at the start of the school year should notify the school nurse immediately. This will ensure that the student's health record is up-to-date and that any special needs for the student at school can be addressed.

Students who have a medical problem prohibiting them from participating in physical education must provide written documentation. For short-term problems, a parental note will be allowed for one PE class. Otherwise, a note from the physician is required, documenting the nature of the illness or injury, the duration of the excuse or limitations, and suggestions for alternate physical activities. Acceptable parent notes must contain the specific date(s) of restrictions, the student's first and last names, grade, the reason for the excuse, and the parent's signature and phone number. All notes are to be presented to the school nurse in the morning before the student has physical education class. Notes are retained in the student's health record and are subject to verification by phone.

**Reasons to Keep Your Child At Home and Reasons Your Child May Be Excluded From School**

- Fever (100 degrees or above) – within the last 72 hours. Temperature should be under 100 degrees for 72 hours without the use of fever reducing medication before returning to school.
- Vomiting or diarrhea – child should be well for 24 hours before returning to school.

- Reddened eyes with drainage – (watery, itchy eyes usually denote allergies so exclusion is not necessary). Before returning to school the student needs: a) eye drops, ointment or oral medication for 24 hours; or b) a physician's note stating it is a non-infectious condition.
- Chicken Pox – All pox marks should be dried and have scabs before the child returns to school.
- Head Lice (Pediculosis) – Children may return to school after they have been treated with an anti-lice shampoo and the nits (eggs) have been removed from the hair. The school nurse must check all children who have had lice before being re-admitted to school. Please contact the school nurse for treatment guidelines. Your child may be checked for lice at school when a sibling or close friend had lice.
- If a child has an infectious condition, such as strep throat that requires antibiotic treatment, the child should receive antibiotics for 24 hours at home before returning to school.
- Common colds associated with excessive nasal drainage, persistent cough or low grade fever (99-100 degrees).
- \*\* In regards to the Pandemic and COVID-19, please refer to the district website for the up to date information regarding exclusion from school.

**ATHLETICS**

We invite students to participate in any of our many sports or activities.

**Sports (Grades 7 and 8)**

Fall	Winter	Spring
<b>Cheerleading</b>	<b>Basketball (Boys / Girls)</b>	<b>Softball</b>
<b>Cross Country (Boys / Girls)</b>	<b>Wrestling</b>	<b>Baseball</b>
<b>Field Hockey</b>	<b>Cheerleading</b>	<b>Track</b>
<b>Football</b>		<b>Tennis (Boys) – Club</b>
<b>Soccer (Boys / Girls)</b>		<b>Lacrosse (Club)</b>
<b>Volleyball (Girls)</b>		

**Clubs and Activities**

Band	FFA	Renaissance
CWTV	Musical	Yearbook
Builder's Club (Kiwanis)		Archery

### **Absence from School and its Effect On Practice or Participation in Sports/Extracurricular Activities**

In order to participate in extra-curricular activities, students must be in school for the entire day if at all possible. If late to school, they must be in by 9:00 a.m. If leaving during the day, students should be in school for 2 ½ to 3 blocks. Students who miss school for a medical or dental appointment may participate if they bring in a note from the doctor or dentist and only miss school for the time needed for the appointment. Students who leave before 1:00 may not participate in extra-curricular activities without a note from a doctor or dentist. The note must be handed in at the Middle School office. Other exceptions can be granted for extenuating circumstances by an administrator.

Students who miss more than 20 days of school in a semester may not participate in any PIAA sports. Regaining eligibility depends on individual situations. See the athletic director or the middle school principals for clarification

#### **Athletic Awards**

Athletic awards are left to the discretion of the coaches. The awards will be letters of achievement and commendation, as well as major and minor letters.

#### **PIAA Eligibility (Grades 7 and 8)**

The purpose of our academic eligibility program is to encourage our students to maintain a good scholastic standing. A student who is academically ineligible may practice during the period of ineligibility but may not participate in any extracurricular activity, interscholastic event or the equivalent. Academically ineligible students may attend a home or away event with the team or club at the discretion of the coaches, advisors and parents except as listed below. The ineligible student may not be in uniform and may give no semblance of participation in the event.

**At the end of each week**, student athlete eligibility will be checked.

The following percentages with letter grades have been established for weekly eligibility:

Percentage	Letter Grade
69.5 – 75%	W (warning)
54.5 – 69.4%	F1
54.4– 0 %	F

Teachers will be required to give a W to any student athlete that has a 69.5% - 75% on the weekly eligibility.

- Any student athlete with an F will be ineligible for the following week after the second week of the marking period.
- Any student athlete with (2) F1 will be ineligible for the following week after the second week of the marking period.

#### **Example**

<b>Student A</b>	<b>Student B</b>	<b>Student C</b>
Course 1 - B	Course 1 - A	Course 1 – B
Course 2 - C	Course 2- C	Course 2 – C
Course 3 - C	Course 3- F	Course 3 - F1
Course 4 – F1	Course 4- F	Course 4 - F1
Eligible	Ineligible	Ineligible

**At the end of the marking period**, if a student has two F1's or one F, the student will be ineligible for ten school days of the next marking period starting when grades are available. If a student has one F, the student remains eligible.

#### **Example**

Ending of Marking Period

<b>Student A</b>	<b>Student B</b>
Course 1- B	Course 1 - A
Course 2- C	Course 2- C
Course 3- C	Course 3- F
Course 4- F	Course 4- F
<i>Eligible</i>	<i>Ineligible</i>

#### **Locker Facilities**

Students involved in activities can use the locker room. Students should bring a lock and lock their personal belongings in an empty locker.

#### **Smoke-Free School**

Conrad Weiser Middle and High Schools and grounds are tobacco and smoke free. Spectators may not use tobacco or tobacco products at any sporting event. People violating this rule are subject to removal from the event and prosecution.

#### **Sports Equipment**

Students may not carry sports equipment in the hallways during the school day. This includes, but is not limited to, baseball bats, lacrosse sticks, field hockey sticks, bowling equipment, golf clubs and tennis rackets.

### *Extracurricular Code of Conduct*

The Conrad Weiser School District, including its Board, administration, teachers, coaches and staff in general have a moral responsibility to effect positive behaviors by setting standards and enforcing consequences for not performing to those standards. District participation in interscholastic athletics and all other extra-curricular activities is an integral part of the educational experience. However, student participation is a privilege, not a right, and discipline, including suspension and/or dismissal of students from athletic teams and activities may result from violation of school and/or team rules and regulations. Revoking the privilege of extra-curricular participation based on the association of students with illegal activities should be viewed by the school district as an effective tool influencing positive social behaviors for the student's long range benefit. Each team or activity may have its own rules, but the following rules and regulations apply to all students on Conrad Weiser athletic teams and in extra-curricular activities.

1. The use or possession of tobacco products, alcoholic beverages and drugs is prohibited. Violation of Rule #1 is determined by a police citation resulting in a fine, a conviction or a plea of no contest or an admittance of guilt. In addition to all applicable disciplinary measures available to the district under its Disciplinary Guidelines, the following procedure will occur if this rule is violated.
  - First offense: Referral to in-school Student Assistance Program (SAP), removal of all leadership roles, an apology to teammates and loss of activities, practices and games for one week.
  - Second offense: Same as first offense, except the student is now suspended for three weeks' worth of activities and games. This suspension will carry over into the next sports season if the suspension was not completed in the previous season. Resuming participation after the three week's suspension is contingent upon family agreeing to follow-through with drug and alcohol evaluation facilitated by the Caron Treatment Center or a similar facility, and the initial evaluation being completed.
  - Third offense: Ineligible for all athletic events and extra-curricular activities for one year from the date of offense.
2. The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Prescribed Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Sanctions for use of steroids, according to state regulations, are as follows:
  - First violation: Suspension from school athletics for the remainder of the season and a referral to the in-school Student Assistance Program (SAP).
  - Second violation: Suspension from school athletics for the remainder of the season and for the following season.
  - Third violation: Permanent suspension from school activities for one calendar year. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.
3. Any student/athlete who engages in any activity with criminal intent and receives a criminal citation may be suspended from participation after his/her case is reviewed by a panel consisting of the advisor or athletic director and two of his/her designees.
4. Conduct by a student/athlete which dishonors or embarrasses the participants, team, or the school is prohibited and will be subject to the District Discipline Guidelines and Team Guidelines.
5. Hazing or bullying, or an initiation ritual causing mental stress, embarrassment, or physical harm is prohibited and will be subject to the District Discipline Guidelines and Team Guidelines.
6. Jewelry is not permitted at practice or during the games in accordance with National Federation of High Schools and/or PIAA Regulations.
7. Participation in games and activities is limited to those students/athletes who are academically eligible according to the Conrad Weiser academic eligibility list.
8. Students suspended or expelled from school are ineligible for activities, practices or games for the period of the suspension.
9. All athletes and students must abide by the written rules of each coach and advisor as well as all rules and regulations found in the Conrad Weiser Student Planner.
10. Athletes are responsible for all athletic equipment issued throughout the season and must return such equipment at the conclusion of the season or pay the current replacement cost for any of the equipment not returned. Athletes will not be permitted to wear uniforms except at meets/games/contests or as directed by the coach. The athlete will not be allowed to participate in another athletic season until the issued equipment is returned or replaced.
11. Students and parents are expected to cooperate fully with school officials in the investigation of an alleged violation of this athletic code of conduct.
12. Enforcement of the policy once finalized and in place must be carried out faithfully by all District staff. Failure to enforce suspensions under the policy may result in significant consequences for staff members.

Coaches and advisors shall initially be responsible for discipline. Students suspended from activities in excess of ten school days may appeal their suspension to the athletic director or building principal.

### **Spectator Rules and Guidelines**

Spectators play an important role in our total athletic program. The habits, language, and general reaction of all spectators, students, and adults alike go a long way in showing the quality and sportsmanship of our school and community.

All spectators are encouraged to:

- provide positive cheering and other moral support for team members.
- show respect for game officials and refrain from any unsportsmanlike act directed toward them.
- cooperate with and respond enthusiastically to our cheerleaders.
- censure fellow students whose behavior is unbecoming.
- show respect for any injured player when he or she is removed from the playing area.
- refrain from heckling or jeering members of opposing teams.
- refrain from applauding errors by opponents or penalties inflicted upon them.
- refrain from criticizing players or coaches for loss of a game.

The following actions shall constitute grounds for removal from the particular event and/or restriction from attendance at further events:

- disrespect to either home or visiting cheerleaders.
- disrespect to school or security officials.
- abuse of school property.
- use of profane language, obscene gestures or similar behavior.
- violating school rules
- actions which are a potential hazard to health, safety, or well-being of spectators or participants.
- other inappropriate behavior deemed sufficiently repetitive, flagrant, or severe by the staff.

Student spectators may not stay after school unsupervised to wait to attend sporting events. Students need to take their bus (or walk) home as scheduled. Students should remember that all middle school rules and regulations are in effect at all school events.

### **Berks County Interscholastic Athletic Association**

#### **Spectator Rules and Guidelines**

The rules listed below are in effect at all athletic contests:

1. The Berks County Athletic League encourages spectators to cheer and support their respective teams in a positive manner. Spectators are asked to exhibit good sportsmanship at all times, and refrain from cheering negatively against the opponents.
2. Abusive language, negative gestures or taunting directed towards players, coaches, officials, cheerleaders or spectators is prohibited.
3. Spectators are to remain in their seats. No prolonged standing is allowed.
4. Anyone under the influence of alcohol or drugs will not be admitted.
5. Game management will enforce school dress code when deemed necessary.
6. Sirens, towels, signs, banners, props, whistles, portable stereos or noisemakers are not permitted at games.
7. During basketball games, spectators behind the baskets are not to wave or distract foul-shooters.
8. Throwing foreign objects of any kind is prohibited.
9. Only cheerleaders or persons authorized to promote school spirit are permitted on the sidelines or playing surface.
10. At the end of games, spectators are not allowed on the playing surface for safety reasons.

\* Violators of these rules may be escorted from the facility.

## **ATTENDANCE**

### **Free Education and Attendance**

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free, appropriate education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

### **School Absence Notification**

When a student is absent, the Skyward system will make an automatic computerized call to the phone number of the primary parent. **Parents should document the absence in the Skyward system, or send a signed absence note/form to the school within three days of the student's return.** It is not necessary to call the school to report the student absence.

### Excused Absences

Excused absences are absences due to illness, death in the family, a family emergency, or educational or family travel. Doctor's excuses are encouraged for all medical appointments. All decisions regarding emergencies or travel shall be made through the office. All family travel excuses must have prior written approval (Educational Trip Form) in order to be excused and students must submit a one-page report to the office upon their return.

### Unlawful/Unexcused Absences

Under 17 Years of Age: After three (3) days of recorded unlawful absences, the parent(s)/guardian(s) will receive a written notification or "first offense" that three illegal absences have been accumulated. Any unlawful absence thereafter will constitute a "second offense" and may be subject to a fine, which will be handled through the Magisterial District Justice Office. Unexcused absences will include, but not be limited to, reasons such as non-approved travel, not submitting a trip report, failure to attend without being ill, accumulated lateness (tardiness), missing the bus, or not submitting a parent-signed note within three school days of the absence. Parents are encouraged to call the school to clear up any questions regarding their child's attendance.

### Absence From School and its Effect on Practice or Participation in Sports/Extra-curricular Activities

In order to participate in extra-curricular activities, students should be in school for the entire day if at all possible. If late to school, they must be in by 9:00 a.m. If leaving during the day, students should be in school for 2 ½ to 3 periods. Students who miss school for a medical or dental appointment may participate if they bring in a note from the doctor or dentist and only miss school for the time needed for the appointment. Other exceptions can be granted by an administrator.

Students who miss more than 20 days of school in a semester may not participate in any PIAA sports. Regaining eligibility depends on individual situations. See the athletic director or the principal for clarification.

### Returning to School After an Absence

Students who have been absent must observe the following procedure upon their return to school:

- \* Enter the absence into Skyward, or present an excuse card/note within three days to the office. The excuse card/note must include the date of absence(s), parent's signature and the reason for absence clearly stated, or present a note from a physician that covers the day(s) of absence.

Students should always submit a doctor/dentist note if available. School excuses from a provider are required if a student is absent 3 or more consecutive days.

- \* Failure to present an excuse card **within three days** of a student's return to school will result in the absence being treated as unexcused or unlawful and carry the same penalty as stated above.

### Excessive Absenteeism

In cases of excessive absenteeism, the school will, upon written notification to parents, require a doctor's excuse for any and all subsequent absences. Excessive absenteeism will be interpreted as ten days of absence without being excused by a doctor or as an approved educational family trip. All parents will receive a letter from the school after their child's tenth absence.

All doctor excuses are required after a student is absent for 10 days on the day the student returns to school. Any day not covered by a doctor's note will be illegal/unlawful.

### Truancy

**Act 29 of 1995 (truancy)** - Act 29 provides for a \$300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the Magisterial District Judge. Act 29 also provides that truant students may lose their driver's license for 90 days for a first offense; six months for a second offense

### Late Arrival and Tardiness

Students must report to Block 1 by 7:55 a.m. Students arriving to school after 7:55 a.m. are late to school and must report to the main office for a pass. Students arriving after 11:00 a.m. will be recorded as a half-day absence. Lateness will either be excused or unexcused following the same guidelines as full day absences. Students who have a legal reason for being tardy must bring in a parental note or a note from a doctor or dentist when arriving late or within three days. Students will receive detention after the third and sixth unexcused tardy. Tardies to school may result in further disciplinary consequences, including suspension.

At the second semester, tardies will start over. Your alarm not going off, traffic, mom forgetting to wake you, etc., are not acceptable excuses for tardiness.

**Early Dismissals**  
***(Leaving School during School Hours)***

A student must submit note to the office when they arrive to school for an early dismissal. Upon leaving school, a student must sign out in the office. Upon returning to school, the student must sign in at the office. A student who leaves school prior to 1:00 p.m. will be coded with a 1/2 day absence. School excuse notes should only include the duration of a visit, students are expected to be at school before and / or after the appointment.

**Trips**

In order for an educational trip to be approved, an "Educational Trip" form must be obtained from the office or [www.conradweiser.org](http://www.conradweiser.org) and completed at least five days before the trip. Follow all of the directions. Students are required to make up all missed work. Any student planning an extended absence for a family trip should notify teachers at least three days prior to leaving to obtain advance assignments. ***Upon returning to school, the student must submit a one-page report about his or her trip for the trip to be considered an excused absence.*** Approval of trips is at the administration's discretion based on the student's attendance, discipline, and academic records. No more than five school days will be approved. Each case is individually reviewed.

**Field Trips**

CWMS has developed curriculum aligned to the standards and anchors outlined by the PA Dept. of Ed. In addition to the minimum standards outlined by PDE, CWMS has embraced the true characteristics of the model middle school as defined by the Association of Middle Level Education. CWMS sets high expectations for every member of the learning community. CWMS develops and uses curriculum that is relevant, challenging, integrative, and exploratory. CWMS also strives to keep students and teachers engaged in active learning, and uses multiple learning and teaching approaches that respond to their diversity.

To that end, CWMS implements a wide range of differentiated educational techniques. Throughout a student's educational experiences in a model middle school, students will be exposed to lectures, notes, videos, integrated projects, co-curricular activities, technologically based projects, team building activities, and hands-on learning of many forms. Included in this list are real life experiences that cannot be duplicated in a standard classroom. In these situations, field trips are required to complete the true life learning experience.

Many concepts and ideas remain abstract to the middle level learner until they can actually experience the curriculum first hand. In most incidents, a field trip will be the culminating activity of a curricular unit.

All school rules and policies are in effect for school-sponsored field trips, except for the possession of a cellular phone for emergency contact. Students violating the rules and policies will be subject to disciplinary action during and/or after the trip.

1) Interdisciplinary projects related to field trips must be completed at a satisfactory level. If needed, students may have the opportunity to correct or add to a project in order to achieve a passing grade within a pre-determined time frame, understanding the need for time to complete logistical requirements (arranging transportation, acquiring tickets, etc.) If an interdisciplinary project is not assigned for a particular trip, a student must be passing at least 2 core subjects in order to attend the field trip.

2) Students with chronic discipline issues may be offered alternate curricular experiences in lieu of field trips at the discretion of the building administration. If it is decided that a chronic offender is permitted to go on a field trip, the administrator (or assigned designee) may be responsible to chaperone those students during the trip.

## **DRUG AND ALCOHOL POLICY**

**Preface**

This policy, including its rules, regulations and guidelines, is a coordinated effort by the Conrad Weiser School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances including any synthetic drugs by members of its student population (K-12).

**Statement of Policy**

The Conrad Weiser School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances including any synthetic drugs by the student population (K-12), through the use of a revised curriculum, classroom activities, community support and resources, a strong consistent administrative/faculty effort, as well as rehabilitative and/or disciplinary procedures.

As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood-altering substance including any synthetic drugs, and alcohol-related situations.

### **Rules and Regulations**

A student on school grounds or at a school-sponsored activity under the influence of alcohol, drugs, or mood-altering substances including any synthetic drugs or who possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in these administrative regulations.

As an integral part of the Conrad Weiser School District Drug and Alcohol Prevention Program, these regulations represent one component in a district-wide effort to respond effectively to drug, mood-altering substance including any synthetic drugs and alcohol-related situations that may occur at school or at school-sponsored activities. These regulations are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Conrad Weiser School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board has the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rules or regulations enumerated herein.

### **Regulations for Drug/Alcohol Disciplinary Action**

The use, sale, or possession of drugs/alcohol will not be tolerated by the Conrad Weiser School District and will result in disciplinary action being taken against the offender.

Upon being found to have committed a violation of the aforementioned, the student will be scheduled for an immediate conference with the principal, in the presence of his parents and/or guardian. The police may also participate in the conference with the principal, student, and parents and/or guardian if the infraction warrants police intervention. In terms of resolving the particular offense, the principal will choose from one or several of the dispositions as follows:

- \* Referral to the Core committee (committee to meet during the day of the incident or infraction).

- \* Filing of criminal charges and/or referral to Children and Youth Services.
- \* Youth Diversionary Program
- \* Suspension to the Superintendent, which may result in exclusion or expulsion from the Conrad Weiser Area School District.
- \* Require the student to submit to a drug/alcohol evaluation at COCA, BYCC, or Caron Counseling and comply with recommendations resulting from that evaluation.

Any failure on the part of the student or parents and/or guardian to cooperate with any treatment program as agreed to at the conference will result in suspension and/or filing of criminal charges, whichever is appropriate.

### **Smoking**

Smoking is not permitted in the school building or school grounds. The term smoking includes possession of a lit cigarette, cigar, or any other materials that a person might smoke, chew, or inhale. It also includes the possession of smoke-able material or disposing of a lit smoke-able item. Cigarettes, e-cigarettes, lighters, other smoking materials, or tobacco products are not to be carried in the building. Violations of this rule will be reported immediately to administration and result in the confiscation of the cigarettes or other smoking material by any member of the staff. Students may be asked to empty pockets, pocketbooks, etc., by the administration. Violators of the no-smoking policy will receive fines through the Magisterial District Justice Office. In addition to the fine, any second or subsequent offenses may result in an administrative hearing and/or disciplinary action.