

# DAVID E. WILLIAMS MIDDLE SCHOOL



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**STUDENT / PARENT HANDBOOK  
2017 - 2018 SCHOOL YEAR**

**BOARD OF SCHOOL DIRECTORS**

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**ATHLETIC DIRECTOR**..... Mr. Lou Cerro

### **BUILDING ADMINISTRATION**

Mr. Dominic V. Salpeck, Principal  
Mr. Michael G. Marvin, Assistant Principal

### **PROFESSIONAL STAFF**

Mrs. Andrea Verdream, School Counselor (Grade 5)  
Mrs. Jennifer Stacy, School Counselor (Grades 6 & 7)  
Mrs. Jodi Williams, School Counselor (Grade 8)  
Mrs. Mimi Schneider, School Nurse  
Mrs. Brenda Ramser, Nurse Assistant

### **SUPPORT PERSONNEL**

Mrs. Sandi Herman, Secretary  
Mrs. Sherry Blunkosky, Attendance Secretary

## **WELCOME TO STUDENTS AND FAMILIES**

The David E. Williams Middle School administration and faculty extend a warm welcome to the students and their families, as they become part of the David E. Williams School community. We are sure that students in this learning community will be provided with ample opportunities to learn and grow in a safe and caring environment.

The information in this handbook has been compiled to help students adjust to this school and become an integral part of it. Also, this guide was prepared to assist students and their parents in understanding the school and its policies. The handbook includes information regarding the scope of the school programs and activities offered. In addition, it has been designed to provide information necessary to get students off to a good start in their school.

All students are expected to be aware of the school's traditions, core values, requirements, and to follow the rules that are established for the welfare of the entire student body. In addition, we urge students to participate in the varied extra-curricular activities which best suit individual interests and abilities. Student participation in these activities will increase their opportunities for learning and enjoyment.

The professional staff will provide a challenging and stimulating learning atmosphere. Remember, however, that individual success in this school will be directly proportional to individual efforts.

David E. Williams Middle School maintains a reputation for outstanding citizenship and academic achievement. We look forward to students joining us and continuing this tradition. Please refer to this handbook when questions or problems arise. We look forward to the arrival of the students, the opportunity to forge community and parental partnerships, and developing an on-going sense of "Spartan Pride".

Mr. Dominic V. Salpeck  
Principal

Mr. Michael G. Marvin  
Assistant Principal

## MONTOUR SCHOOL DISTRICT 2017 - 2018 CALENDAR

		<u>Teacher Days</u>	<u>Student Days</u>
August 29	Clerical Day/No Students	3	
August 30	Teacher In-Service/No Students		
August 31	Teacher In-Service/No Students		
September 1	Teacher In-Service/No Students		
September 4	Labor Day/No School		
September 5	Clerical Day/No Students		
September 6	First Day for Students	20	18
September 25	Open House - Elementary TBD, DEW Grades 7&8 (1 Hr. Early Dismissal for All)		
September 26	Open House - Elementary TBD, MHS & DEW Grades 5&6 (1 Hr. Early Dismissal for All)		
October 2	2 Hour Late Start for Students - Professional Development/Act 80	22	22
October 30	2 Hour Late Start for Students - Professional Development/Act 80		
November 6	Parent/Teacher Conferences - Act 80 Day/No Students	19	18
November 7	Teacher In-Service/No Students		
November 22	Early Dismissal		
November 23 - 27	Thanksgiving Recess/No School		
December 4	2 Hour Late Start for Students - Professional Development/Act 80	15	15
December 21	Early Dismissal		
December 22 - 31	Holiday Recess/No School		
January 1	Holiday Recess/No School	21	21
January 15	Local Holiday/No School		
February 5	2 Hour Late Start for Students - Professional Development/Act 80	19	18
February 16	Teacher In-Service/No Students		
February 19	Local Holiday/No School		
March 12	2 Hour Late Start for Students - Professional Development/Act 80	20	20
March 28	Early Dismissal SNOW MAKE-UP DAY		
March 29-30	Spring Break/No School		
April 2	Spring Break/No School	20	20
May 4	Local Holiday/No School SNOW MAKE-UP DAY	21	21
May 15	Act 80 Day/No Students		
May 28	Memorial Day/No School		
<b>June 13</b>	<b>Last Day for Students/Early Dismissal</b>	10	9
June 14	Teacher Clerical/Last Day for Teachers		
<b>TOTAL DAYS</b>		<b>190</b>	<b>182</b>

<u>In-Service Days</u>	<u>Clerical Days</u>	<u>1 Hour Early Dismissal Days</u>	<u>Grading Periods</u>
Aug. 30	Aug. 29	Sept. 25 & 26	Nov. 9 - 1st nine weeks (45 days)
Aug. 31	Sept. 5		Jan. 26 - 2nd nine weeks (45 days)
Sept. 1	June 14	<u>Early Dismissal Days</u>	April 6 - 3rd nine weeks (45 days)
Nov. 7		Nov. 22	June 13 - 4th nine weeks (45 days)
Feb. 16	<b>Act 80</b>	Dec. 21	<b>Dec 5 - END OF 1ST TRIMESTER (60)</b>
	Nov. 6	March 28	<b>March 13 - END OF 2ND TRIMESTER (60)</b>
<u>Local Holidays</u>	May 15	June 13	<b>JUNE 13- END OF 3RD TRIMESTER (60)</b>
Jan. 15	<u>Snow Make-Up Day(s)</u>		Homecoming game/dance - Sept. 29, 30
Feb. 19	March 28	<i>If March 28 is needed for a make up day, March 28</i>	Graduation - June 13
May 4	May 4	<i>will be a full day and March 29 will be a 1/2 day</i>	Kennywood School Picnic - TBD

### 2 Hr Late Start - Staff Development/Act 80

Oct. 2	Feb. 5
Oct. 30	March 12
Dec. 4	

Calendar is subject to change. Approval Date: 2/23/2017

# David E. Williams Middle School

## Bell Schedule 2017 – 2018

### 5<sup>th</sup> Grade

Homeroom	7:45 – 7:55
Pd. 1	7:58 – 8:39
Pd. 2	8:39 – 9:20
Pd. 3	9:23 – 10:04
<b>Lunch</b>	<b>10:07 – 10:39</b>
Pd. 5	10:45 – 11:23
Pd. 6	11:27 – 12:03
Pd. 7	12:07 – 12:43
Pd. 8	12:47 – 1:28
Pd. 9	1:28 – 2:09
Pd. 10	2:12 – 2:44

### 6<sup>th</sup> Grade

Homeroom	7:45 – 7:55
Pd. 1	7:58 – 8:39
Pd. 2	8:39 – 9:20
Pd. 3	9:23 – 10:04
Pd. 4	10:04 – 10:45
<b>Lunch</b>	10:48 – 11:29
Pd. 6	<b>11:32 – 12:04</b>
Pd. 7	12:07 – 12:48
Pd. 8	12:52 – 1:28
Pd. 9	1:32 – 2:08
Pd. 10	2:12 – 2:44

### 7<sup>th</sup> Grade

Homeroom	7:45 – 7:55
Pd. 1	7:58 – 8:39
Pd. 2	8:39 – 9:20
Pd. 3	9:24 – 10:00
Pd. 4	10:04 – 10:40
Pd. 5	10:44 – 11:25
Pd. 6	11:25 – 12:06
<b>Lunch</b>	<b>12:09 – 12:41</b>
Pd. 8	12:44 – 1:25
Pd. 9	1:25 – 2:06
Pd. 10	2:09 – 2:44

### 8<sup>th</sup> Grade

Homeroom	7:45 – 7:55
Pd. 1	7:59 – 8:35
Pd. 2	8:39 – 9:15
Pd. 3	9:19 – 10:00
Pd. 4	10:00 – 10:41
Pd. 5	<b>10:44 – 11:16</b>
<b>Lunch</b>	11:19 – 12:00
Pd. 7	12:00 – 12:41
Pd. 8	12:44 – 1:25
Pd. 9	1:25 – 2:06
Pd. 10	2:09 – 2:44

Bus Drop Off 7:35

Dismissal 2:44

Denotes UA Classes



# Personal Values

## Honesty

As members of the Montour Education Community we commit to conduct reflective of the highest moral standard and in so doing we pledge to be straightforward, fair and compassionately direct using truth as a base for all interaction.

*“Make honor a matter of daily living!”*

We are truthful in our interaction with each other, complete our obligations, and hold each other and ourselves accountable for decisions and actions.

## Respect

As members of the Montour Education Community we pledge to honor all people by building a foundation of trust based upon an ethos of listening, seeking to understand, accepting differences and at all circumstances treating everyone with dignity.

*“Treat others as we expect to be treated!”*

We operate in the spirit of cooperation by keeping promises and honoring human dignity through the acceptance of individual differences.

## Integrity

As members of the Montour Education Community we pledge to conduct reflecting an ethic of moral behavior in all of our decisions at all times.

*“Do the right thing!”*

We pledge unwavering ethical, legal, and socially moral responsibility at all times.



# District Values

## Putting Children First

At Montour we are devoted to knowing the needs of every child and to tailoring our decisions to best serve the children in such a way that each learner is afforded the opportunity to achieve her or his full potential.

*“The well-being of children above all else!”*

We are committed to knowing the needs of every child and to make decisions that best serves all children.

## Supporting a Growth Mindset

At Montour we believe that all people have the potential of limitless growth, unique ingenuity and expanding intelligence through inspired dedication to the principles of hard work, resilience, persistence and personal responsibility.

*“Effort produces results!”*

We believe that the principles of hard work; resilience, persistence and personal responsibility lead to a life of limitless personal growth, and expanding intelligence.

## Creating a Learning Culture

At Montour we are committed to stimulating empowered learning opportunity for all those we serve through a culture delineated by reflection, flexibility, engagement and personalization.

*“Leading in the age of empowerment!”*

We believe in a learning culture founded on the principles of reflection, engagement, empowerment and personal responsibility.

## **MISSION STATEMENT**

The mission of the Montour School District is to provide an exemplary and challenging educational experience that enables all students to achieve maximum potential, to respect self and others, to become a responsible and productive citizen in a global society and to develop a lifelong enthusiasm for learning.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are encouraged to thoroughly read the information presented in this handbook. You will be held responsible for knowing the contents of this code. At the start of the school year, and when deemed necessary, all students will be addressed, in mass, to review the code of conduct. A copy of the code of conduct will be posted on the school website.

Students are encouraged to work with their school counselor or the principals whenever there is a concern regarding the contents of this handbook. Student input is imperative and should be accomplished by working with the above mentioned individuals.

## **REVISION STATEMENT**

Revisions to this handbook may be made during the school year as the result of Board policies and/or building procedures implemented after the date of publication. In such cases, students and their parents will be advised of additions and deletions and their impact on students' safety and conduct via verbal or written communication.

## **INCIDENTS NOT COVERED BY GUIDELINES**

It is imperative to realize when dealing with students in the various situations that may occur that it is not possible to foresee all types of incidents that might occur. This list of aggravating and mitigating circumstances and infractions may not be complete. If a situation, which is not listed, should occur, the school official will use best judgment in placing the infraction in a specific level and then following through with specific consequences.



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## DEW SCHOOL INFORMATION & PROCEDURES

We believe that good behavior is a cooperative effort and a matter of common sense.

If every student were to adopt the policy that the main purpose of school is an education and strive toward the goal, disciplinary problems would be non-existent. The following statements are presented to serve as a guide to acceptable behavior.

The following are rules and regulations for student behavior and conduct. Any breach of rules may result in detention, suspension, or expulsion and/or restitution in the case of theft or damages. School authorities will notify the police of any violation of the law.

In the cases of *disciplinary infractions* of school rules or policies, a student may receive: *reflective writing assignments; lunch detention(s); Saturday detention(s), a minimum of one (1) to a maximum of three (3) sessions; or OSS (out-of-school suspension) / ISS (in-school suspension), a minimum of one (1) to maximum of ten (10) school days.*

1. You must have a hall pass to be excused from class to go to another area of the building.
2. School property, i.e. lockers, supplies and textbooks are loaned to you for your use. They are your responsibility.
3. Students must remain on the school grounds at all times. Leaving the school grounds without permission is a serious infraction and will result in disciplinary action.
4. All school related activities (assemblies, field trips, extra-curricular events, etc.) are subject to the same disciplinary guidelines as the regular school day.
5. Electronic devices, as per District policies, are not permitted to be seen or used during the school day unless they are being used to access books. (7:30 a.m. - 3:00 p.m.). Examples of devices permitted to access books are Chromebooks, iPads, Nooks, and Kindles.
6. Hats and sunglasses are not permitted to be seen or worn anywhere on the school grounds during school hours (7:30 a.m. - 3:00 p.m.).
7. Causing or attempting to cause willful destruction or defacing of school or private property, vandalism or attempted vandalism, theft or attempted theft is subject to disciplinary action.
8. Any action that endangers the atmosphere of the school, which threatens the health and safety of others, shall be subject to disciplinary action.
9. Fire Drill/Evacuation – Please be aware of the fire exit for each room to which you are assigned. Walk, leaving the room quickly and quietly, when the alarm sounds. Once outside, stand with your class. No one is permitted to remain in the building during fire drill or on the streets between the buildings.
10. Students should realize the implications of comments directed toward teachers, students and school staff. Hostile actions, verbal, non-verbal, and written threats relating to any acts of violence will not be tolerated and will be treated as serious infractions (**Montour School Board Policy #248 Unlawful Harassment**). This includes comments made through social media outlets (Facebook, Snapchat, Instagram, etc.)
11. Non-educational items and any other item deemed inappropriate, i.e. toys, yo-yos, playing cards, dice, etc., are not permitted in school.

## STUDENT SERVICES – SCHOOL COUNSELORS

### DEW Counselors:

1. Mrs. Andrea Verdream ..... Grade 5
2. Mrs. Jennifer Stacy ..... Grade 6 and Grade 7
3. Ms. Jodi Williams ..... Grade 8

### Montour School District's School Counseling Mission

The mission of the Montour School District's Comprehensive Developmental Counseling Program is to enable all students K-12 to experience success by providing guidance in the areas of academic, career, and personal/social development; counseling to help students overcome challenges that interfere with learning; and advocacy for an environment that supports high achievement for all students. Through our comprehensive developmental model we will assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

### Overview of the new Comprehensive, Data-Driven School Counseling Program

**GOAL:** To maximize the potential and achievement level of *every* student in the Montour School District through the design and implementation of a data-driven, comprehensive school counseling program.

The Montour School District embraces the American School Counselor Association (ASCA) National Standards for School Counseling Programs. Middle School Counselors address the academic, career, and personal/social needs of all students through classroom guidance lessons, group counseling sessions, individual planning meetings, responsive (crisis) services, as well as consultation with parent(s)/guardian(s) and teachers. Counselors utilize data to measure the success of their services and to look at the needs of our students.

Please see our website at: [http://www.montourschools.com/pages/Montour\\_SD](http://www.montourschools.com/pages/Montour_SD) and click on 'Counselors Corner'

### PEER TUTORING INITIATIVE

The Peer Tutoring Initiative (PTI) is a tutoring program created to address the needs of all struggling students.

### TEAM LEADERSHIP CLUB

The Team Leadership Club (TLC) is a service learning group run out of the school counselor's office. Students in grades 5-8 are selected at the beginning of the year based on teacher referrals or membership from the previous year. TLC's main goal is to spread the message of service learning throughout the entire student body in order to create a more positive school culture.

## ACCELERATED COURSES

David E. Williams Middle School accelerated classes utilizes the traditional grade level curriculum as a foundation; however, the accelerated program is different in some of the content, resources, processes and teaching modalities. The expectations associated with these classes require students to work at a faster pace, have a deeper understanding of complex concepts, and devote much time to studying outside of the classroom.

Increased rate and mastery of learning will be expected. Students will also be expected to:

- assume more responsibility for independent learning
- engage in rigorous assignments required a high level of dedication
- participate willingly in class activities
- take part in analytical discussions pertaining to the content material
- complete homework assignments in a consistent conscientious and timely manner

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### General Requirements for Initial Placement:

- 80<sup>th</sup> percentile locally on the PSSA according to grade level and content area

**-AND-**

- An average of 90% when considering PSSA scores, final exam, midterm exam, and final course average
- Initial placement occurs in 5<sup>th</sup> grade. Math placement is reset and recalculated in 6<sup>th</sup> grade for pre-algebra placement.
- After the initial placements occur, future placement will occur if a student achieves a 92% on the above stated criteria

**Once in Placement:** Once students are placed in an accelerated course, he/she must earn at least an 85% in ELA and an 80% in math/ science.

# ATTENDANCE GUIDELINES – MSD Policy #204

## Attendance

Attendance is the presence of a student on the days school is in session. Absence is the failure of a student to attend school on those days, half days, and hours while school is in session. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session, except when the absence is “lawful” or “excused” as set forth below.

## Statement of Policy

This policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional, and physical development of students in the School District. The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child’s/children’s school attendance. The School District realizes that it will be necessary for students to be absent upon occasion for certain reasons such as illness, health care, and religious holidays. It has been proven, however, that students who attend school regularly achieve more than those who do not. Attendance is imperative if students are to gain as much as possible from their school experience. School District personnel and parent/guardian(s) should encourage students to establish and maintain good attendance practices. Therefore, it is the policy of the Montour School District that all students enrolled in the School District be in attendance unless absent for an approved reason. It will be the responsibility of the Superintendent and/or his/her designee to implement these guidelines for the attendance policy of the Montour School District and/or to review any exceptions.

## Compulsory School Attendance Law

The Compulsory School Attendance Law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school, unless absent for an approved reason, and charges the parent/guardian of the child with the responsibility for the child’s school attendance. **In order to be in compliance with compulsory attendance laws, any student missing six (6) days or more unlawfully will be subject to citation.** As a result of a magistrate’s ruling, fines could be levied and/or driver’s license suspended. Attendance is compulsory from the federal level down to the state level, with local school districts being held accountable by enforcing attendance policies. It is believed that better attendance helps a student increase achievement.

Absence from school shall be recorded according to State Law in one of the following manners:

## Lawful and Excused Absences

Pennsylvania law broadly defines absences as lawful or excused when a student is prevented from attendance for mental, physical, or other urgent reasons. A student, who misses school for a legitimate reason and produces an appropriate written excuse within three (3) school days, will be listed as a lawful or excused absence.

## **Lawful Absences**

A lawful absence includes the absence of a student for any of the following reasons:

**Illness or Other Urgent Reasons** – Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent/guardian’s written note will only excuse the student’s absence.

**Health Care** - A student may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

1. The health care services are rendered by state licensed practitioners.
2. There has been established reasonable cooperation between the school authorities and practitioners.
3. The time of necessary absence from school involves a minimum of interference with school work.

***Note:*** *The Principal may require a written statement signed by the practitioner stating the time of the student’s appointment.*

## **Death in the Family**

**Religious Holidays and Religious Instruction** (religious instruction limited to a total of not more than thirty-six (36) hours per school year)

## **Impassable Roads**

## **Delay or Absence of School Bus**

**Educational Tour/Trip** - Upon receipt of a written request from the parent/ guardian, the student may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian, when such tour or trip is so evaluated by the Principal after receiving the parent/guardian’s Education Trip Form. The student participants therein are subject to direction and supervision by an adult personage acceptable to the Principal and the parent/guardian of the students concerned.

## **Quarantine**

**Family Vacation** – Forms are available in the Main Office and Guidance Office or in [Appendix C](#). Two (2) weeks’ notice is required.

## **Court Appearance**

**Homebound Instruction** - A child of school age enrolled in the public schools, who is homebound and unable to attend the public schools as determined by a medical examination and who is receiving approved homebound instruction or instruction in the home, shall be counted for attendance purposes as if in regular school attendance. During the time such homebound student is able to receive instruction in the home, the district or intermediate unit or both shall provide such instruction in the home. The parent/guardian must secure a Home Bound Instruction Form from the Main Office for the physician to complete. The form must be returned to the Administration. All home bound assignments, books, materials, and return of materials must be coordinated through the Guidance Office.

**Dental and Medical Appointment** - Students who wish to leave the school for dental or medical appointments are required to bring a note from the parent/guardian or appointment card from the physician to the Main Office for written approval by the Administrator/Support Personnel to be excused from class. This should be done before the Homeroom bell on the day of the appointment. **Students/parents/guardians are asked to schedule medical appointments after school as often as possible.** For early morning appointments, the request from the parent/guardian may be submitted the day prior to the appointment. The approved excuse will be taken to the Attendance Secretary, where the student's name is entered on the sign-out sheet and an Excusal Form is given to the student. The student should request that the physician sign, date, and list the time of the appointment. **This form must be returned to the Attendance Secretary upon the student's return to school, or the absence from school will be considered unlawful.** When a student returns from an appointment, he/she will receive an Admit Slip to enter class from the Attendance Secretary. This Admit Slip should be retained by the student and should be presented to the teacher whose class the student reports to first. Students are expected to return to school from an appointment in a reasonable amount of time.

### ***Excused Absences***

A maximum of ten (10) parent/guardian notes can be used to verify an excused absence. **Retroactive excuses submitted after the three (3) day period will not be honored.** Parent/guardian notes submitted after the tenth excused absence will not be honored and the student's absence from school will be coded as unlawful. **Excused absences will not be considered for perfect attendance.**

### **Written Statement Required for All Absences**

Upon return from an absence from school for any reason, the student shall present to the Attendance Secretary a written statement, signed by the student's parent/guardian, giving the date of the absence and reason for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unlawful absence. Additionally, the school administration may require that a student provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school subsequent to that student having accumulated absences of ten (10) school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as unlawful.

### ***Unlawful Absences***

Pennsylvania law states that all absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence and should be informed that if they fail to provide a written excuse within three (3) days of the absence, the absence would be permanently counted as unlawful. An unlawful absence is considered to be **illegal** if the student is of compulsory school age **16 years or younger**.



## **Miscellaneous Provisions Relating to Attendance**

**Half-Day Absence** – The Middle School will use 11:30 A.M. as the cut-off point between the AM and PM sessions.

### **Tardy**

1. Tardy to Homeroom - The Homeroom Teacher will send a student to the Main Office that is not in Homeroom by 7:50 AM. A student, who is tardy to school after homeroom begins must report directly to the Main Office where a Tardy Card will be completed and given to the student. The Tardy Card must be presented to the teacher of the class in which the student is reporting. **Any student, who is knowingly tardy to school and does not report to Homeroom or the Main Office, but attends class will be marked unlawfully absent for the day and is subject to receiving a Saturday Detention.**
2. Unexcused Tardies - Unexcused tardies to Homeroom or school, within a nine (9) week report card period, will be dealt with as follows:
  - Third Tardy** – one (1) Saturday A.M. detention session
  - Sixth Tardy** – two (2) Saturday A.M. detention sessions
  - Ninth Tardy** – three (3) Saturday A.M. detention sessions. Conference with student, parent/guardian, and appropriate staff
3. Any student who arrives to class beyond five (5) minutes without a pass will not be considered tardy. This will be considered a class cut for that student. Please refer to the procedures for a class cut.
4. Repeat offenders may be referred to the Student Assistance Program (SAP) and/or to the District Magistrate for legal action.

***Note:** The following reasons are considered to be unexcused tardies: sleeping in, car failed to start, missed the bus, and any other excuse not covered under the State Exemption Clause for mandatory attendance.*
5. Excused Tardies –The school will accept up to 5 parent notes per year in order to excuse tardies to school. Notes from a physician will be required to excuse all other tardies. All physicians' excuses must include physician's name and phone number for verification. The same guidelines set by the State in regards to attendance will be followed to determine excused and unexcused tardies.

**Early Dismissals** – Early dismissal requests must be presented to the Main Office prior to homeroom. Early dismissals **will** count against Perfect Attendance. Parent/guardian will be contacted to verify the dismissal request prior to the student leaving the building. Students are only permitted to leave the campus with a parent/guardian. Parent/guardian(s) may request early dismissals for physician or dental appointments, but the student needs to return to school that same day with a note from the physician verifying the appointment, or a physician's excuse as to why the student did not return to school for the remainder of the day. Students' absences for more than half a school day count against their attendance record. Students will not be permitted to participate in an extracurricular school activity which includes sporting events and practices that school day. When a student has an early dismissal, prior to departure, the student **MUST** sign out in the Main Office. Failure to do so will result in disciplinary action. You must be present for every minute of the day to receive the perfect attendance award.

**Homework and Assignments** – When a student is absent from school a homework assignment request must be made through the main office secretary. Homework can be picked up in the main office **24 hours** after the request is made. After returning to school, the student will have no more than the number of days absent to make-up school work. Students are encouraged to access Homework, Assignments, Projects, Notes, etc. via online resources when absent from school for any reason.

**Leaving Campus Without Permission** – Unless the student has an excused early release, he/she is not to leave the school campus for any reason.

**Note:** *Under no circumstances should a student call/text home and ask his/her parent/guardian(s) to come and take him/her home. When necessary, such calls should be made by the School Nurse or the Main Office. A student found to have left campus without **written** permission, will be considered unlawfully absent and will be suspended from school for a period of three (3) to ten (10) days.*

**Withdrawal from School** – If a student is absent from school for ten (10) consecutive school days, the student may be removed from the active roster unless one of the following occurs:

- The District has been provided with evidence that the student's absence may be legally excused
- Compulsory attendance prosecution has been or is being pursued.

**Ten / Twenty Days of Absence** – A student who has ten (10) or more unlawful absences from a class for a semester, or twenty (20) or more days unlawful absences from a class for the school year shall be ineligible for credit in a course being taken at that time. In addition, such absences shall make the student ineligible for promotion or graduation. Absence is defined as non-attendance in school in an individual class or a combination of both which includes tardiness and early dismissals.

**Note:** *A parent/guardian(s) may individually request a waiver of this provision by informing the Superintendent and/or his/her designee. The case shall then be reviewed to determine if the student's absences or tardies were legitimate. If the Administration so determines, the student may be granted a waiver. The Principal may, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, excuse a child for non-attendance during a temporary period.*

**Extra-Curricular Activities/Athletics** - Students who miss twenty (20) or more days of school during a semester will be immediately ineligible until they have been in school forty-five (45) days past the 20<sup>th</sup> day of absence. These forty-five (45) school days will continue into the next semester until the forty-five (45) day requirement has been met.

## ***Responsibilities for Monitoring and Reporting Attendance***

**School Responsibility** - Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. A report listing those students, who are absent for the day, shall be made available to all faculty/staff members during the AM/PM sessions. The list shall be updated with the names of students who are absent or admitted to school late. The following procedure will be used by David E. Williams Middle School to both report and communicate student attendance:

- Student is absent from school for any reason – a message from Skyward sent to parent/guardian(s)
- Student is unlawfully absent from school for one (1) day – One Day Unlawful Absence Letter
- Student is unlawfully absent from school for two (2) days – Two Day Unlawful Absence Letter
- Student is unlawfully absent from school for three (3) days – Three Day Unlawful Absence Letter and *School Attendance Improvement Plan (SAIP)*
- Student is unlawfully absent from school for four (6) days – Six Day Unlawful Absence Letter, Attendance Citation filed, and possible referral to a School Attendance Improvement program.

**Note:** The school district will seek to assist the parent/guardian(s) and student to resolve chronic attendance problems through developing a *School Attendance Improvement Plan (SAIP)*.

**Parental Responsibility** - The Commonwealth's Compulsory School Attendance Law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents/guardians should encourage their children to be in regular and continuous attendance in school during the school year. The only schools holidays which are sanctioned by the school district are those listed in the official school calendar adopted by the Board of School Directors. Parent/guardian should direct their children to report to school even when it appears that the child may be late for school. Parent/guardian is urged to phone the student's school whenever the student is absent from school.

**Student Responsibility** – Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time.

# DISCIPLINE

The same disciplinary guidelines apply to sporting events and other various activities as the regular school day.

## *Types of Discipline*

**No student has the right to interfere with the education of other students.** It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone involved in the operation of the school. However, when those rights are violated, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption or correct a problem. Reasonable physical force may need to be used by teachers and school personnel:

- To stop a fight or a disturbance
- To take away a weapon or other dangerous objects
- For self-defense
- For the protection of other people and property
- To remove a disruptive student who refuses to leave after being asked

**Contacting the Student's Parents/Guardian** - The teacher or administrator may decide to call the student's parents or write them a letter explaining what the problem is and ask for their support in helping to correct the situation.

**Conferencing with the Student** - The teacher or principal may meet with the student to discuss a problem and what can be done to solve it. Teachers and principals act *in loco parentis* and do not need permission from a parent/guardian to speak with a student.

***In Loco Parentis:** Teachers, Guidance Counselors, Assistant Principals and Principals in the public schools have the right to exercise the same authority as to conduct any behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.*

**Conferencing with Parents/Guardians** - Sometimes a teacher or the principal will ask the student's parents to come to the school to discuss a matter.

**Verbal Reprimand** - When this happens, the teacher or principal generally tells the student what he/she did wrong and that it needs to be corrected.

**Removal of Privileges** - School privileges may be withdrawn from a student for a period of time because of misbehavior. This may include restricting the use of a hall pass, removal from recess, or not permitting a student to attend an assembly, special trip, or eat lunch with their peers. It also may involve removal of a student from extra-curricular activities and/or school events.

**Lunch Detention** - The teacher or principal may remove the student from the lunchroom and require the student to eat lunch in the teacher's classroom or in the principal's office. Students are required to bring work with them in order to complete when they are done eating.

## **Saturday Detention**

When behavior warrants a more severe disciplinary action, a teacher or administrator may assign a student Saturday detention. The student will be given the detention notice which will list the offense and time of the detention. Parents will be contacted by the faculty member who is assigning the detention. Transportation to and from detention will be the responsibility of the parents and/or the students.

The detention schedule is as follows:

One (1) Session	8:00 AM – 9:15 AM
Two (2) Sessions	8:00 AM – 10:30 AM
Three (3) Sessions	8:00 AM – 11:45 AM

***Note – Students must have academic work with them at detention. If a student does not bring work, the supervising teacher may assign an additional detention.***

**Failure to serve the assigned detention will result in a one (1) day suspension for Unauthorized Absence from Saturday Detention. The student is still required to serve the Saturday Detention for his / her initial offense.**

## **Detention Rules**

Saturday detention will begin promptly at 8:00 AM in the Montour High School cafeteria. Any student reporting between 8:01 AM and 8:15 AM is considered late for detention and must serve an additional session that day or the next Saturday.

Any student reporting after 8:15 AM will be denied entry to detention.

A student may serve as many as three sessions on a given Saturday. Any more than three sessions must be carried over to the following Saturday.

Students must serve all detentions assigned on a given Saturday (1-2-3- sessions).

Detention(s) assigned Monday through Wednesday will be served on Saturday of that week. Any detention(s) assigned on Thursday and Friday will be served the following Saturday upon request.

## **In-School Suspension**

Administration at DEW has the right to assign in-school suspension to any pupil for a period of 1 to 10 consecutive school days on account of disobedience or misconduct; which shall include violation of Penal laws or regulations adopted by the School District, the violation of which shall be cause for the in-school suspension, or if the presence of the student is, in the opinion of the principal in charge of the school, detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other bad conduct. No student shall be assigned in-school suspension unless he/she has been informed of the reasons for the assignment and is given an opportunity to respond except in emergency situations.

Following any in-school suspension the principal will notify the parents by notice of the suspension setting forth:

- The reason
- The length of the in-school suspension

### **In-School Suspension Rules**

In-school suspension is assigned as an alternative to Out-of-school suspension. The goals of in-school suspension are to allow students to remain in school while receiving academic/ behavioral support.

Students must remain silent in the in-school suspension room unless interacting with the teacher, guidance counselor, or other staff members for the purposes of support.

Students must follow the predetermined schedule for assignment completion. Sleeping is not permitted.

Students must complete the reflective writing activities as assigned for behavioral modification.

Failure to meet the requirements of the in-school suspension program will result in the assignment of additional days in in-school suspension or an out-of-school suspension.

### **Out-of-School Suspension**

Every principal in charge of a school within the District has the right to suspend any pupil for a period of 1 to 10 consecutive school days on account of disobedience or misconduct; which shall include violation of Penal laws or regulations adopted by the School District, the violation of which shall be cause for the suspension, or if the presence of the student is, in the opinion of the principal in charge of the school, detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other bad conduct. No student shall be suspended unless he/she has been informed of the reasons for the suspension and is given an opportunity to respond except in emergency situations.

Following any suspension the principal will notify the parents by notice of the suspension setting forth:

- The reason
- The length of the suspension

**While serving the suspension (ISS or OSS) period, the student is not permitted on any of the school district property. If found on district property, the local police department may be contacted and charges of disorderly conduct or trespassing may be filed.**

### **Informal Hearing**

When a student receives three (3) or more days of suspension, an informal hearing must be held as part of the re-admission process. Parent / Guardian must accompany student to the informal hearing before the student is permitted to return to school.

### **5th Incident Hearing**

A conference will be held with the student, parent / guardian, teacher(s), grade level counselor, and school administration when a student has reached his or her 5<sup>th</sup> incident during the school year. Meeting will be scheduled in order to assess the disruptive behaviors and to develop and implement strategies to eliminate future disruptions.

## ***Middle School Discipline Levels***

**In all cases, the administration retains the right to use its discretion in evaluating cases; however, the student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered.**

### ***Level I – General Disciplinary Infractions***

The following infractions are a non-inclusive list of examples of behaviors that are not conducive to a learning environment here within the Middle School:

Altercations – Physical & Verbal  
Altering School Communications  
Bus Misconduct  
Class Disruption  
Disrespect Staff  
Disrespect Student  
Eating/loitering in unauthorized areas  
Electronic Devices (Use or Misuse of)  
Gambling  
Hall Pass Violation  
Hat Violation  
Inappropriate Displays of Affection (IDA)  
Inappropriate Dress – Dress Code  
Inappropriate Language/Gestures  
Insubordination/Defiance  
Use/Printing of non-educational materials that disrupt the educational environment  
Unauthorized printing/distribution of materials

- Any other behavior that is hurtful to others or detrimental to the proper functioning of the educational process

### **Specific Response Infractions – Examples**

Class Cut	Three (3) Sessions of Detention
Chronic Class Cutting	1 – 10 Days of OSS or ISS
Ignoring the 'All Call'	3 Days of OSS or ISS
Leaving School Grounds w/o Permission	3 Days of OSS or ISS
Plagiarism	Detention and 0% on assignment
Profanity Directed Toward MSD Staff	3 Days of OSS
Racial Slur	3 – 10 Days of OSS or ISS
Sleeping	Three (3) Sessions of Detention
Tardies	
Class – Third Tardy	1 Session Detention
School (3 or more per 9 weeks)	See <a href="#">MSD Attendance Policy</a>
Truancy	Three (3) Sessions of Detention
Use/ Misuse of Electronic Devices	Three (3) Sessions of Detention
2 <sup>nd</sup> Offense	1 Day of OSS or ISS
3 <sup>rd</sup> Offense	2 Days of OSS or ISS
Unauthorized Absence from Detention	1 Days of OSS, Student must serve the detention the following week



- At the discretion of DEW administration, the aforementioned infractions will result in any of the following responses:

Verbal Reprimand  
 Referral to Guidance Office and/or SAP (MIRA)  
 Parent/Guardian contact – Parent/Guardian Conference  
 Saturday Detention (1 – 3 Sessions)  
 In-School Suspension (1-10 Days)  
 Out-of-School Suspension (1 – 10 Days)  
 Alternative Placement  
 School Board Action

## ***Level II – Serious Incident Infractions***

The following infractions are most serious and are required by PA State Law to be reported to the state each school year. These infractions will result in a suspension up to ten (10) days, and may result in notification of civil authorities, placement in an Alternative Educational Setting, and/or referral to School Board for a formal hearing. The following are examples, but are not limited to:

Arson  
 Assault – Simple / Aggravated on Student / Staff  
 Bomb Threats  
 Bullying – Including Cyber Bullying and all other forms of Electronic Bullying  
 Criminal Trespass  
 Disorderly Conduct  
 Fighting  
 Harassment / Intimidation (verbal, written, and/or electronic) – **MSD Policy #248**  
     Sexual Harassment  
     Racial / Ethnic Intimidation  
     Hazing  
     Electronic Harassment / Bullying  
 Leading or Participating in a Coordinated Disruption  
 Obscene Behavior  
 Possession of Obscene Materials  
 Possession / Use / Sale / Distribution of alcohol, drugs, or any other look alike or related paraphernalia  
 Possession / Use / Sale of Tobacco or Smokeless Tobacco Products (including lighters / matches)  
 Possession of Weapons / Look Alike  
 Reckless Endangering  
 Pulling fire alarm or AED  
 Theft  
 Threats to Student / School Official  
 Terroristic Threats (Verbal, Written, and/or Electronic)  
 Vandalism / Graffiti

**The severity of any infraction, general or serious, may lead to a full ten (10) day suspension, local authorities being notified, and/or School Board action. The administration at the Middle School reserves the right to evaluate each infraction on an individual basis and then apply the appropriate consequences.**

## ***Expulsion***

The most serious punishment the school can impose is to expel a student (force him or her to leave for an indefinite period of time). It is a very serious step and is ordered for the most serious violations of school rules or state and/or federal laws.

The student has to meet with the school board for a “formal hearing” before being expelled. The student may have a lawyer present for the hearing.

## ***Interpretation of Various Offenses***

Arson	Refers to a student attempting to cause damage or destruction to property and/or placing another person in danger of death or bodily injury by igniting an object or causing an explosion.
Assault (on a student)	Refers to one or more students' unlawful attempt to injure another student/students physically without physical retaliation by the victim. Students shall neither intentionally nor recklessly attempt to cause nor threaten to cause injury to another person or persons. Reasonable self-defense will not be considered physical retaliation.
Assault (on a staff member)	Refers to one or more students' unlawful attempt to injure a member of the staff by attempting intentionally and/or recklessly to cause or threaten to cause injury.
Bomb Threats	Refers to the act or involvement in the act of reporting a threat that could cause the evacuation of the building, place of assembly or facility of transportation.
Class Cut	Defined as an absence from class without the knowledge and prior written permission of the teacher whose class will be missed. The teacher who requests the presence of the student should write the note and give it to the student to get the required approval and signature. A Class Cut will count as an unexcused absence for that period. The student will not receive any credit for coursework done during that class period.
Defiance	Refusal to obey a direct, reasonable request from any staff member including teachers, administrators, secretaries, custodians, aides, bus drivers, cafeteria workers, etc. Reasonable is defined as that which will not threaten the health, safety or welfare of an individual student.
Disrespect	Students and staff are expected to conduct themselves in a respectful toward staff members. Students must understand that staff members are responsible for providing direction, correcting misbehaviors, and giving directives. Although students may not agree with the directives, unless they are a threat to their health, safety or welfare, students must follow them without disrespectful gestures and/or language. A student who engages in disrespectful behaviors as indicated will be subject to Level II disciplinary actions.

Drug and Alcohol Violations	School Policy is summarized in this document. Students involved in drug and alcohol policy violations will be disciplined according to the guidelines set forth in this policy.
Ethnic Intimidation	School Policy provides that ethnic intimidation of any type is prohibited on school property and violators may be prosecuted. Ethnic intimidation is defined as: A person commits the offense of ethnic intimidation, if with malicious intention towards the race, color, religion or national origin of another individual or groups of individuals; he/she commits an offense under this act. This policy is summarized in this document.
Extortion	Refers to the act of obtaining money or property from an unwilling person by physical force, intimidation, blackmail, ultimatum, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence or fear.
False Alarms	Refers to students who intentionally pull emergency alarms and/or manipulate emergency or security alarms thus causing possible threat to the safety of those present in the school building.
Forgery	Refers to the alteration or otherwise falsification of any school document or communication. Such communications include but are not limited to hall passes, tardy to school or absent from school excuses, early dismissal passes, request for temporary absence, field trip requests, scheduling changes, dental or doctor appointments, request for educational trips or tours, permanent records, athletic eligibility, report cards, deficiency reports, discipline referrals, physical examination forms and identification requests by school personnel.
Harassment	Refers to the use of force, touching, noise, coercion, threat intimidation, fear, obscene language, obscene gestures, suggestive sexual actions or verbalizations of any other unwanted contact or interaction with another person as part of an isolated incident or as actions that take place over time. For purposes of the student code of conduct, bullying is considered a form of harassment.
Inciting (so as to Cause a Riot)	Refers to the use of activities that may pose threat to the health, safety, welfare and/or morals of others in the school and/or disrupts the educational environment.
Physical Altercation	Refers to the act of engaging in inappropriate and/or physical contact.
Physical Fighting	Refers to the act of two or more students hitting, punching or wrestling with each other with physical intent to harm as determined by an administration investigation.
Public Display of Affection	Refers to visible and open displays of affection that involves but is not limited to kissing, caressing, embracing and/or other bodily contact.

Safety Violations	Includes throwing snowballs or objects, refusing to wear safety equipment in shop, blatant disregard for safety procedures, horseplay.
Terroristic Threats	A threat to commit any crime of violence with the purpose to terrorize or to cause evacuation of a building, place of assembly or facility of transportation or otherwise cause serious public inconvenience.
Theft	Refers to illegal taking of money or materials belonging to any student, staff member or the Montour School District.
Threats (to staff)	Language directed to another student (or staff member) that demonstrates intent to harm (a staff member or their family).
Truancy	Student is absent from school without parent/guardian permission and/or knowledge.
Under the Influence	A student shall be considered “under the influence” of drugs and/or alcohol if he or she has consumed or used either of the above prior to, during, or afterschool or school-related activities and this is discovered while the student is on school property or attending school or school-related activities.
Vandalism	Refers to the will damage or destruction of the beauty or value of property.
Verbal Altercation	Refers to a loud shouting match or argument between/among students.
Weapons Policy	School Policy provides that weapons of all types are prohibited on school property and violators may be prosecuted. Weapons are defined as listed, but not limited to: knife, cutting instrument, cutting tool, nun-chuck stick, firearm (pellet guns, BB guns, air soft guns, look-alike firearms), shotgun, rifle, explosive device, any tool, Bowie knife, Dirk knife, lock-blade knife, hunting knife, chains, brass knuckles, night sticks, ax handles, metal knuckles, straight razors, poisons, noxious, irritating or poisonous gases (mace), razor, loaded cane, sword cane, machete, tasers, or shockers or anything used to threaten and/or cause harm. This policy is summarized later in this document.

# GENERAL POLICIES and PROCEDURES

## *After School Activities*

Students attending after-school activities (e.g., football games, basketball games, art club, musical, etc.) are to remain in the designated area. Failure to do so will result in consequences which may include removal from the after-school activities. Students are responsible for their own transportation home.

**Students attending after-school activities as a spectator must have a signed permission slip. This permission slips should be turned into the guidance secretary during homeroom. Students who do not have a signed copy of this form will be sent home. See page 57 for a form you are able to copy.**

## *Alcohol and Drugs*

Possession of alcohol and drugs present a clear and present danger to the entire student body. In order to deal with this serious issue, the Discipline Response Structure shall be implemented for the effective enforcement of this policy in a fair and consistent manner. The [Discipline Response Structure](#) can be found in Appendix B, pp. 39 - 42.

## *Altercations – Physical and Verbal*

Refers to the act of engaging in inappropriate and/or physical contact or to a loud shouting match or argument between/among students.

## *Animal Dissection*

Pennsylvania Law, Act Number 1922-88, an act amending the Public School Code of 1949, Section 15-1523, Title 24, PA Consolidated Statutes, Pupil's Right of Refusal: Animal Dissection (July 9, 1992) gives all students in public or non-public schools, from kindergarten to grade twelve, the right to "refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their instruction."

The amendment also states, "schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the right of their children to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise which involves the use of animals." Letters from parents or guardians should be directed to the building principal.

## *Announcements*

In order for students to be aware of, take advantage of, and take part in the multitude of programs and opportunities available to them, it is in their best interest to pay close attention to the daily announcements.

Daily announcements will be made at the beginning of home base via the public address system. Announcements will immediately follow the "Pledge of Allegiance".

School sponsored organizations wishing to have announcements made are to have them written on an official “Daily Announcement Form” and signed by the SPONSOR or COACH. The announcements must be turned into the TV station by 7:45 am on the day of the announcement. Special announcements will only be made at 2:40 pm each day to limit the number of interruptions during academic classes. Coaches requesting to have teams dismissed should e-mail the secretary who will forward the e-mail to administration and the appropriate teachers. Students will not be called out of class via the public address system.

### ***Assembly Programs***

A variety of assembly programs will be presented throughout the year to provide educational and entertaining experiences or showcase students’ talents and achievements.

### ***Assignments***

Assignments are due on the date specified by the teacher. Students have the sole responsibility for obtaining and making up missed assignments when the class has been missed. Students who fail to turn in assignments on time *may* receive a zero on that particular assignment. It is the sole discretion of the teacher to determine credit for late assignments. For any assignments made before an absence, students are expected to bring in assignments upon arriving back to school and/or be prepared to take test(s) that were previously assigned. **Work will not be gathered for students serving a short suspension of three (3) days or less. Students are reminded to use online district resources to obtain daily assignments / lessons / homework / etc.**

### ***Bus Regulations***

Riding the school bus is a *privilege*. Improper conduct on the buses will result in this privilege being suspended or denied. The building administration will determine the suspension or denial for transportation on a case-by-case incident and handle each accordingly. **All rules, regulations, school district policy and procedures within the Student Code of Conduct apply to all district provided transportation.**

Each school bus is equipped with an audio / visual recording device. Notification is posted in clear sight so that students understand their actions and communication may be recorded.

Administration and transportation department personnel are the only people permitted to view recordings. Audio / video recordings on school vehicles are exempt from disclosure under the Public Right to Know Law because such recordings constitute an educational record protected from disclosure by FERPA. Law enforcement may also view the recordings if school officials deem necessary.

Before the opening of school, the bus routes are posted on the District’s web site. Students wishing to ride a bus other than their assigned bus must bring a written request from their parent/guardian(s). Permission to ride a bus other than the one to which the student is assigned will be granted for emergencies only. Students are not permitted to change buses for any of the following reasons:

- To visit or stay with a friend
- To stay with a relative
- To attend non-school functions such as scouts, dance, athletic event, YMCA, etc.
- To meet a parent who is visiting a friend or relative

## **Tips for Safe Bus Riding**

### *Before the bus arrives...*

- Make sure you are waiting at your bus stop on time
- Stay off the road
- Wait in a safe place that can be seen by passing cars
- Be thoughtful and friendly to other students at the bus stop

### *When the bus arrives...*

- Make sure that the bus comes to a complete stop before you go near it
- Get on the bus without pushing or shoving
- After getting on the bus, go directly to a seat and sit down
- Remain in that seat until you get off the bus. Do not change seats.

### *While you are on the bus...*

- Bus conduct should emulate classroom conduct
- Obey the bus driver at all times
- Be courteous at all times
- Do not eat or drink on the bus
- Keep the bus clean
- Stay in your seat
- The driver is authorized to “assign” seats
- Keep heads, hands, and feet inside the bus
- No smoking
- No profane language
- Do not throw objects or articles
- No loud, boisterous noise or shouting
- No fighting

## ***Bullying / Cyber-Bullying / Cyberharassment***

The Montour School District is committed to providing a safe, positive learning experience for all students. The district recognizes that acts such as bullying and/or cyber bullying distract from the safe environment necessary for students to learn effectively and could lead to more serious violence. Therefore, the Montour School District prohibits bullying by district students.

Any intentional electronic, written, verbal, or physical act or series of acts directed at another student, students, or MSD employee, which occurs in school setting and/or outside school setting, which is severe, persistent or pervasive and has the effect of creating a threatening environment is considered bullying or cyberharassment. Cyberharassment includes making seriously disparaging statements about a child's physical characteristics, sexuality, sexual activity, or mental/ physical health. It also includes threats to inflict harm. The harassment could be made electronically, either directly to the child or through social media. Cyberharassment of a child is now considered to be a misdemeanor of the third degree as per Act 26 of the Commonwealth of Pennsylvania.

Students who feel they are a victim of bullying or cyber bullying are encouraged to report the act to a teacher, counselor, or principal. The incident will be investigated promptly, and corrective measures shall be taken once allegations can be verified. If discipline measures are warranted, it is the sole responsibility of the principal to assign such measures.

## ***Cafeteria***

All students must report to the cafeteria during their assigned lunch period and remain there for the entire lunch period. Before leaving the cafeteria, trays, dishes, utensils and refuse are to be deposited in the areas provided. Stealing food, running to lunch, line-cutting, place saving, soliciting money and other inappropriate behaviors will be subject to disciplinary action. The throwing of any object is strictly forbidden. Offenders will be subject to disciplinary action as outlined in the Code of Conduct.

When weather and time permits students will be permitted outside after they have finished their lunch and cleaned up their seating area. Roughhousing and inappropriate language will not be tolerated while students are outside. Students are not permitted to play with any toys or balls during their lunch period. Students are to listen to all directions from noon supervisors while outside. Students who choose not to follow any and all school rules while outside will face disciplinary action.

The use of cell phones for phone calls, text messaging, and internet use is strictly prohibited and will result in immediate disciplinary action.

Parameters, rules, and regulations for students during lunch periods are shared in mass with students each school year by building administration. Students who do not comply with the rules of the cafeteria may be assigned a seat and they may lose the privilege of eating in the cafeteria.

## ***Cellular Phones / Electronic Devices***

Montour School District Policy #237 states that The Board prohibits the use of personal communication devices during the school day in district buildings, on district property, and while on district transportation. Electronic devices may only be used during the school day for educational purposes, primarily for the accessing books. Cell phones and iPods may not be used during the school day for any reason. Violations of this policy as outlined in the Student Code of Conduct shall result in disciplinary action and may result in confiscation of the electronic device. If a device is confiscated, the item shall be returned at the discretion of the building administrator. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

If a child brings a cell phone to school, it is to be turned **off during school hours**. **Use of any electronic devices will result in [disciplinary actions](#) AND the following actions:**

- **First offense will constitute a parent/guardian having to pick the device up from school**
- **Second offense- Device will be kept for one week before parent/ guardian may pick it up from school**
- **Third offense- Device will be returned at the end of the school year**

## ***Change of Address***

Let the [district registrar](#) know of any change in home address or home, office, or cell phone numbers.



## **Chromebooks**

All students will have the privilege to access Chromebooks during the school day. Please see the Chromebook usage agreement that can be found in the Appendix section. Please note that District issued Chromebooks are intended for academic purposes only, and students will be monitored accordingly. Students can be referred to administration for consequences for using the District issued Chromebooks for off task behaviors. The following actions will be taken by administration when students are referred for misuse of the Chromebooks:

*1<sup>st</sup> Offense- 3 sessions of Saturday detention and confiscation of device for 1 week*

*2<sup>nd</sup> Offense- 1 day of ISS and confiscation of the device for 2 weeks*

*3<sup>rd</sup> Offense- 2 days of ISS and confiscation of the device for the school year*

**\*The discipline response structure is subject to change based on the severity of the offense.**

## **Class Cuts**

Cutting classes will not be tolerated. Class cuts will be counted as a class absence and will result in Saturday Detention (3 Sessions). Students are not permitted to make up work or to turn in work when it has been determined that the student “cut class”. Continual class cutting may result in suspension and/or Principal’s Watch. Homeroom, Team Time and Activity Time are considered a class.

Students must report to the assigned classroom and teacher for each class period. Students wishing to go to the nurse, to the Guidance Office, or to be excused from a class for any reason **must first get permission from the assigned teacher. Students given permission to leave class must have a hall pass and sign-out and sign-in from the classroom upon return.** Failure to follow this procedure will be considered a [class cut](#).

## **Community Awareness / Public Relations Photos**

As we participate in school and community activities, we have opportunities to provide photos of our students in newsworthy events. Unless otherwise notified, student photos may be used in the local community newspapers, website, or brochures. If a student or parent/guardian(s) is opposed to this process, please share your concern in writing with the building principal. ([Appendix C – Forms: Photo/Digital Media Release Form](#))

## **Contraband (Illegal Material)**

If any contraband is found on the person of a student, the school would have the right to search the student’s locker, pockets, and books, and, if any additional illegal contraband is found, it will be turned over to the proper authorities, which will be used against that student in court proceedings.

## **Dress Code**

The district recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The district recognizes the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools or the health and safety of others. The Board has the authority to impose limitations on students' dress in school. The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming (ref. policy #221 Dress and Grooming).

The following items are examples of clothing and dress which are **inappropriate**:

- Bare feet
- Spandex worn as outerwear
- Yoga pants
- Low-cut tops and/or abbreviated tops that expose the midriff area, this includes halter, tube, crop, tank, muscle shirts, or any tops that expose underwear.
- See-through clothing
- Hats, hoods, head coverings, bandanas during the school day
- Coats (are to be placed in locker during the school day)
- Shorts, skirts and dresses shorter than fingertip length at standing upright, **even when worn with leggings.**
- Low-pants with holes, either of which expose underwear
- Shoes with wheels
- Articles of clothing which display or depict drug, alcohol, or tobacco usage or products; sexual innuendo or suggestive language; offensive words, symbols, or gestures; or that which may be perceived as threatening
- Chains, dog collars, or similar items deemed to be disruptive to the educational environment are unacceptable
- Articles of clothing which promote activities illegal for school students such as alcohol, tobacco, drugs, weapons or similar items
- Students must wear appropriate attire and shoes. Tank tops and tops with spaghetti straps may be worn under a shirt or sweater. Tops exposing the chest or bare midriff are not permitted. These garments must not be offensive while standing, walking, or sitting.
- Students may not disrupt the teaching & learning atmosphere by hairstyle or dress
- For health and safety reasons, students are strongly encouraged not to wear such items as sandals, flip flops, spike heels, etc.
- Building administration and faculty have the right to question a student's dress and grooming and take necessary action if an item is not specifically stated above.
- The building administration will make the final decision of appropriateness.

Consequences for Inappropriate Dress - Dress Code Violation – [See Level I Discipline Infraction](#)

In the first two days of school, the above noted information will be shared with students, in mass. The student will have the opportunity to call a parent/guardian at the office, on the school phone, to request a change of clothes suitable for school. Students who violate the dress code after one warning will be subject to consequences.

***Administrative discretion may be used in any case where it is deemed necessary to resolve a dress code violation.***

### ***Eighth Grade Dinner Dance***

A student will not be eligible to attend the Eighth Grade Dinner Dance if:

- There has been an accumulation of seven (7) or more sessions of Saturday detention
- There has been an accumulation of three (3) or more days of suspension
- FAILING FOR THE YEAR
- Student has accumulated 20 or more unlawful absences for the school year

## ***Elevators***

Use of the elevators is limited to those students who have a doctor's excuse or permission from the school nurse.

## ***Extracurricular Activities***

Students who arrive at school after **11:30** A.M. will not participate in after school activities that day. The final decision is the responsibility of the building principal.

Individuals who participate in extracurricular activities have the honor of representing their school and community before the public. The school has the obligation to see that students exhibit the type of behavior and responsibility befitting the privilege. In addition to the school rules, coaches/sponsors may establish "team" rules that may be more specific to that activity. Such rules must be reasonable and communicated to the student participating. Violation of the policies set forth in this code may result in the student losing the privilege of participating in extracurricular activities. A student who is suspended out of school shall not participate nor attend any school sponsored activity during the course of the suspension. Remember, participation in extracurricular activities is a privilege, not a right.

Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading periods does not, as of any Friday, meet the standards provided for in this section, the student shall be ineligible beginning on Sunday through the next Saturday. Students must maintain a 2.0 GPA when calculating the grades for all classes taken to be eligible. Classes will be valued based on the below system of credits:

Core Classes (ELA, Math, Science, Social Studies): 2 Credits  
Year Long Unified Arts Classes: 1 Credit  
Half Year Unified Arts Classes: ½ Credit  
Quarter Year Unified Arts Classes: ¼ Credit

In cases where a student's work in any preceding grading period does not meet the standards provided, the said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period. At the end of the school year, the student's final credits in the subjects, rather than the credits for the last grading period, shall be used to determine eligibility for the next grading period. A pupil whose work does not meet the standards who attends summer school and corrects these deficiencies shall be eligible.

### **DEW Sports:**

<b><u>Girls' Sports</u></b>	<b><u>Grades</u></b>	<b><u>Season</u></b>
Cross Country	7-8	Fall
Soccer	7-8	Fall
Cheerleading	7-8	Fall and Winter
Basketball	7-8	Starts in October
Softball	7-8	Spring
Swimming	7-8	Spring
Track	7-8	Spring
Volleyball	7-8	Spring

<u>Boys' Sports</u>	<u>Grades</u>	<u>Season</u>
Football *	7-8	Fall
Cross Country	7-8	Fall
Soccer	7-8	Fall
Basketball	7-8	Winter
Wrestling	7-8	Winter
Swimming	7-8	Spring
Track	7-8	Spring
Volleyball	7-8	Spring

\* Information about Montour football, schedules and directions can be found on **Montour Football website** at [www.montour Spartans football.com](http://www.montour Spartans football.com). The Montour Football website provides information about Montour football from 7<sup>th</sup>/8<sup>th</sup> grade through Varsity. Montour football and all other sporting schedules and sport information can be found under "Athletics" on the Montour School District web site or by visiting [www.highschoolsports.net](http://www.highschoolsports.net)

### ***Field Trips***

Throughout the course of the school year, teacher may schedule academically related field trips. To participate in a field trip, students must complete a permission form; have it signed by a parent and/or guardian, and returned to his/her teacher. Students who do not participate or who do not return their signed permission form will have modified classes and schoolwork throughout the day.

### ***Fighting / Assault***

Fighting endangers the atmosphere of the school; therefore, fighting in any form will not be tolerated. Depending on the severity of the fight and at the discretion of the suspending principal, any student involved in a fight will receive a three (3) to ten (10) day suspension. Fighting may result in notifying police and a magistrate fine.

### ***Fire Drill / Shelter-in-Place / Severe Weather Drill***

Regular fire drills will be conducted during the school year in order to facilitate a safe and orderly evacuation, in case of an actual fire or other emergency.

During any planned fire drill, students are to:

- Follow the directions exactly as they are printed on the fire exit signs that are posted in each room. Fire drill instructions will be reviewed for students by all teachers.
- Rise when the alarm sounds, leave all books, form a line at the door and wait for the teacher's signal to leave the room before exiting. Walk rapidly to the designated exit; move a safe distance away from the building, and reenter the building when directed.
- Listen to and follow all teacher instructions.

The pulling of a false alarm will result in a ten (10) day out-of-school suspension. The pulling of a false fire alarm is also an illegal act, therefore, civil authorities will be contacted and perpetrators will be prosecuted.

Shelter-in-Place procedures will be rehearsed during the school year in order to assure that all students and staff are in a safe and secure location. Shelter-in-Place procedures will be

reviewed for the students by their teachers. Students are to follow all rules and procedures during a Shelter-in-Place rehearsal.

**Note: The David E. Williams football field is the staging area for all emergency evacuation procedures unless otherwise directed. All classes are to organize by using their assigned area on the field.**

### ***Grading Scale***

A	90% - 100 %
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and Below

### ***Hall Pass***

Student Hall Pass use is a privilege, not a right. The following procedures are to be followed:

- Students are to sign in and sign out before leaving and upon returning to the classroom
- Written hall passes are to be completed for all requests to leave the classroom.
- Students should not be granted permission to use or receive a written hall pass during instruction. Instruction is not to be interrupted unless in the case of an emergency.
- Students should not be granted permission to use or receive a written hall pass at the start of class.

### ***Honor Roll***

The staff of DEW appreciates the great number of high achieving students that are among our student body. We recognize the efforts of those students by placing their names on the High Honor Roll and Honor Roll. Students will be placed on the High Honor Roll when they obtain a 95%, or above, in all classes. Students will be placed on the Honor Roll when they achieve a 90%, or above, in all classes.

### ***Internet Usage Policy***

This publication includes the school district policy which focuses on technology-district property, access to the internet, communication/devices, and other areas focusing on technology. The policy is drafted to protect the students, staff, and school district. After reading the [policy](#), available on pp. 43 - 46, please contact the building principal to share any concerns and/or if you do not agree with the language within.

### ***Library***

The library will be open while school is in session and may be used by students for reference, resource, and course-related work. Students wishing to use the library must have a pass signed by the teacher from whose room they are leaving. Students who abuse library materials or misuse library time will be subjected to disciplinary actions. Altering or falsifying reference passes will subject the student to discipline and loss of library privileges.

## ***Lock Downs***

Lock down procedures will be rehearsed during the school year in order to facilitate securing the building in a safe and orderly fashion, in the event of an actual emergency. Lock down procedures will be reviewed for the students by their teachers. Students are to follow all rules and procedures during a lock down rehearsal.

## ***Locker / Locker Policy***

David E. Williams Middle School will assign one specific locker to each student on the first day of school. Students may not use any other locker except the one assigned. *Lockers are the property of the Montour School District*, loaned to students for use of storage of books and supplies. Lockers are to be kept neat at all times. Students who do not keep their lockers clean will be given Saturday detention.

Students are reminded that school lockers are school property, loaned or rented to students for the student's convenience, and that school authorities have the right to search lockers with or without notice at any time. This right to search has been upheld by state and federal courts. Searches will follow the procedures outlined in Pennsylvania Code Title 22, Chapter 12:14. Searches of students or student lockers may be conducted when a building administrator, or representative of, has reasonable suspicion that a student has illegal material on his/her person on school property. Searches will be conducted by an administrator or his/her designee and in the presence of witnesses.

It is important that each student recognize that he/she is responsible for all of their own items. **The Montour School District is not responsible for any lost or stolen property. Students may bring a lock to school and lock their lockers.** If a lock needs to be cut off to conduct a search, the Montour School District is not responsible for replacing the lock.

## ***Material Drop Off***

If a student requests parents to bring an item to school that was forgotten, he/she is responsible to check in the office for the item. This includes books, papers, forms, homework, instruments, lunches, lunch money, etc. **Classes will not be interrupted requesting students to report to the office to obtain such items.**

## ***Morning Arrival***

Students may not arrive and are not permitted in school until 7:35 a.m.

## ***Nurse – Student Health Services***

The following are a few simple regulations which are requested of students in order that we may help to maintain safety and health for all of the students here at Montour.

1. The school nurse is available for any student who feels ill or is injured during the school day. Unless the situation is an emergency, students should report to their classroom and then be dismissed to the nurse's office with a pass. From 12:00 – 12:30, students who need to see the nurse should report to the office.
2. Students who need to go home because of illness or injury must see the nurse and have her call their parents. In the event that the nurse is unavailable, students should report to the office. Students may not leave the building without permission of the nurse/principals.

Students are not permitted to contact their parents prior to seeing the nurse or building administration.

3. All medications and medically necessary snacks should be taken to the nurse's office.
4. The nurse can administer cough drops and/or antacids as needed.
5. According to State Law, various screening procedures and examinations are required in grades 6 and 7. Parents and guardians of children eligible for dental and physical exams will be notified of such exams. A permission form and invitation to attend the exam will be included. Parents may, of course, have the exams conducted privately at their own expense. Private physicians/dental forms were sent home in the spring but are always available in the nurse's office.
  - a. Grade 6: Comprehensive physical examination, vision, height/weight
  - b. Grade 7: Comprehensive dental examination, vision, hearing, height/weight

### **Emergency Cards**

Emergency cards must be completed for each student and returned to the nurse's office for use in case of emergency. The nurse must have a completed and updated emergency card to give Tylenol to the student.

### **Medications**

Students who need to take medication during school hours must bring a written order from their physician and note from their parents to the nurse's office upon arrival to school. *The medication must be in a properly labeled prescription container and kept in the nurse's office.*

### **Communicable Diseases**

Parents should report all communicable disease to the school nurse. Communicable diseases are: chicken pox, head lice, impetigo, measles, German measles, mumps, hepatitis, meningitis or pink eye.

### **Physical Education – Medical Excuse**

In the circumstance where a student cannot participate in physical education due to a medical condition, a doctor's excuse must be presented to the PE teacher as soon as possible. The note must state the **condition** and the **duration** of the excuse. Whenever possible, alternative or adaptive activities will be assigned to the student so that a grade can be given to the student for Physical Education

## ***Olympic Day / End of Year Picnic***

A student will not be eligible to attend Olympic Day if:

- There has been an accumulation of seven (7) or more sessions of Saturday detention
- There has been an accumulation of three (3) or more days of suspension
- Student has failing grades/missing projects or assignments
- Student has accumulated 20 or more unlawful absences for the school year

## ***Parent Conferences***

Throughout the year, teachers may contact parents to review a child's progress in school if necessary. Parents are welcome to initiate conferences, and may do so by contacting their student's teacher by phone, email, or written correspondence. It is the belief of the middle school that sharing information will help foster a strong foundation for a positive and rewarding middle school experience. Conferences may also be arranged for at any time of concern.

## ***PTA***

Information about [David E. Williams PTA](#) can be found on the DEW website, under Resources.

### ***Perfect Attendance Award***

This award is presented to students who have not been absent or tardy or had an early dismissal the entire school year. **The student earning this award has been present every day, for the entire day throughout the entire school year.**

### ***Placement within Classes***

In alignment with Montour School District policy, the building principal shall maintain the right of assigning students in the school to appropriate classes or groups, based on consideration of the needs of the student so that they may have the opportunity to reach their maximum potential. In some cases, the building principal will utilize board approved criteria for student placement into classes. **The middle school does not honor parental request for specific teachers or groups.**

### ***Printed Materials***

The Montour School District hereby adopts a policy that absolutely prohibits the printing and/or circulation of any material on school property that is defamatory or appears to be detrimental to the character of the students, faculty, administration, school board, or any other school district personnel. A violation of this policy will result in one or all of the following punishments: (1) suspension; (2) expulsion.

### ***Retention and Promotion of Students***

The Montour School District recognizes that emotional, social, and physical educational development of students will vary, and students should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The recommendation of the classroom teacher shall be required for promotion or retention of students. **As per Montour School District policy, the building principal is assigned the final responsibility for determining the promotion or retention of each student.** Students will be retained if the following criterion is met:

- Final grade of “F” in any core class. Students failing more than two core classes will not have the summer school opportunity and will automatically be retained. **Students failing one or two core classes will be required to pass both failed classes in summer school.**
- Failure of one credit of unified arts plus a final grade of “F” in a core class
- Chronic absenteeism and tardiness
- Students who fail based on attendance will have their performance reviewed on an individual basis. **Even if a student passes all academic classes, he/ she will still have to take math/ ELA in summer school at a minimum to be promoted.** If a student fails based on absenteeism and grades, the summer school option will not be available.



## ***Scholastic Integrity***

The middle school is committed to encouraging strict standards of academic integrity and committed to helping students develop intellectually, creatively, and ethically. Honesty in all school work is considered essential in adhering to the standards. Cheating and plagiarism are both forms of academic dishonesty and will not be tolerated as acceptable behaviors.

Cheating is defined as the submission of work that is not one's own. Plagiarism is the use of another person's ideas or words without giving proper credit. Both cheating and plagiarism are serious offenses. Those students who violate this school's standard for academic integrity will be subject to consequences which may include, but are not limited to: no credit for the assigned work, possible ineligibility for extra-curricular activities, possible failure of the subject for the grading period and/or year, disciplinary action.

It is the responsibility of all students to maintain scholastic integrity with regard to class assignments, exams, and any other graded course requirements. Thus, cheating, plagiarism and/or knowingly assisting another student to violate scholastic integrity are all violations of the above mentioned.

### ***School Cancellations and Two-Hour Delays***

Students and their parent(s)/guardian(s) will be made aware of school cancellations and two-hour delays, via the *School Messenger* system. Parent(s)/guardian(s) not receiving notifications from *School Messenger* on their cell phones and/or home telephones are asked to contact the Main Office at DEW.

### ***School Security / Surveillance Equipment***

In various areas of the middle school security/surveillance equipment is installed. This equipment serves multiple purposes, but more specifically, to assist in the safety and welfare of students and staff. Any attempt to tamper, modify, manipulate, or destroy any parts of the equipment shall be punishable by both school and criminal law.

DEW Security personnel are on-site to assist with supervising students specific to student safety. DEW students are expected to comply with all verbal and non-verbal directives that are given by DEW Security.

## ***Second-Chance Learning***

### **I. Philosophy**

The staff of DEW is devoted to knowing the needs of every child and to tailoring decisions to serve the children so that each learner is afforded the opportunity to demonstrate proficiency. Second-chance learning is an instructional strategy for enhancing student mastery of course content. It may include re-teaching, additional practice, and an opportunity to demonstrate new learning.

### **II. Requirements**

1. Second-chance learning is permitted on selected assessments at teacher discretion for all students who did not reach proficiency.
2. Students must obtain a parent or guardian signature of second-chance learning approval on the assessment within a timeframe required by the teacher.

3. Students eligible for second-chance learning must have all of their classwork and homework completed for the content topic in order to be given a retake option.
4. Students must also fulfill remediation requirements by the teacher within the timeframe set by the teacher in order to be given a retake option.

### **III. Grading**

1. Professional judgment will be used while considering the evidence of achievement growth to determine the final grade earned.
2. Summative assessments will be averaged, and all other assessments will be scored according to teacher discretion.
3. Second-chance learning will not be offered for midterms and finals.

### **IV. Alternative Assessments**

1. Projects
2. Presentations
3. Writing Assignments
4. Teacher-created tasks or assessments

*“The capacity to learn is a gift; The ability to learn is a skill; The willingness to learn is a choice.”*

*-Brian Herbert, American author*

### ***Selling of Items***

Students are not permitted to sell personal / private items during school hours or at school sponsored functions.

### ***Sexual Harassment – District Policy***

Sexual harassment is defined, in part, as unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature when it creates an intimidating, hostile, or offensive environment or when submission to the unwelcome conduct is made a condition of a student’s academic status or progress. The definition of student sexual harassment includes all such conduct that takes place during or relative to school and school-sponsored activities or during school hours. Sexual harassment may occur student-to-student, male-to-female, female-to-male, male-to-male or female-to-female.

When the district, through its Sexual Harassment Complaint Managers, receives a notice of alleged, apparent or suspected sexual harassment of a student, it will assign trained employees to conduct a prompt, thorough and impartial investigation in a way that respects the privacy of all parties concerned. The results of the investigation will be summarized in a written report that will be maintained by the district as part of a confidential file used to monitor such incidents within the district.

When sexual harassment of and/or by the students has been documented, the district will take disciplinary action against the harasser as appropriate for the situation. Occurrences of

prohibited conduct that does not constitute sexual harassment will be addressed according to other district policies and practices, including the Code of Student Conduct.

False allegations of sexual harassment and retaliatory behavior against any person involved in a complaint and investigation of alleged sexual harassment will result in severe disciplinary action. (Montour School Board Policy #248.1 Sexual Harassment)

### ***Smoking***

Students are not permitted to bring cigarettes or tobacco products to school. Possession and/or use of the items is strictly prohibited on the school grounds, buses, any school-sponsored, off-campus setting. Violation for possession/use of tobacco products will result in a three (3) day out-of-school suspension for the FIRST offense. The SECOND offense will result in a five (5) day out-of-school suspension. ALL SUBSEQUENT violations will result in a ten (10) day out-of-school suspension. In addition, violation for tobacco possession will be charged as a smoking offense under the provision of Act 145 of 1996. Please note: Reasonable suspicion of smoking is grounds to search students.

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

The Student Assistance Program (SAP) program is designed to help students who have problems which interfere with success at school. Sometimes students need help to cope with these problems. The Student Assistance Team at Montour is made up of a concerned group of teachers, counselors, and principals, who are trained to help and are ready to assist with student problems in a positive, direct manner. Please see the [district website](#) for the most updated information.

### ***Student Behavior at District / School Sponsored Events***

Any student removed from a school sponsored activity / event for disciplinary reasons will not be permitted to attend additional school sponsored activities, on or off campus, for the remainder of that semester / season and will be subject to discipline in accordance with the Student Code of Conduct. A student, who breaks the law or violates a school rule, may be sent home at the expense of the parent / guardian if the school sponsored event is an overnight trip.

### ***Student Council***

At the end of each school year, representatives are elected to the Student Council from their 7<sup>th</sup> grade homeroom peers. Additional students are added by teacher recommendation. The council serves as the student government. Its members are responsible for helping solve school problems, promoting school pride and spirit, sponsoring assemblies, and serving the school through special projects. Students elected to student council are expected to be positive role models for middle school students. They will model academic success, consistent attendance, and exemplary behavior in and out of the classroom.

### ***Student Information System***

Montour parents have the ability to review student grades, assignments, etc. at any time via the *Skyward* website. Grades are updated weekly. The *Skyward* website can be accessed from the Montour School District website or from an App that is available for both Android and Apple devices.

### ***Student Restrooms***

Students are to use only those restrooms that are designated for student use. Restrooms are available for student use in each of the grade level wings, the Gymnasium locker rooms, along with restrooms outside of the Cafeteria. Students who vandalize any student restroom are subject to a ten (10) day out-of-school suspension and will be responsible for restitution.

### ***Telephone Use***

Students are permitted to use the telephone in the main office for **emergencies only**. Students are not permitted to use the telephone in their classroom at any time. The school nurse will contact parents when a child needs to return home due to illness.

### ***Testing (Standardized)***

The Study Island Benchmarks are a series of tests that measure your student's general knowledge in reading, language usage, and math. The tests are given to students in grades 5 through 8 three times throughout the course of the school year. The test results provide a measurement of development of basic skills and are available to the parents/guardians upon request from a counselor. The results are used to analyze a student's progress and to carefully consider the additional learning experiences a student may need. These tests results are used to supplement, not replace, teacher judgment. They are used to make continuous academic decisions for your child.

Fifth, sixth, seventh and eighth grade students take the PSSA test in the late spring. The tests evaluate learning in ELA/ math (grades 5 – 8), and science (grade 8) and are based on the Pa Common Core Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. No Child Left Behind, the federal education law, requires that districts have a 95 percent participation rate on these tests. Absent students will be tested on a test make-up day. Students' results are mailed directly to the parents or guardians

### ***Textbooks***

Textbooks, along with most other instructional materials and equipment, will be issued to students free of charge. All textbooks should be stamped, numbered, and registered with the teacher for purpose of identification. All textbooks should be properly covered. Books, laptops, and other instructional materials supplied by the District, which become damaged, mutilated, misplaced, or stolen must be paid for, at replacement costs, by the student to whom they were issued. A student's report card will be held in the main office until all replacement costs have been paid.

### ***Valuables***

Personal property, money, valuables of any type is the sole responsibility of the student. Students are responsible for their own personal property. It is not a good idea to bring expensive belongings to school because they could be lost, stolen, or damaged. The Montour School District is **not liable** for any lost or stolen items.

## ***Weapons***

Any student found in possession of a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the Board for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code.

The term weapons refers to any loaded or unloaded firearm (including pellet guns, BB guns, and look alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife or any other similar knife; or any other tool or instrument that is not reasonably related to education, such as chains, brass knuckles, night-sticks, ax handles, etc. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way.

Any professional staff member or school employee shall immediately inform the principal, who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon: (1) the local police; (2) the Superintendent; (3) the parents of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principal will immediately summon the police and request assistance in this matter from the local police. Parents should be notified as soon as possible.

The principal will coordinate the informal hearing procedure, e.g., investigation, securing written statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Superintendent and the Assistant to the Superintendent. (Montour School Board Policy # 218.1 Weapons)

## ***Web-Sites***

The **MSD website** can be visited at <http://www.montourschools.com>. The website provides information about the school district, district announcements and headlines and features.

The **DEW website** can be accessed from the Montour School District homepage. The DEW website provides information about DEW, announcements, student recognitions, assessments, dates of events, phone numbers, teacher contacts and links to teacher homepages, printable forms, and PTA information.

Montour sports schedules and information can be found under "Athletics" on the Montour School District web site or by visiting [www.highschoolsports.net](http://www.highschoolsports.net)

## ***Withdrawing from School***

If a student plans to leave Montour School District, the office should be informed as soon as possible in order for school records to be sent to the new school. The student should see the

main office secretary. The secretary will give the student a withdrawal form, which must be completed and signed by all of his/her teachers. The student must return all books and pay any fines that may be due. When the withdrawal form is completed, the student will return it to the main office secretary.

### ***Work Permits***

Working papers are necessary for all students under the age of 18 years to work after school hours and/or during the summer months

#### **Procedure for Attaining a Work Permit**

An application for a work permit can be obtained in the main office between the hours of 7:40 AM and 8:00 AM.

- 1.) The student brings his/her birth certificate and who the employer is to the main office secretary. The student receives a work permit application.
- 2.) The student then gets a physical and the doctor signs the application. The students' parents and prospective employer signs the application.
- 3.) The application is then returned to the schools main office, where the main office secretary will issue a work permit to the student.

### ***Yearbook***

The students of the middle school produce an annual yearbook, which includes photos of students as well as many of the school activities. It is a tradition to sign yearbooks at the close of the school year. Students should make sure they use common sense and avoid inappropriate language or comments when signing another student's yearbook. Otherwise, they will be billed for the cost of the yearbook and face disciplinary action.

## CALENDARS AND SCHEDULES

The calendar for the 2017- 2018 school year is posted on the district website

### 2017- 2018 David E. Williams Middle School Standardized Testing Calendar

#### Pennsylvania System of School Assessment (PSSA); Study Island Benchmark; Keystone Exams

#### PSSA Testing Window for 2017- 2018

<u>Assessment</u>	<u>Dates</u>	<u>Grade Levels</u>
English Language Arts	April 9 – 13	Grades 5 – 8
Mathematics	April 16 – 20	Grades 5 – 8
Science	April 26 – 27	Grade 8
Make-ups	April 30 – May 4	

#### Benchmark Testing

<u>Assessment</u>	<u>Dates</u>	<u>Grade Levels</u>
Baseline Test	September 11 – 22	Grades 5 – 8
Test #1	December 4 – 15	Grades 5 – 8
Test #2	March 5 – 16	Grades 5 – 8

#### Keystone Exams

<u>Assessment</u>	<u>Dates</u>
Algebra 1	May 16 – May 17
Biology	May 23 – May 24

# APPENDIX A

## Grading Practices/ Weighting

The staff at David E. Williams collaborates closely to ensure that all students receive an outstanding educational experience regardless of differences that naturally occur in the scheduling of students. For example, all students receive common assessments and advancement through the curriculum at a similar pace. In addition to this, grading practices are consistent within content areas. The following is a summary of how grades are weighted departmentally:

### Language Arts

Projects/ Writing assignment: 40%

Tests/ Quizzes: 40%

Daily homework/ Classwork: 20%

### Math

Tests/ Quizzes: 80%

Daily assignments/ Special projects: 20%

### Science

Assessments: 50%

Labs: 30%

Homework/ classwork: 20%

### Social Studies

Assessments: 60%

Classwork/ homework: 40%



## **New Course Offerings**

### **Music Lab 7**

This course explores music through use of piano, guitar, music history and theory. Students will learn a wide variety of musical styles and musical terms. Focus on music exploration using instruments, listening, composing and other activities.

### **Music Lab 8**

This course explores music through use of piano, guitar, music history and theory. Students will learn a wide variety of musical styles and musical terms. Focus on music exploration using instruments, listening, composing and other activities. Students will build upon knowledge from Music Lab 7.

# APPENDIX B - Policies

## MONTOUR SCHOOL DISTRICT Annual Public Notice - 2017–2018

The Montour School District uses the following procedures for locating, identifying, and evaluating specified needs of school-aged students requiring special programs or services. These procedures are described in this notice as required by law. The District, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity in grades Kindergarten, 1, 2, 3, 7, and 11. Visual acuity is screened in all grades annually. Speech and language skills are screened in Kindergarten and on a referral basis. New students are initially screened the year of admission. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis. Other screening activities include the review of cumulative group-based achievement and ability data; health and attendance records; grades; and information shared by the parents. Specified needs from all of these screening sources are noted within the child's official file.

School records are always open and available to parents, and only to school officials who have legitimate "need to know" information about the student. Information from the records is released to other persons or agencies only with appropriate authorization that involves written signed permission by parents. Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation of their child, or by contacting the Pupil Services Department. (Names and phone numbers of the appropriate contacts are listed at the end of this notice.) Communication with parents and eligible students shall be in English or the native language of the parents. Screening information will be used by the Instructional Support Team or Student Assistance Team within the student's school to meet his or her specific needs, or to document the need for further evaluation. Instructional Support Team services are provided to students in grades Kindergarten to grade four. Student Assistance Team services are provided to students in grades five through 12. The pre-referral process identifies those students at-risk for academic or behavioral needs and includes parental involvement in making determinations as to whether a student may benefit from intervention services. Individual student plans are developed and monitoring of specific goals with data to determine student progress and efficacy of interventions are put into place. If a student is not making sufficient progress, a referral for evaluation may be issued by the school district or a parent may request a multi-disciplinary evaluation at any time.

The Multidisciplinary Team consists of parents, teachers, a certified public school psychologist, other related service personnel, and persons familiar with the student's educational experience and cultural background. The evaluations conducted by the Team must be sufficient in scope and depth to provide information about the student's academic functioning, adaptive and social behavior, learning problems, strengths, information obtained by the Instructional Support Team or Student Assistance Team, and information from the parents. After all evaluations are completed, an Evaluation Report (ER) will be compiled and include specific recommendations for the types of interventions necessary to deal with the student's specific needs. This evaluation will be completed and a report sent to the parents within **60 calendar days**. Parents are then invited to participate in a meeting where the results of the evaluation will be discussed. If the student meets criteria for the presence of a disability and need for specially designed instruction, an Individualized Education Program (IEP) will then be developed for specialized services for the student within **30 calendar days**. The IEP team must consist of: the student's parent(s), special education teacher, regular education teacher(s), and local education agency representative (LEA). The building principal, Director of Special Services, or Assistant Director

of Special Services will serve as the chair/LEA, and a district psychologist, other specialists as needed, and other administrative staff when appropriate may attend. Prior to the initiation of services, parents will be presented with a Notice of Recommended Educational Placement, which explains the services and educational placement recommendations. Parental consent must be obtained before providing initial special education and related services. The Procedural Safeguards Notice describes the parents' rights and options if they disagree with the individualized program presented. When screening results suggest a student may be eligible for Gifted Education, the school district seeks parental consent to conduct a multidisciplinary evaluation. The initial evaluation is summarized in the Gifted Written Report (GWR) and used by the Gifted Individualized Education Program (GIEP) team to develop the GIEP. After the initial evaluation, students identified as mentally gifted are reevaluated before a change in educational placement is recommended or under recommendation of the GIEP team. The Notice of Recommended Assignment (NORA), signed by the parent, gives the school district permission to provide services.

### **Services for Eligible School-Age Students**

The Montour School District provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in the Individuals with Disabilities Education Improvement Act and Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. The Montour School District provides a full range of placement options and services to eligible students. Options in the district range from supportive intervention in the regular classroom to itinerant, supplemental, or full-time levels of intervention, depending on the student's individual needs. Inclusive intervention practices are the first step in the continuum of placement options. Other placement options to meet the student's needs may include services secured from the Intermediate Unit, another school district, an approved private school, or a community agency. Placement options provide for a free and appropriate public education (FAPE) for all eligible students. The District also provides related services such as, but not limited to: transportation, speech and language therapy, physical therapy, occupational therapy, nursing services, psychological services, social worker services, and para educator support. The following programs are currently provided within the District: Learning Support, Life Skills Support, Emotional Support, Autistic Support, Blind or Visually Impaired Support, Deaf and Hearing Impaired Support, Speech and Language Support, and Gifted Support. As evidence of the full continuum of services, educational placements outside of the District have included: Emotional Support at Pressley Ridge School, Pace School, Wesley Spectrum School Programs, and Therapeutic Learning Center at Family Links; Learning Support at Katherine Dean Tillotson School; Life Skills Support at Mon Valley School, Pathfinder School, and the Children's Institute; Blind or Visually Impaired Support at Western Pennsylvania School for the Blind; Deaf and Hearing Impaired Support at the Western Pennsylvania School for the Deaf and the DePaul School for Hearing and Speech; Autistic Support at Pathfinder School, Mon Valley School, Pressley Ridge Day School for Autism, Therapeutic Learning Center at Family Links, and Education Center at the Watson Institute; and Multiple Disabilities Support at the Children's Institute, and Pathfinder School.

### **Services for Students Identified as Homeless**

The Montour School District follows all protections outlined in the McKinney Vento Act related to ensuring that any child identified as homeless has equal access to the same free, appropriate public education as provided to other children. The District implements child find activities for other students in addition to those identified as homeless such as wards of the state, highly

mobile children, and migrant children in order to provide equal access to evaluations and services. Further information may be obtained by contacting the District's Pupil Services Department at 412-490-6500.

### **Services for Students in Nonpublic Schools**

Parents of non-public school students who suspect that their child has a disability and is need of special education may request a multidisciplinary evaluation through a written request to the District's Pupil Services Department. Parents can obtain further information by contacting their child's school principal or the District's Pupil Services Department at 412-490-6500.

### **Services for Preschool Age Children**

Act 212, the Early Intervention System Act, entitles all preschool age children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities are eligible for early intervention services including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. Contact the Alliance for Infants and Toddlers at 2801 Custer Avenue, 2nd Floor, Pittsburgh, PA 15227, (412) 885-6000, or on the internet at <http://www.afit.org/>. The Pennsylvania Department of Education is responsible for providing services to preschool age children from three to five years of age. Contact Project DART of the Allegheny Intermediate Unit at 475 E. Waterfront Drive, Homestead, PA 15120, (412) 394-5736, or on the internet at <http://www.aiu3.net/>.

Montour School District ensures that all students transitioning from early intervention programs to kindergarten or first grade programs within the District are transitioned without disruption of services. Parents of children entering school age programs are notified of the District's transition activities, which occur before kindergarten registration of each year. The District follows the federal and state regulations pertaining to the evaluation process and based on identified needs, subsequent documentation and provision of special education and related services.

### **Information Regarding Signs of Developmental Delays and Other Risk Factors for Parents to Look for that May Indicate the Possibility of a Disability**

If your child is less than the age of beginners (age 5 before September 1) and at least 3 years of age, your child may be considered to have a developmental delay when difficulties exist in the areas of cognitive, communicative, physical, social/emotional and self-help development where a delay in comparison to typical development is present. Parents who have questions about their child's development or possible presence of a disability may talk with their family physician or health care provider or contact the Allegheny County Health Department at 412-687-2243.

If you have questions regarding difficulties your child may be experiencing, please contact the Pupil Services Department at 412-490-6500. Potential signs of developmental delay and other risk factors that could indicate the presence of a disability may include: By the age of 3: Not saying many words; not using 2-3 word phrases and sentences; not walking; awkward gait (walking); excessive salivation; not answering "show" or "what" questions; and/or not using utensils to feed self. By the age of 4 (all of the above included): Not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; and/or difficulty following simple two-step directions. By the age of 5 (all of the above included): unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns ("me" instead of "I"); and not able to hop forward with one foot without support.

Other warning signs at any age: Little to no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do

things he/she used to do; developed normally, then stopped; echoes what is said; and/or plays with toys inappropriately (watches wheels spin on a car toy, but does not play with the car).

Additional information and fact sheets on child development from the Center for Disease Control and Prevention, National Dissemination Center for Children with Disabilities (NICHCY), and other resources may be found on the Pupil Services Department webpage located at [www.montourschools.com](http://www.montourschools.com)

### **Protected Handicapped Students/Chapter 15**

The Montour School District, in compliance with Section 504 of the Rehabilitation Act of 1973, and Chapter 15 of the Pennsylvania Public School Code, will provide without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability or diagnosis, which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the Pupil Services Department at 412-490-6500.

### **Confidentiality of Student Records**

Montour School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students including confidentiality of personally identifiable information for all students in accordance with state and federal law and the District's student records policy. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. The basic premise of the above-mentioned laws, rules, and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Educational Records, Personally Identifiable Information, and Directory Information. Educational Records consist of information directly related to students which are maintained by the educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Educational Records and Personally Identifiable Information cannot be disclosed or released without written parent consent, or if a student is over 18, without student permission. There is certain information that can be released without consent, which is called Directory Information. Directory Information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The School District designates what information is labeled as Directory Information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Disclosure of information means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission. This also applies to other Montour personnel who do not have an educationally relevant reason to possess knowledge of a student. Written parental consent is necessary for disclosure of Personally Identifiable Information and Educational Records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, the Montour School District must

maintain a written record of disclosure for the parents to inspect in case information has been released.

### **Non-Discrimination Policy**

The Montour School District will not discriminate in its education programs, activities, or employment practice, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact: Office of the Superintendent, 225 Clever Road, McKees Rocks, PA 15136, (412) 490-6500; or the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, 400 Maryland Avenue, S.W., Washington, D.C. 20202- 1100.

Montour Senior High School  
225 Clever Road  
McKees Rocks, PA 15136  
412-490-6500

**Todd Price, Principal**  
**Bob Carlisle, Associate Principal**

David E, Williams Middle School  
60 Gawaldo Dr.  
Coraopolis, PA 15108

**Dominic Salpeck, Principal**  
**Michael Marvin, Assistant Principal**

Montour Elementary School  
221 Clever Rd.  
McKees Rocks, PA 15136

**Jason Burik, Principal**  
**Jason Shoaf, Principal**

## ***Discipline Response Structure***

### **Article I**

**A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to chemical use.**

***Immediate Action*** – teacher determines if he/she can handle the problem or should refer it to the principal. If the teacher can handle the problem:

1. Observe and record inappropriate behavior(s).
2. Discuss concerns (inappropriate behavior) with student.
3. Ask for a change in the student's behavior(s). In order to facilitate this process, consider using a student contact procedure.
4. Evaluate behavior again in two to four weeks.
5. If no satisfactory change, refer student to principal.

***Investigation*** – The Student Assistance Team will investigate.

***Notification of Parents/Guardians*** – Yes

***Confidentiality*** – Confined to those with a need to know as mandated by school policy.

***Disposition of Substance*** – Not applicable

***Disposition of Student*** – Student Assistance Team referral and recommendation.

***Discipline*** – None is mandated. If inappropriate behavior is of a serious enough nature to warrant disciplinary action, refer to the school disciplinary code.

### **Article II**

**A student demonstrates symptoms of possible drug overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.**

***Immediate Action*** – All standard health and first aid procedures will be followed. The student shall not be left alone.

***Investigation*** – If drug or alcohol use is confirmed, the principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug/alcohol use or possession – see **Article IV and V**.

***Notification of Parents/Guardians*** – Required.

***Confidentiality*** – Confined to those with a need to know as mandated by school policy.

***Disposition of Substance*** – Not applicable.

***Disciplinary Procedure*** – If chemical use, refer to appropriate article (III, IV, and V) for procedure.

***Notification of Police*** – Required if chemicals are involved.

### **Article III**

**A student possesses drug-related paraphernalia.**

***Immediate action*** – Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.

***Investigation*** – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.

**Disposition of Substance** – Confiscated for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all the above mentioned have been completed.

**Discipline** – Full suspension (10 days), notification of civil authorities, and referral to School Board for a formal hearing.

#### **Article IV**

**The student is caught with drugs/mood-altering substances/alcohol for the first time and is cooperative with investigation.**

**Immediate action** – School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee.

**Investigation** – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.

**Confidentiality** – Confined to those with a need to know as mandated by school policy.

**Disposition of Substance** – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all the above mentioned have been completed.

**Discipline** – Minimum ten (10) days suspension; Maximum School Board hearing.

#### **Article V**

**The student is caught with drugs/mood altering substances/alcohol for the first time and is uncooperative.**

**Immediate action** – School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee.

**Investigation** – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.



**Confidentiality** – Confined to those with a need to know as mandated by school policy.

**Disposition of Substance** – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all the above mentioned have been completed.

**Discipline** – Ten (10) days suspension and referred to School Board for hearing.

## Article VI

**The student is caught with drugs/mood altering substances/alcohol for the second time.**

**Immediate action** – School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee.

**Investigation** – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.

**Confidentiality** – Confined to those with a need to know as mandated by school policy.

**Disposition of Substance** – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all the above mentioned have been completed.

**Discipline** – Ten (10) days school suspension and referral to School Board hearing

## Article VII

**The student is found using, in possession of, or suspected to be under the influence of a drug when attending, as a participant or spectator, any school-sponsored function on or off school property, including any athletic or activity event at another school district, school, or public/private location.**

**Immediate action** – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.

**Confidentiality** – Confined to those with a need to know as mandated by school policy.

**Disposition of Substance** – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all the above mentioned have been completed.

**Discipline** – Discipline is determined by whether this is first offense, second offense, etc., as previously stated in this policy (Articles IV, V, and IV).

## **Article VIII**

### **Student is caught in process of distributing chemicals to anyone.**

**Immediate action** – School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee.

**Investigation** – Police will handle from legal point of view. In-house Student Assistance Team will gather, assess and plan for intervention process with all involved..

**Notification of Parents/Guardians** – The principal will contact the parents/guardians as soon as possible and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**Notification of Police** – Required.

**Confidentiality** – Confined to those with a need to know as mandated by school policy.

**Disposition of Substance** – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

**Rehabilitation** – The student will be referred to the Student Assistance Team (S.A.P.). The student and parent/guardian(s) *must* participate in the S.A.P. process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building principal after all of the above mentioned have been completed.

**Discipline** – Ten (10) days out-of-school school suspension and School Board hearing.

### **Voluntary Admission of Drug or Alcohol Use/Possession**

A student who voluntarily comes to the principal seeking help is not subject to the provision of the Drug & Alcohol Policy, but will be referred to the Student Assistance Team for help.

## ***Internet / Network and Computer Use***

### **1. Purpose**

The district supports use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **2. Authority**

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.

The district reserves the right to log Internet and network use and to view and monitor all applications provided through the district's network **without the consent of the users**, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

**P.L. 106-554**

**Sec. 1732**

### **3. Delegation of Responsibility**

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff.

Administrators, teachers, staff and parents/guardians have a responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, the district cannot prevent the possibility that some students may access material that is not consistent with the curriculum adopted by the district.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is not consistent with the curriculum adopted by the district, and therefore inappropriate, and his/her decision is final.

**P.L. 106-554**

**Sec. 1711, 1721**

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to;

1. Utilizing 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.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.
4. Guidelines

The guidelines and rules set in this policy describe the proper way to use this educational resource. It is important to the teachers, parents/guardians and administrators that the student understands the responsibilities of using this educational resource and is aware of the consequences when using it in an illegal or improper manner.

Access to a district computer, its network or any application provided through the use of that computer (including the Internet) will be used only by the authorized user for its authorized purpose.

**Usage of the computers/network constitutes acceptance and agreement with the policy and all guidelines expressed or implied therein.**

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal, state, and local laws.

The use of the Internet/computer/computer network for illegal, inappropriate, unacceptable or unethical purposes is prohibited. **The following activities, while not exhaustive, are examples of unacceptable use:**

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.

13. Facilitating plagiarism, fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading, downloading, or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Allowing an unauthorized person to use an assigned computer or account.
19. Ordering or purchasing in the name of the district or any individual any type of merchandise or service. All costs incurred to the district or individual will be the responsibility of the user.

The district reserves the right to determine if any prohibition not listed in this policy constitutes an acceptable or unacceptable use of the district computers and/or network. These prohibitions shall be in effect any time the districts' resources are accessed in any way, whether in the school or indirectly through another Internet service provider.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### ***Consequences for Inappropriate Use:***

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. **This may include, but not be limited to, labor costs to repair or restore any damages.**

Any user who violates this policy, engages in any other act determined to be unacceptable use of the computer/network by district authorities, or violates any Board policy may have privileges restricted or revoked and may be subject to other disciplinary procedures according to existing and applicable policies. Illegal use of the network; intentional deletion or damage to files of data belonging to others; destruction of hardware; copyright violations; theft of services; of any other prohibited or illegal activity involving the violation of school rules or local, state, or federal laws will be reported to the appropriate legal authorities for possible prosecution

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

**Copyright**  
**P.L. 94-553**  
**Sec. 107**  
**Pol. 814**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

**Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal addresses, telephone numbers, or any other personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

**P.L. 106-554**  
**Sec. 1732**

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

**E-mail Use**

E-mail shall be restricted to teacher assigned projects as an integral part of the curriculum process. E-mail shall be subject to administrative review.

**P.L. 94-553**  
**Sec. 107**  
**P.L. 106-554**  
**Sec. 1711, 1721,1732**  
**20 U.S.C.**  
**Sec. 6777**  
**PA Code Title 22**  
**Sec. 403.1**  
**Board Policy 814**

## ***Bullying***

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts injury or discomfort upon another. Behavior is clearly bullying when 1) there is intent to harm and 2) there is intensity and duration.

**Direct Bullying** – A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally or in print) by threatening, taunting, or by refusing to comply with another person’s wishes.

**Indirect Bullying** – Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.

**Relational Aggression** – Describes behavior which can undermine or destroy relationships and is often used when identifying female bullying.

### ***Cyber bullying / Technology Misconduct – MSD Policy #814***

Any form / type of “electronic bullying” or negative communication, via internet, through e-mail, apps, instant messaging, text messaging, or personal profile websites such as Facebook, Twitter, etc., on or off campus that interferes with or is detrimental to the proper functioning of the educational process, causes substantial disorder, invades the rights of others, and/or is lewd, vulgar or profane will be treated as a DEW matter (nexus – a connection between the event and the school). DEW appreciates the ramifications and negative impact that may occur on students. Students engaging in “electronic bullying” will be subject to disciplinary action in accordance with the Student / Parent Handbook specific to bullying and/or harassment as defined within and may be reported to Local Law Enforcement based on Pennsylvania Act 26, which went into effect July 10, 2015, making cyber bullying / cyber harassment a punishable offense.

### **Act 26**

Five (5) things to know about Act 26:

1. The new law creates the offense of “cyberharassment”, which would include making seriously disparaging statements about a child’s physical characteristics, sexuality or sexual activity, mental or physical health, threats to inflict harm.
2. The harassment could be made electronically, either directly to the child or through social media.
3. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyberharassment, would be considered first. Successful completion could lead to the juvenile’s record being expunged.
4. The law makes cyberharassment of a child a third-degree misdemeanor, punishable by a maximum \$2,500 fine and/or one year in prison.
5. This law could help schools, which are often expected to handle cyber bullying whether it happens on school grounds or not.

### ***Sexual Harassment Policy – MSD Policy #248.1***

Sexual harassment is defined, in part, as unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature when it creates an intimidating, hostile, or offensive environment or when submission to the unwelcome conduct is made a condition of a student's academic status or progress. The definition of student sexual harassment includes all such conduct that takes place during or relative to school and school-sponsored activities or during school hours. Sexual harassment may occur student-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

When the district, through its Sexual Harassment Complaint Managers, receives a notice of alleged apparent or suspected sexual harassment of a student, it will assign trained employees to conduct a prompt, thorough and impartial investigation in a way that respects the privacy of all parties concerned. The results of the investigation will be summarized in a written report that will be maintained by the district as part of a confidential file used to monitor such incidents within the district.

When sexual harassment of and/or by the students has been documented, the district will take disciplinary action against the harasser as appropriate for the situation. Occurrences of prohibited conduct that does not constitute sexual harassment will be addressed according to other district policies and practices, including the Student / Parent Handbook.

### ***Sexting – MSD Policy #814***

Sexting is defined as the name for the action of sending, receiving, or forwarding to others, naked, semi-naked, or sexual activities via cell phones. Such misuse of an electronic device, during school hours, that clearly disrupts the integrity and proper functioning of the school environment will result in a suspension of three (3) – ten (10) days specific to Possession of Obscene Materials (Level II – Serious Incident Infractions). In addition the local law enforcement agency will be contacted.

### ***Weapons – MSD Policy #218.1***

Any student, who is determined to have brought or is in possession of a weapon, on any school property, at any school sponsored activity, and/or any public conveyance providing transportation to a school or school-sponsored activity, regardless of intent, will immediately be reported to the local police, schedule for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the School Board for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code.

The term weapons shall include, but not be limited to, any loaded or unloaded firearm, shotgun or rifle (including pellet guns, BB guns, and look alike firearms); any explosive device of any kind; any knife, including but not limited to any Bowie knife, Dirk knife, lock-blade knife, or hunting knife, any cutting instrument, any cutting tool, nun chucks, chains, brass knuckles, night-sticks, ax handles and any other tool, instrument or implement capable of causing serious bodily injury. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way. The provision of this section shall not apply to a weapon being appropriately used as part of a program approved by the school by an individual who is participating in the program.



Any professional faculty / staff member of school employee shall immediately inform the Principal, who will conduct the complete investigation. Upon confiscation, the Principal must immediately notify and/or summon: (1) the local police; (2) the Superintendent; and (3) the parent / guardian(s) of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the Principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the Principal will immediately summon the local police and request assistance in this matter from the local police. Parent / guardian(s) should be notified as soon as possible. The Principal will collaborate with the Superintendent and develop a public statement, as well as determine the most effective method for informing school personnel. The Superintendent will inform School Board members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

The Principal will coordinate the informal hearing procedure, e.g., investigation, securing written statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Superintendent and the Assistant to the Superintendent.

# APPENDIX C - Forms

## MONTOUR SCHOOL DISTRICT Network / Internet Access and Usage Agreement

As the parent/guardian of \_\_\_\_\_ I have read the  
(Student's name)

Montour School District's policy governing access to and usage of the Internet through school resources and agree with its terms: I understand that this access is being provided for educational purposes only. I understand that the Montour School District cannot restrict access to all controversial and inappropriate materials, and I will not hold the Montour School board of Directors or the employees of the Montour School District responsible for materials acquired on the network.

I hereby authorize my child to use the Internet at the Montour School District.

**Parent/Guardian Name** \_\_\_\_\_  
(Please print)

**Parent/Guardian Signature** \_\_\_\_\_

\_\_\_\_\_  
(Date)

.....  
As a student of the Montour School District, I have read the school policy governing access to the usage of the Internet and agree with its terms. I understand that this access is being provided for educational purposes only and that any violation of the Internet Access Policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

**Student Name** \_\_\_\_\_  
(Please print)

**Student Signature** \_\_\_\_\_

\_\_\_\_\_  
(Date)

Please sign and return form.

## David E. Williams Permission to Attend Sporting Event

In efforts to protect your child's safety, all David E. Williams Middle School students who intend on staying after school to watch a middle school sporting event will be required to submit a parental permission slip. Students without a permission slip will not be permitted to attend the event. Permission forms can be reproduced from the back of the Code of Conduct or downloaded from the DEW webpage. Please complete the form and have your child submit it to the guidance office on the day of the sporting event.

Daily sporting event attendance will be recorded and submitted to the school security on the day of the game.

**\*Students must submit a permission slip for each event in which they will be attending.**

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_ (best to reach between 2:30-5:00 PM)

**Sporting Event:** \_\_\_\_\_

**Activity Date:** \_\_\_\_\_

I give my child permission to stay after school and be a spectator for the above listed activity. My child understands that school behaviors are to be expected during the sporting event.

I understand that my child is expected to stay in the designated area during the sporting event.

My child will get home from the sporting event by:

\_\_\_\_ I will pick my child up

\_\_\_\_ My child will receive a ride from another parent/ guardian

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Information:

## MONTOUR SCHOOL DISTRICT

### Non-School Sponsored Educational Trip Parent Request Form

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Upon receipt of a written request from the parents of the student involved, the student may be excused from school attendance to participate in an educational trip provided it is at the expense of the parents and the trip is determined to be of educational value by the Superintendent or designee.

ALL EDUCATIONAL TRIPS SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- A. Educational trips will be considered for approval if it is determined that such a trip will be of educational significance to the student. In order for such a determination to be made, the parent shall provide a written request for excusal on the enclosed form provided by the district which shall indicate the number of days to be missed, the destination of the trip, and the reason why the trip could not have been taken on days when school was not in session.
- B. Requests shall be made at least two weeks prior to the trip.
- C. Unless there are extenuating circumstances, such trips shall be limited to a maximum of five (5) school days per school year. Any other day(s) missed shall be classified as Unlawful or Unexcused and the student shall forfeit the privilege of making up the work.
- D. Such trips shall not be granted during the final two (2) weeks of school or prior to school vacations unless specifically granted by the District Superintendent or his designee due to unusual family circumstances.
- E. An Educational Trip Request Form shall be completed for each student who will be participating in the trip. It shall be returned to the student's building Principal.
- F. All missed school work is to be made up by the student. All teachers shall be notified by placing their signature on the educational trip form prior to the student's absence. The signature is not an indication of approval but only of notification. At that time, a mutual agreement between the teacher and the student shall be made concerning the work missed during the absence of the student.

It is not the intent of the attendance guidelines and policy to grant excused absences for trips to local points of interest, attendance at sporting events, hunting or fishing trips, shopping trips, limited family functions, or solely to accompany the family on vacation. Violation of the Compulsory School Laws of Pennsylvania shall leave the parent subject to prosecution.

**MONTOUR SCHOOL DISTRICT  
NON-SCHOOL SPONSORED EDUCATIONAL TRIP  
PARENT REQUEST FORM**

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Trip Start Date: \_\_\_\_\_ Trip Return Date: \_\_\_\_\_

Total Number of Days Missed: \_\_\_\_\_

Educational Value of Trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason Why Trip Cannot Be Taken When School is Not in Session: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Montour School District's policy concerning educational trips. I hereby accept all responsibility and conditions of approval for my child's absence from school during this period of travel.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Educational Trip is:            \_\_\_\_\_ Approved  
   \_\_\_\_\_ Disapproved

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEACHERS: Please sign, noting period and subject, and provide assignments for the days of absence.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Room: \_\_\_\_\_

<b>Period</b>	<b>Subject</b>	<b>Teacher's Signature</b>	<b>Work Assigned Yes/No</b>

**MONTOUR SCHOOL DISTRICT**  
**Student Media Release Form**

Dear Parent/Guardian,

Throughout the school year we like to use photographs and videos to highlight student accomplishments. Several places that we may use photographs and videos include but are not limited to the following:

1. Hallways
2. Slide Show Presentations
3. Yearbook
4. Newspaper and Allegheny West Magazine Articles
5. District Website
6. District Social Media including: Facebook and Twitter

**PHOTO/DIGITAL MEDIA RELEASE FORM**

Please complete and return this form to your child's homeroom teacher by September 9, 2016 to indicate whether or not you give permission for the District to disclose photographs and/or video of your child. Please mark the appropriate line to indicate your choice and please discuss your wishes with your child so that he/she knows to notify someone if he/she cannot be photographed and/or videotaped.

\_\_\_\_\_ I give permission to the Montour School District to photograph my child.

\_\_\_\_\_ I DO NOT give permission to the Montour School District to photograph my child.

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Student's Homeroom \_\_\_\_\_ Student's Grade \_\_\_\_\_

## Google Apps for Education & Student E-mail

The Montour School District has created email accounts for students in grades 5-12 to allow for collaborative sharing and communication between the teacher and students using Google Apps for Education. The expectation is that this District owned student accounts will be used for academic purposes only. Reinforcement of effective and proper email communications by students, in addition to the expectations and consequences of the initiative will be discussed in-class with the students.

- No student will be assigned an email account without parental or guardian approval.
- By setting up an account with Google/Gmail, students will be given access to Google Docs, Sites, Blogger, Calendar, iGoogle and more.
- Student email addresses will be as follows: First Name.Last Name@student.montourschools.com  
Ex: **John.Smith@student.montourschools.com**

The District will adhere to the following:

### **Child Internet Protection Act (CIPA)**

The District is required by CIPA to have technology measures and policies in place which protect students from obscene and pornographic material. Mail containing content from inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under the age of 13. By default Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. <http://www.ftc.gov/ogc/coppa1.htm>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Parents have the right at any time to investigate the contents of their child's email account and Apps for Education files. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience, which is why we are providing you with information and asking your approval. Please read through the Online Student Safety Pledge (found on the back), then sign and return the permission slip so that we can activate your child's account.

## **MONTOUR ONLINE STUDENT SAFETY PLEDGE**

1. I will not give my name, address, telephone number, or my teachers' / parents' names, addresses or telephone numbers to anyone I meet online.
2. I will not give my email password to anyone (even my best friend).
3. I will not send a picture of myself or others over the Internet without my teachers / parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family or me without first asking for permission from my teachers / parents.
5. I will tell my teachers / parents if I see any inappropriate language or pictures on the Internet or if anyone makes me feel uncomfortable online.
6. I will never agree to meet with someone that I meet online without first checking with my teachers / parents.
7. I will not plagiarize (use articles, stories, or other works without crediting the original source).
8. I will demonstrate proper digital citizenship (not participate in any activity that hurts others which includes cyber-bullying, is against the law, or against school district policy).



## Google Apps for Education & Student E-mail

---

Parent/Guardian:

\_\_\_\_\_ I give permission for my child to be assigned a Google Apps for Education/E-mail account.

\_\_\_\_\_ I do not give permission for my child to be assigned a Google Apps for Education/E-mail account.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student:

I agree to adhere to the guidelines stated above for use of my Google Apps for Education account.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

September 6, 2017

Dear Parent(s) and/or Guardian(s):

Please read and review with your child the DEW Student Handbook that is found on the DEW homepage. The handbook will also be reviewed with your child here at DEW.

Thank you in advance for your cooperation in this matter. Should you have any questions please contact either Mr. Salpeck or Mr. Marvin.

Sincerely,

*Mr. Dominic V. Salpeck*

Principal  
David E. Williams Middle School

*Mr. Michael G. Marwin*

Assistant Principal  
David E. Williams Middle School

-----

I, \_\_\_\_\_, the parent/guardian of,  
\_\_\_\_\_, in grade \_\_\_\_\_ have fully read and  
reviewed the David E. Williams Student Code of Conduct with my child.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Academic Study Hall

The staff of DEW is committed to supporting our students so that they can reach their full potential. To provide additional support for struggling students, academic study halls will be provided on designated days during activity period. Students will qualify for academic study hall when they receive lower than a **C** in two or more in core classes or are failing a class.

During academic study hall, students will have access to peer tutors in a quiet learning environment. Students will be required to bring academic work with them. Upon teacher request, students may be asked to leave academic study hall to receive additional assistance directly from a specific teacher.

Student eligibility for academic study hall will be reviewed on a quarterly basis. As students participate in the program, excellent behavior is required along with respect for the learning of others. Failure to respect the learning environment will result in disqualification from the program.

Over the years, we have noticed that many students benefit from a quiet learning environment where they can learn from their peers. We hope that this program will assist your child in achieving a greater level of academic success.

---

By signing the below signature line, I give my child permission to participate in academic study and have reviewed the expectations with my child.

---

Date

---

Signature

## **Chromebook Agreement**

Students will be issued Google Chromebooks for use in school. Students will be required to use a Chromebook at school, and are therefore required to sign this Agreement as a condition of use.

The District retains sole ownership of the Chromebooks. Chromebooks are lent to the students for educational purposes only during the academic year, and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of this Agreement, the Student Use Agreement, Policy No. 823, or Policy No. 815. Use of a Chromebook by a District student is a privilege, not a right.

Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook, including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record student use of a Chromebook at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software, but excluding monitoring through the use of a web cam. The District also reserves the right to alter, add or delete any software, hardware or apps installed on the Chromebook by the District or by the student.

In order to understand the expectations of the Montour School District, students and their parents/guardians are responsible for reviewing this Agreement, the "Chromebook Procedures and Information for Students and Parents", District Policy No. 815: "Student Use of the Internet/School District Network and District Provided Computer Equipment," District Policy No. 823: "Chromebooks," and the Student Use Agreement. Consequences for violation of any provision of these Agreements, Policies, and Procedures may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction to/of the Chromebook and/or the Chromebook case, loss of participation credit for a course, and/or legal action. These Agreements, Policies, and Procedures apply at all times and locations when the student uses a Chromebook, including the Chromebook which was issued to him or her or a "loaner" Chromebook, regardless of whether use occurs on school property during the school day or at other locations or times off school premises, and regardless of whether the student is connected to the internet, the District network, or simply using the device without a connection.

Consequences for violation of any provision of the Policies, Procedures or Agreements listed in Paragraph 3.a above may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction of/to the Chromebook and/or Chromebook case, loss of participation credit for a course, and/or legal action.

### **Cost Incurred for Lost or Destroyed Chromebooks**

Students/parents will be responsible for the full replacement cost of any Chromebook or case that is not turned in at the end of the school year or upon the student's transfer or withdrawal, or when the same is/are at any other time lost or stolen, regardless of the reason for the loss or theft. The District may also file a report of stolen property with the local law enforcement authority when a Chromebook or case is not turned in when required or is otherwise lost or stolen or at any other time.

The District will repair or replace damaged Chromebooks or cases resulting from normal use. To the extent not otherwise covered by the warranty, students and their families will be responsible up to and including the full replacement cost amount for damages and/or complete destruction of the Chromebook or case; this includes cost of damage and destruction whether the same were incurred intentionally or incurred as a result of negligence.

Unpaid fines and fees incurred as a result of a student losing, having stolen from the student, or otherwise failing to turn in a Chromebook or case when required for any reason, or as a result of total or partial damage to a Chromebook, may result in reporting to a collection agency. In addition, a student may be subject to any or all of the consequences listed at paragraph 3.b of these Procedures for loss, damage or destruction to a Chromebook or case, or when a Chromebook or case is stolen from the student.

Students must comply with the District's Use of Technology Policy and corresponding Use of Technology Administrative Procedures when using their Chromebooks. Students must place their Chromebooks in the charging cart in their classroom at the end of the school day to make sure it is fully charged for the next school day. Failure to do so may result in disciplinary action.

Students must treat their device with care and never leave it in an unsecured location. Students must keep their device in a protective case or backpack when traveling. Students must promptly report any problems with their Chromebook to the main office. Students may not remove or interfere with the serial number and other identification tags. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district. Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

## **Digital Citizenship**

By signing the Chromebook Agreement, students agree to follow the guidelines set forth below with respect to being a good digital citizen.

The following guidelines regarding good digital citizenship are provided as guidance for students regarding **some** of their important duties with respect to the use of the Chromebook. The guidelines are provided as useful reminder only, and are not a complete list of all requirements. For a complete list of all applicable requirements, parents and students must review this Agreement, as well as the "Chromebook Procedures and Information for Students and Parents," Policy 815, Policy No. 823, and the Student Use Agreement.

**1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene. I will act with integrity.

**2. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, defame, offend, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites or disseminate material that are/is sexually oriented, profane, degrading to others, pornographic, threatening, racially, ethnically, or religiously offensive, or otherwise inappropriate, or illegal. *(Note: An exception may be made when a student's work on projects assigned under Board approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of a teacher or other designated District personnel before engaging in such use.)* I will not enter other people's private spaces or areas. I will not disseminate material that I know to be inaccurate. I will report all knowledge of prohibited materials on the School District internet/network or District-issued computer equipment immediately to the building principal. I will not obtain or modify files, passwords, or data belonging to other users. I will not disrupt the work of others. I will not impersonate another or use electronic media anonymously or under pseudonyms. I will not attempt to circumvent systems security, guess passwords, gain unauthorized access to local or wide area net resources, or attempt to harm the system or infect it with a virus.

**4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

**5. Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

**6. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## Signature Form

By signing the below, the student and their parent/guardian agree to follow and accept:

1. District Policy No. 815: "Student Use of the Internet/School District Network and District Provided Computer Equipment"
2. The Student Use Agreement.
3. District Policy No. 823: "Chromebooks":
5. The Chromebook Agreement
6. The "Chromebook Procedures and Information for Students and Parents"
7. The Website and Social Media Guidelines (below)
8. In no event shall Montour School District be held liable for any claim resulting from loss or theft of, or damage to, a Chromebook.

Print Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

<b>Guidelines</b>	<b>Student Initials</b>	<b>Parent Initials</b>
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

**The above are merely guidelines, and not a comprehensive list of all requirements with respect to use of the Chromebook. For a comprehensive list of requirements, see the "Chromebook Procedures and Information for Students and Parents," the rest of this Chromebook Agreement, District Policies No. 815 and No. 823, and the Student Use Agreement.**