



QUAKER VALLEY MIDDLE SCHOOL

PARENT-STUDENT HANDBOOK

2018-2019

A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

QUAKER VALLEY MIDDLE SCHOOL

618 Harbaugh Street
Sewickley, PA 15143

Main Office Telephone: 412-749-5079 Main Office Fax: 412-749-9844

Web Address: Refer to <http://www.qvsd.org>; select Middle School

Dr. Anthony J. Mooney Principal 412-749-5079	Ms. Lauren McGuirk Assistant Principal 412-749-5077
Miss Jaqueline Decker School Counselor A through L 412-749-5098	Dr. Matthew Parrish School Counselor M through Z 412-749-5097
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Mrs. Lara Hemwall Administrative Assistant to the Principal 412-749-5079	Mrs. Alanna Oros Administrative Assistant to the Assistant Principal 412-749-5077
Mrs. Peggy Wick Attendance/Guidance Clerk 412-749-5080	Mrs. Brenda Kovacs Cafeteria Manager 412-749-5069]

Revisions to this handbook may be made during the school year as a result of Board policies approved after the date of publication. In such cases students and their parents will be advised of additions or deletions and their impact on students' safety and conduct.

**Quaker Valley Middle School
Faculty and Staff
2018 – 2019**

Administration	Administrative Assistants	Attendance Clerk
Anthony Mooney – Principal Lauren McGuirk – Asst. Principal	Lara Hemwall Alanna Oros	Peggy Wick
School Counselors	Academic Specialist	Supv. of Buildings & Grounds
Jaqueline Decker (A-L) Matt Parrish (M-Z)	Sarah Henry	Tom Hess
School Nurse	Library Media Specialist	PZ Programming Specialist
Barbara Tuite	Tom Forrest	Jeff Evancho
6 th Grade	7 th Grade	8 th Grade
Kristina Bell - Math Maribeth Hayward – ELA/Sci Jeneane Hugus – Math/SS Tony Magnelli – Science/SS Amy Mencini – ELA/SS Emily Pennesi – Math/SS Karen Smearman – ELA/SS	Kristina Bell - Math Margot Bruno – Science Kelly Flaherty - Math Gina Marth – Math Marielle Nogay – ELA Jeremy Temple – ELA Jeremy Sheffield – History Stacy Tessaro – Science Brian Wolovich – History	Margot Bruno – Science Kelly Flaherty – Math Katie Hanna – Math Ryan Kelly – History Schuyler Kidd – ELA Jeremy Temple – ELA Tracy Shaffer – Science Jeremy Sheffield – History
Related Arts Department	Special Education	World Language Department
Tom Demko – Tech Literacy Kelsey Benigni – Band/Chorus Cherie Mesiano – FaCS Jennifer Morelli – Fitness Corrie Nye – Orchestra/Chorus Joe Prosdocimo – Tech Ed Danielle Thomas – Art Terry Turzai – Physical Ed J.J. Veshio – Health	Amy Balbach – 8 th Jenna DiLoreto – 6 th Jason Harrison – Life Skills Brian Slencak – 7 th	Liz Alvarado – Spanish/French Ex. Catherine Hollein – Spanish Jonathan Truchan - French
Paraprofessionals	Custodial Staff	Cafeteria Staff
Tiffany Bergman Ellie Harkins Kelly Lofink Teresa Heyer Laura Peery Carrie Quinn Julia Santilli Cristi Schreck Dave Werner	Pabitra Baral Jeannette Durbin Deborah Mamel Nadine Toliver Joe Vistein Richard Winkler	Diane Bell Nolene Hess Brenda Kovacs – café manager Cindy McClain Kirsten Peterson

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QUAKER VALLEY SCHOOL DISTRICT VISION STATEMENT

It is our shared vision to become a thriving community of learners in an environment that embraces a culture of thinking.

QUAKER VALLEY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Quaker Valley School District is to engage and inspire the hearts and minds of every learner every day.

QUAKER VALLEY SCHOOL DISTRICT BELIEF STATEMENT

All people want to learn; all people can learn.

Every individual has a unique combination of abilities and attributes that when recognized, nurtured, and challenged promote the realization of potential.

It is our responsibility to nurture in each learner the qualities that prepare our students to be lifelong learners and ethical, responsible citizens.

Communities that invest in youth prosper.

Non-Discrimination Policy

Quaker Valley School District is an equal opportunity education district and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, title IX, and Section 504.

QUAKER VALLEY MIDDLE SCHOOL PHILOSOPHY

Our strength as an educational community stems from students, teachers, parents, staff, administrators, and the Quaker Valley citizens working together with a common mission...*educational* excellence. The entire Quaker Valley community strives to create a secure environment where each student, treated with trust and respect, can assume responsibility for his or her own education.

Quaker Valley Middle School is designed to help boys and girls as they transition from childhood and enter adolescence. The rapid growth spurts, changes in attitudes and feelings, and the high energy levels are common to students in grades six, seven and eight. There is outward evidence of each individual's need to expand his or her personal world through new interests, new ideas and new responsibilities.

With our teachers serving as a resource and providing direction and encouragement, students will practice and work toward mastering basic reading, writing, listening, speaking, computing, researching, and problem-solving skills. Through meeting the challenges of both short and long-term assignments, students will also practice and develop a sense of self-discipline by acquiring good study habits and completing assignments on time.

The professional staff will utilize department and team meetings to exchange ideas, needs, regarding curriculum and students. This sharing is designed to improve the scope, sequence and articulation of students' schooling. Teachers try to match learning experiences and reinforcement activities with students' readiness, to detect and resolve difficulties, and to share with parents mutual concerns that may affect a child's learning or welfare.

The Middle School program emphasizes basic skill development and exploratory opportunities. In addition, students are expected to increase their own positive self-concepts and to develop traits of good citizenship. The goals that enable our school program to achieve these ends are as follows:

INTELLECTUAL DEVELOPMENT

To provide opportunities for students to explore and to develop their abilities in the areas of mathematics, science, social sciences and the fundamentals of written and oral communication. Emphasis is placed on the critical thinking processes, which includes conducting research, analyzing and presenting findings, drawing conclusions, and making decisions.

AESTHETIC GROWTH

To provide experiences in the humanities that encourages students to develop aesthetically to appreciate cultural differences.

SOCIAL DEVELOPMENT

To encourage students to adopt a positive philosophy of life, to develop respect for individual dignity, to assume personal responsibility for their own actions, and to understand and accept the diversity of others.

EMOTIONAL GROWTH

To provide support for students in learning to cope with their experiences, whether positive or negative, and to provide experiences that help students understand and accept themselves.

PHYSICAL DEVELOPMENT

To develop the habits necessary to maintain good health and hygiene, and to develop and reinforce an appreciation of, and skill in, the range of physical motion, from gross body movements to fine motor skills.

CO-CURRICULAR INVOLVEMENT

To provide the opportunity for students to participate in a variety of school supported activities.

GENERAL INFORMATION

Books, Equipment, and Other School Property

Books, technology, locks, athletic uniforms, equipment, etc. are temporary loans from the school district to students. Students are responsible for all materials assigned to them and will be assessed fines for any materials that are lost or damaged beyond normal wear. Students are expected to pay for lost school property before being issued replacements. School equipment (may include, but not be limited to computer, electronic, mechanical, printed items) is to be used only for the purpose of supporting the instructional or co-curricular programs with the full knowledge and permission of the appropriate staff member. School equipment is not to be used for unauthorized or personal recreational purposes. Failure to observe these guidelines may result in restrictions on future use, restitution for costs, or disciplinary measure in accordance with the Code of Conduct.

Cafeteria

Students may purchase breakfast in the cafeteria from 7:35 until 7:55 daily. All lunches must be eaten in the cafeteria. Open containers of food and drink are not to leave the cafeteria. Every student is expected to leave the cafeteria tables, chairs, and floor area neat and clean, and will clean up after themselves as directed by middle school staff members. Refer to <http://www.qvsd.org> for details concerning the Cafeteria Payment Plan.

Cell Phones/MP3 Players/iPods/Radios/Recorders/Electronic Games/Laser Pointers

Students are not permitted to bring the above listed items to class unless the administration or a teacher, for the purpose of instruction, grants permission. If a student has one of these items not securely locked in their locker between 8:00 AM and 3:05 PM, it will be confiscated. Students are expected to put these items in their backpack immediately and lock them in lockers securely. Parents/Guardians may pick up the confiscated item in the main office. Parents/Guardians should NOT text their children during school hours. If a message needs to be given to your child, please call the main office at 412-749-5079.

Freedom of Expression (Student)

Refer to Board Policy 236.00

Students have the right to speak or express themselves, publish and distribute their opinions in a respectful, accurate manner, and have access to school facilities to do so. The exercise of these rights shall be in accordance with the appropriate School Board Policies. Quaker Valley Middle School takes a NO TOLERANCE stance towards anyone who communicates disrespectfully toward another student or staff member. Students have the responsibility to avoid the following whenever they speak, write, or draw:

- Obscenity
- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Causing unlawful behavior or serious disruption to normal school operation
- Using minority, racial, religious or sexual slurs.

Games/Playing Cards/Toys

Games, playing cards, toys are not permitted during school hours except for instructional purposes as defined by the teacher.

Health Services, Medications and Illness

Students who become ill during the school day should report to the health office with a pass from their classroom teacher. In the event that the nurse is not available, the student should report to the main office. Under no circumstances may a student leave school because of a health problem unless excused by the nurse or main office personnel. The nurse will administer only essential prescribed medications at school. Over-the-counter medications are not permitted in school. For procedure for the administration of medications during school hours contact the school nurse at 412-749-5084. Please make the school nurse aware of any medical condition that may affect school performance. Parents and students will receive information from the nurse concerning dental, hearing, and medical examinations as mandated by the State of Pennsylvania.

Library/Media Information Center

This area is open every school day. Students must secure a pass from their classroom teacher to go to the Library. Students must abide by board policies that regulate student use of computers and Internet.

- **Unauthorized or Unlawful Use of Computer**
Refer to <http://www.qvsd.org> Board Policy 223.00 and Code of Conduct
- **School Related Use of the Internet**
Refer to <http://www.qvsd.org> Board Policy 223.01 and Code of Conduct

Lockers

Each student is assigned a locker for use during his/her school year. A lock is provided by the middle school. It is expected that the students use the school issued lock at all times, keep locker locked at all times, and not share their combination with anyone. Tampering or vandalism of locks may result in the purchase of a new lock. Money and valuables should not be stored in unlocked lockers. Articles lost or stolen from lockers are not covered by school insurance. **PLEASE NOTE: While students are allowed the private use of a locker at Quaker Valley Middle School, the lockers remain the property of the school. Lockers may be opened and viewed by authorized personnel when reasonable suspicion arises for the safety and well-being of the school community.**

Phone Use

Students are permitted to use the telephone in the main office during the school day. Cell phones are not to be used during the school day. Parents/guardians should refrain from calling/texting their children while their children are at school, as it disrupts the learning process. If a parent/guardian needs to contact their child, please call the middle school main office (412-749-5079).

Photographs/Video Taping

During the school year, students may be photographed or videotaped for various reasons, such as newspaper articles highlighting school activities or television coverage of school events. Parents who prefer not to have their child photographed or videotaped during the current school year must inform the school office in writing of this request.

Restrooms

Restrooms are available on each floor for student use. Students must secure permission of their classroom teacher before using the restroom.

School Closings/Delays and Emergencies

Information about delays and closings is posted on the Quaker Valley homepage, www.qvsd.org. When weather conditions or other emergencies require the delay or closing of school, parents will be notified on the radio or TV stations listed below. Parents should assume that school will be open unless notified to the contrary. Every effort will be made to reach a decision to delay or close school prior to 6:00 AM. The following radio and TV stations will be notified: KDKA 1020 AM, KDKA Channel 2, WTAE Channel 4 and WTAE WPXI Channel 11. Quaker Valley School District also utilizes a call system, which communicates delay/closings. Please do not call the schools, radio or TV stations. Official telephones must be used to execute the emergency procedures. You may call the Quaker Valley information telephone line at 412-749-5555. Emergency closings will be posted and effective for a 1-day period. If the schools are to remain closed for a second day, a second announcement will be posted. No announcement will be made concerning the re-opening of schools. In case of delay, AM Parkway students will not report, but a bus will pick them up for PM attendance at Quaker Valley. For a 2-hour delay, middle school students must report by 10:00 AM.

School Hours

The school day is from 8:00 AM to 3:05 PM. for students. Students who arrive after 8:00 AM should report to the main office to receive a late pass before entering the classroom. Students who remain after regular hours must be under the supervision of a faculty member.

Social Probation

Refer to <http://www.qvsd.org> Board Policy 236.01 and Code of Conduct

Co-curricular activities are considered a privilege and not a right. Social probation is the exclusion of students from co-curricular activities and programs such as field trips, ceremonial events, school dances, class activities, and the yearly 8th grade trip based on attendance and/or discipline referrals.

Transportation

Students eligible for bus transportation are given bus assignments by the Transportation Department. Students should report to the school bus stop ten (10) minutes before the scheduled time. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, it is recommended that student wait thirty (30) minutes for the bus. Refer to Student Behavior section and the Code of Conduct.

Bus Passes: It is sometimes necessary for students to ride a bus other than the one assigned. To request a temporary change in bus assignment, a written note from a parent must be present to the main office before the start of school. The communication must contain a reason for the request and a telephone number where a parent may be contacted to verify the request.

Car Riders: Parents who choose to drive their students to and from school should drop-off/pick-up their student at the front of the building. Students should arrive between 7:50 – 7:55 a.m. and enter through the main entrance of the school.

Visitors

All visitors are required to report to the main office to receive a visitor's badge. Students wishing to bring a guest to the school must inform the main office twenty-four (24) hours in advance. Approved visits will be limited to one (1) class period and not during testing times, end of academic terms, the days before or after school vacations or the first and final weeks of the school year.

Alma Mater

Quaker Valley Alma Mater,

Ever faithful Alma Mater,

Through the years we'll all remember,

Our days at Valley High.

Stand together high in honor,

Proud to be her sons and daughters,

We will always true and loyal be

To Quaker Valley High.

Leon Szura

ACADEMICS AND GUIDANCE

Academic Eligibility Requirement for Participation in Student Activities/Athletics

Student athletes must attend school the day of an event in order to be permitted to participate. Exceptions are school related trips and/or administratively approved excuses. A student may not participate in competitive events when she/he is declared ineligible. Weekly eligibility shall run Friday through Friday. If the student is failing two or more core subjects, the student will be declared ineligible. The office will notify the student and sponsor/coach.

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 9m 1991) 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 building administration.

Achievement Awards

Awards for outstanding achievement in academics and activities are awarded annually. Information concerning awards available to students may be obtained through the guidance office, subject teacher, or co-curricular sponsor.

Grading, Promotion and Class Rank

Evaluation of student performance and a means of reporting performance are necessary and important functions of public schools. Procedures are intended to ensure clear, consistent, and fair procedures for achieving this end. Student performance will be measured against the standards established for the course in which the student is enrolled. Grades are issued every twelve (12) weeks. The district will issue middle school report cards on a 12-week cycle at the end of each trimester. Students who fail half or more of the grading periods of a course may receive a failing grade for the course. Students, who fail in the final portions of a course, after having demonstrated ability, may fail that course for the year and receive no credit. Should a student fail for the term, the school will send a letter home informing the parent/guardian that the student is in jeopardy of failing the course and a conference will be requested. **Parents are encouraged to monitor their child's progress through PowerSchool during terms.**

Incomplete Grade: An incomplete grade indicates that work has not been completed by the end of a grading period. Under ordinary circumstances, unless incomplete work is completed within five (5) days after the end of the grading period, the incomplete grade is automatically changed to an "F". The school administrators, in consultation with the teacher and parent, will determine exceptions based on special circumstances.

Grading Scale: The following is the Quaker Valley School District Grading Scale and corresponding Quality Points:

Letter Grade	Percentage Range*	Quality Point
A+	100 – 98	4.3
A	97 - 93	4.0
A-	90 - 92	3.6
B+	89 - 87	3.3
B	86 – 83	3.0
B-	82 – 80	2.6
C+	79 – 77	2.3
C	76 – 73	2.0
C-	72 – 70	1.6
D	69 -67	1.0
F	66	0

Determination of Final Grades

- The final letter grade is the average of letters grades for all marking periods. End of term assessments are part of the term grade.
- End of term assessments will have a value of no more than twice the weight of any other major assessment given during the term
- If a student receives a grade of “M” (Medical) or “P” (Pass) due to a medical excuse, such as a concussion, for half or more of the marking periods, then the resulting grade will be recorded as an “M” or “P” instead of an “A – F” letter grade.

Calculating Grade Point Average

Each grading period students receive report cards that show a calculation of a grade point average (GPA) for the twelve (12) weeks. The GPA is calculated by using the course credit value and grade value. All courses are worth 1.0 credit except physical education, 6th grade World Language, 7th grade and 8th grade band, chorus, and orchestra, applied social studies, healthy living, art, technology education, and general music, which are worth 0.5 credit. The final GPA is calculated using the final grades in each course.

Calculation of the GPA

Honor Roll and GPA are calculated in the following example:

Course	Credit	X	Grade	Grade Value =	Quality Points
Social Studies	1.0		A	4.0	4.0
Pre-Algebra	1.0		A	4.0	4.0
Spanish Novice A	1.0		C	2.0	2.0
Language Arts	1.0		C+	2.3	2.3
Earth Science	1.0		B+	3.3	3.3
Art	0.5		B	3.0	1.5
Phys. Ed.	0.5		B-	2.6	1.3
Healthy Living	0.5		A	4.0	2.0
Chorus	0.5		B	3.0	1.5
Total	7.0				21.9

- **Step 1:** Credit Value x Grade Points = Quality Points
- **Step 2:** $GPA = \frac{\text{Quality Points}}{\text{Credits}} = \frac{21.9}{7.0} = 3.128 (3.13)$

Grade Distribution

Teachers will use the following to determine grades based on assessments:

- 8th grade 20% formative, 80% summative (minimum)
- 7th grade 20% formative, 80% summative (minimum)
- 6th grade 25% formative, 75% summative (minimum)

Formative: assessment FOR learning. Summative: assessment OF learning.

Honor Roll

To earn a place on the honor roll, students must have earned a 3.25 (no D's or F's) grade point average overall. Students with a grade point average between 3.5 and 3.74 are awarded high honor status. A grade point average of 3.75 and above merits distinguished honor roll status.

Middle School Tests and Survey Instruments in Routine Use

Pennsylvania State System of Assessment – ELA (6-8), Math (6-8), Science (Grade 8)

Keystone (Algebra I)

ERB (7th grade only)

STAR (6-8)

COIN Interest Inventory (7th grade)

Parent Conferences

Formal scheduled parent-teacher conferences are held twice a year. Issues that arise around these times should be addressed at these formal conferences. Conferences at other times of the year can be scheduled through teachers, guidance or administration on an as need basis. The conference will be scheduled during the common team planning time. This makes it possible to meet with all of the teachers on a student's academic team at one time. Refer to the school district calendar for scheduled parent-teacher conference days.

Report Cards

Report cards are issued every twelve (12) weeks. Final grades are issued as the end of the school year. Refer to <http://www.qvsd.org> to access the Middle School web page for the distribution dates of report cards. During the school year report cards will be mailed to the students' home.

Student Assistance Program

The Student Assistance Program (SAP) consists of specially trained school staff that identifies and supports students who are experiencing barriers to learning in order that they may achieve and advance in school. The SAP team accepts referrals from parents, teachers, and other school staff as well as self-referrals. Please contact a school counselor or an administrator for additional information.

Student Records

Student and parent rights regarding students' rights are governed under 5.438 of the FERPA (Family Education Rights Privacy Act) of 1974 and in the student records policy available at the Quaker Valley School District Office. The school district provides for the maintenance and storage of student records and adheres to the policy protecting students and parents from the release of student information.

CO-CURRICULAR ACTIVITIES

Students and parents of students participating in ALL activities/athletics are required to sign the Quaker Valley School District Chemical Use and Co-Curricular Activities Policy Release
NO EXCEPTIONS WILL BE MADE

Activities/Clubs

A number of activities are available at Quaker Valley Middle School. All students are encouraged to participate in co-curricular activities. All school rules are in effect and will be enforced during co-curricular activities.

Activities and social events are scheduled periodically throughout the school year. When scheduled, the following practices are in effect:

1. Quaker Valley Middle School social events and activities are only for Quaker Valley Middle School students.
2. Appropriate dress is required.
3. Information about the activity will be announced to students during the school day. Students should share the information with their parents.
4. Students are only permitted to leave the activity early if they are picked up by a parent.

Athletics

The athletic program is an integral part of the total educational experience offered in the Quaker Valley School District. While the name of the school is enhanced whenever its representatives excel, those who compete on our teams acquire the greatest rewards and satisfactions. We follow the PIAA rules and provide a means of checking and monitoring student athletes in order to assist them in maximizing their ability to succeed academically and athletically.

Athletic Activities

Fall Season

Boys/Girls Cross Country
Cheerleading
Football
Girls Basketball
Boys/Girls Soccer
Girls Volleyball

Winter Season

Boys Basketball
Cheerleading
Wrestling

Spring Season

Girls Volleyball
Boys/Girls Track

Co-Curricular Activities

Art Club
Band
Chorus
Drama Club
Homework Club
Orchestra
School Newspaper
Stage Crew
Student Council
Yearbook

Performing Arts Concert Etiquette

We are extremely proud of the tradition of excellence within the Music Department of QVSD. We have been recognized on a yearly basis as one of the top music communities in the country. Our teachers and students prepare diligently for their performances each year. It is imperative that adults model appropriate concert etiquette at all performances, which includes cell phones being silenced, appropriate applause, and all guests remaining seated while students are performing. Thank you for your cooperation as we model appropriate concert behavior for the students of the Quaker Valley Middle School.

ATTENDANCE

Absences

Quaker Valley Middle School students are required to regularly attend school. Regular school attendance is required by law and is essential to student academic performance. The school day begins at 8:00 AM with Homeroom. Attendance is taken every period and students are expected to be on time for each class for which they are scheduled.

Excused Absences

The Pennsylvania School Code of 1949 provides that students may be excused from school for the following reasons only:

1. Illness; including if a student is dismissed from school by district staff during school hours for health-related reasons.
2. Quarantine
3. Death in the family
4. Required court appearances
5. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance (ex. impassable roads, natural disasters)
6. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
7. Observance of a religious holiday observed by bona fide religious group; upon prior written parental request.
8. Non-school district-sponsored educational tours or trips; upon prior written parental request and approval by the Superintendent or designee.
9. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group; upon prior written request.
10. College or postsecondary institution visit; with prior approval.

11. Receipt of tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent; when the excusal does not interfere with the student's regular program of studies.
12. Participation in a religious instruction program if the parent submits an appropriate written request for excusal and student does not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

According to The Quaker Valley School Board Policy 201.00 Absences, absences shall be treated as unlawful unless the District receives a written excuse explaining the absence. Any written excuse must be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused Absences

Absences which do not meet the criteria indicated above shall be recorded as unexcused. After three (3) school days of unexcused absence, or a combination of unexcused absence and tardiness equal to three school days, a student is considered to be truant; therefore, a Notice of violation will be sent within ten (10) school days of the student's third unexcused absence to the parent, guardian, or person in parental relation who resides in the same household as the student. This Notice may include the offer of a School Attendance Improvement Conference. If the student incurs additional unexcused absences after issuance of the Notice of violation and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference. Legal action may be taken to address any unexcused absences by the student that occur after the School Attendance Improvement Conference has been held.

After six (6) school days of unexcused absence, or a combination of unexcused absences and tardiness equal to six (6) school days, a student is considered to be habitually truant. When a student is habitually truant and is under fifteen (15) years of age, District staff shall refer the student to a school-based or community-based attendance improvement program or to the local children and youth agency, and may file a truancy citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Return to School After an Absence

Any student who has been absent is required by law upon returning to school to bring a written note from a parent or guardian stating the date and reason for the absence. In addition to written notes, parents or guardians may also email stating the date and reason for the absence. Please note that the Quaker Valley Middle School App can also be used for parents or guardians to report a student's absence.

If a student returns from an absence **without** an excuse, the student has three (3) days to present a valid excuse. If a student does not present a valid excuse, the absence will be marked unexcused.

Attendance Co-Curricular Participation

Any student participating in a school-sponsored sport, club or activity is advised that she/he must attend school for a minimum half-day session in order to participate in the co-curricular activity. The state attendance policy recognizes 9:30 AM as the half-day cut-off for attendance purposes. Additionally, students participating in co-curricular activities are advised that if they are not in school on the last school day of the week, they are not permitted to participate in school related activities conducted during that weekend. The building administration may make exception to this situation.

Early Dismissal

Students may be dismissed early for valid reasons such as medical/dental appointments that cannot be made at other times or for personal emergencies. To be considered for an early dismissal, students must present a note to the attendance office. The note must contain the following:

- Name of student
- Date and time of early dismissal
- Reason for dismissal
- Signature of parent/guardian
- Phone number where parent/guardian can be reached

Note: Students may not leave school without the permission of the main office personnel or nurse.

Family Vacations and Approved Educational Trips

Family vacations do not qualify as educational trips and shall be recorded as unexcused absence. Families are strongly encouraged to take vacations when school is not in session.

Educational trips shall be approved only when there is a clear relationship to the curriculum of the school and when the Superintendent or his/her designee (school principal), in consultation with the student's teacher(s), certifies the assignments provided and means for the evaluation of the student's work. School work for an approved educational trip shall be included in grades issued for the time missed at school. Students who do not complete the assigned work shall receive no credit for the time missed. The Quaker Valley School District limits the number of educational trips to 5 days per school year.

Please note that educational trips will not be approved during mandated testing windows including PSSA testing, Final Exams, etc. The school principal or his/her designee may make an exception only in emergency situations.

Additionally:

1. No student will be approved for more than two educational trips to be taken within one school year.
2. No student will be approved for an educational trip during the time of standardized or state assessments.
3. No more than 5 (five) days per school year.

All requests for an educational trip will begin with the submission of an educational trip form. No trips will be approved unless the form has been submitted at least **two weeks prior** to the absence.

Tardiness to School/Class

The School Code recognizes only a few reasons for tardiness: illness, severe weather conditions, bus delays, and personal accident or injury. A student is tardy if they arrive after 8:00 AM. To request that a tardy be considered excused as defined by the PA School Code, the student must provide a written excuse signed by the parent/guardian **main office upon arrival at school**. Excuses submitted any later will not be considered. The school administration makes the final determination of excused tardies based on state law.

Consequences for Repeated Tardiness to School/Class

After three (3) accumulated unexcused tardies to school, students may be referred for disciplinary action. Disciplinary action may include lunch detention, after school (PM) detention, or social probation. Habitual tardiness will result in disciplinary action. Student attendance will be checked on a monthly basis and consequences will be issued accordingly.

Excused Tardiness to School. The school district may require formal documentation (e.g. a physician's excuse) for students who **exceed fifteen (15) excused tardies** to school.

Truancy

Tuant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually Tuant shall mean six (6) or more school days of unexcused absence during the current school year by a child subject to compulsory school attendance.

A student is said to be truant if:

- They leave school without permission. Once students board the school bus from home, they are considered to be on school property. They are truant if they do not report in at school.
- They fail to provide a legal excuse for an absence.

Students who are truant will not be permitted to make up any work missed. Disciplinary action appropriate to the student's current status in the disciplinary progression will be assigned.

Homework Requests

Because all students are permitted time to make up missed work when they return to school from an excused absence, homework should be requested only if the student is expected to be absent **three (3) or more days**. **Assignments may be viewed on your child's teacher's Schoology pages**. Requests for homework can also be made to the main office (412-749-5079) by 9:00 AM. Homework will be available for pick up by 3:00 in the main office on the day the request is made.

Make-Up Work

When an absence has been verified as excused through the presentation of a legal excuse, the student may make up any assignments or work. It is the student's responsibility to see his/her teacher(s) the day the student returns to school and to make all necessary arrangements for make-up work. Failure to do so may result in an "F" grade.

Medical Excuse for Physical Education Exemption

If a student has a reason to be medically excused from physical education due to an injury, she/he must present the school nurse with the following:

A signed note from a physician indicating:

- Reason for excused absence from physical education
- Length of absence
- When child is cleared for reinstatement into class

The student will receive a grade of "M" (Medical) for the specified period of time he/she is to be excused.

STUDENT BEHAVIOR

Our District All Board Policies can be viewed at www.qvsd.org by selecting Our District then School Board Policies.

Alcohol and Drug Abuse

Refer to Code of Conduct and Board Policy 204.00

Cell Phones and Pagers in School

According to Pennsylvania State Law, School Code 1317.1, students are prohibited from carrying pagers while in public schools. Pagers and cell phones will be confiscated and returned to parents. A second violation may result in a one (1) day Saturday school suspension. **Cell Phones/ P3 Players/iPods/Radios/Recorders/Electronic Games/Laser Pointers:** Students are not permitted to bring the above listed items to class unless the administration or a teacher, for the purpose of instruction, grants permission. If a student has one of these items not securely locked in their locker between 8:00 AM and 3:02 PM, it will be confiscated. Students are expected to put these items in their backpack immediately and lock in lockers securely. Parents may pick up the confiscated item in the main office.

Cheating/Plagiarism

Refer to Code of Conduct and Board Policy 223.02

Detention

Detention is assigned when students do not respect rules established by a teacher or the school. Most of the incidents that merit detentions reflect negative conduct on the part of the student. Parents are informed and requested to follow through when detention is assigned.

Quaker Valley Middle School has progressive levels of discipline:

- Conference/warning
- Lunch Detention
- After School Detention 3:05 – 4:00

The student is responsible for meeting the detention date and time (noted on the detention form), since she/he has been the person responsible for the infraction. Transportation, on the day of detention, is the responsibility of the parent/guardian and student. Detention takes priority over other school-related activities. Students will be excused from detention only for verified medical/dental appointments, illness, death in the family, or other emergencies approved by the administration. Failure to serve detentions as scheduled will result in further disciplinary action.

Dress Guidelines

The school environment should be regarded as a place of business and students should dress accordingly. A style of dress that is disruptive to the educational process, constitutes a threat to the safety and health of self and others, or is in violation of any statute, will not be permitted to be in school. Students who violate the Quaker Valley Middle School Dress Guidelines will initially be asked to change into more appropriate attire or a school issued shirt and shorts will be provided. If modifications fail to be made or if a student is a repeat offender of the school guidelines for appropriate and respectful dress, then disciplinary consequences will be assigned accordingly.

The following is not an all-inclusive list, but is an example of the types of clothing that are not acceptable student dress:

- Articles displaying indecent writing, pictures, slogans referring to drugs, alcohol, sex, weapons, suicide, etc.
- Articles that could cause damage to other students or property
- Chains
- Tank tops or tops that are low cut, or expose the midriff
- Skirts or shorts that are extremely revealing
- Clothing that is worn in such a way that undergarments are exposed
- Kerchiefs, hats, or other headgear
- Tight Form-fitting clothing such as sports bras, shirts displaying cleavage, athletic wear, or leggings (unless worn with a dress or over shirt that is no shorter than approximately 4 inches above the top of the knee)
- Or any other attire deemed inappropriate for the school setting

Fighting

Fighting among students on school property, or while being transported on Quaker Valley buses does not reflect the respect for other persons and property expected of Quaker Valley students. Students engaged in fighting will be subject to disciplinary procedures according to School Board Policy 234.00. The following actions will be taken in cases of student fights:

- Students will be examined by the school nurse for evidence of injury.
- Parents/guardians will be notified.
- Outside law enforcement agencies may be notified and violators may be subject to a fine in accordance with a disorderly conduct citation.
- Students may be suspended out of school for up to ten (10) days with an informal hearing within five (5) days for a suspension over three (3) days.

Bullying

Refer to Code of Conduct and Board Policy 231.01

Hazing

Refer to Code of Conduct and Board Policy 205.00

Social Probation

Refer to Board Policy 236.01 and General Information

Sexual Harassment/Harassment

Refer to Code of Conduct and Board Policy 220.01

Smoking/Tobacco

Refer to Code of Conduct

Student Related Policies and Chemical Use and Co-Curricular Activities

Refer to Code of Conduct and Board Policy 204.01

Theft

Incidents of theft may be referred to the police for investigation and subsequent action.

Truancy

Refer to Attendance section.

Transportation Guidelines

- When walking along a road to a bus stop, walk on the left of the road facing traffic.
- Students should report to their assigned bus stop ten (10) minutes early.
- Wait for the bus to come to a complete stop before entering or leaving the bus.
- Except when assigned by a principal or driver, there are no reserved seats.
- State law prohibits students to stand in the aisle of the bus while it is in motion.
- State law forbids students to put hands, arms, or head out of the bus window.
- Students are not to tamper with or deface anything on the bus, or spit or throw anything out of the bus windows.
- Students are financially responsible for damage done to buses.
- Emergency doors are for an emergency exit only.
- Eating, drinking, smoking, drugs and abusive language are strictly forbidden on the bus.
- Live animals, fish, insects may not be transported on the bus.
- Pushing, shoving, fighting, and any unnecessary roughness will not be tolerated.
- Students should speak in a quiet & polite manner so as not to distract the driver's attention.
- When departing the bus to cross a road, students are required to cross in front of the bus and be careful of traffic.
- Students are not permitted to exit the bus at a stop other than their own without administrative approval.
- The bus driver's directions **must be followed** at all times.

Interfering with the safe operation of a bus may be cause for disciplinary action or suspension of bus privileges.

Unauthorized or Unlawful Use of Computers

Refer Code of Conduct and Board Policies 223.00 and 223.01

Vandalism

Incidents of vandalism may be referred to the police for investigation and subsequent legal action.

Weapons

Refer to Code of Conduct and Board Policy 235.00

No person shall possess, handle, or transmit a weapon(s) or a replica of a weapon (s) in school, as defined by Public School Code 1317.2(A). Students found to be in violation are referred to the police and can be expelled for the entire school year.

Computer Usage Policy

1. Name/homeroom must remain on computer. Each laptop is to be returned to its labeled slot at the end of each day.
2. Teachers are expected to check laptops daily (verify no visible damage or obvious misuse).
3. Teachers have the right to "search" files at any time. It is school property and the school has the right to view any and all files. There should be no assumption of privacy on school-owned technology.
4. Students are required to use the protective carrying case issued to them by the school to avoid damage while passing through the hallways.

Irresponsible Use

- Students are not permitted to have laptops **open** in the hallways.
- Students are not permitted to lift laptops by the screens.
- Students are not permitted to leave the computer unattended.
- No stickers, writing, or other modifications to the computer.
- Students are not permitted to use another students' laptop.
- Students are not permitted to remove keys.
- Students are expected to use computers with care. Slamming the computers on desks is not permitted.
- Computers are not permitted in P.E. or cafeteria (they are to be locked in a locker at these times)
- Students are expected to return their laptop to the charging cart at the end of the day.

Illegal Use

- Pornography
- Bypassing district filtering system for any reason
- Taking someone else's laptop, signing in under someone else's username, sending messages under someone else's username, etc.
- Playing games
- Harassing students or staff members through computer use (email, photos, etc.)
- Inappropriate use of camera
- Plagiarism

(*Illegal use is at the principal's discretion and school consequences could be applied*)

Progressive Discipline for Irresponsible or Illegal Use

Disciplinary measure will be commensurate with the inappropriateness of the infraction, and it up to the discretion of administration.

Other Policies/Procedures

1. If a student arrives tardy to school, he/she must wait until the next class rotation to pick up their laptop. Students are not permitted to interrupt classes to obtain their system.
2. A need to print is not an excuse for late homework. Students will be given the opportunity to print in homeroom.
3. Students are to return laptops during the homeroom period at the end of the day.

*Computer use is a privilege at Quaker Valley Middle School and it may be revoked if misuse occurs.

Integrated Pest Management (IPM) Policy 801

Any parent or guardian can request to be notified when the school district is planning to apply pesticides as per school district policy 801.

**PLEASE CONTINUE TO THE NEXT PAGE. SIGN THE
STUDENT/PARENT HANDBOOK FORM. RETURN IT TO THE
MIDDLE SCHOOL WITH YOUR CHILD AS SOON AS POSSIBLE.**

Quaker Valley Middle School **Student/Parent Handbook Form & Secondary Code of Conduct**

By signing this form, I hereby acknowledge that I have read and understand the Quaker Valley Middle School Student Handbook **and** Secondary Code of Conduct. The Handbook and Code of Conduct are available on the Quaker Valley website by logging onto:

<http://www.qvsd.org>

From there, please select the schools tab, choose middle school, and then view the document under the Forms and Publications tab. It will be included in the publications.

Hard copies of this document are also available in the main office of the Quaker Valley Middle School and may be picked up by our families during normal office hours.

Parent/Guardian (PRINT NAME)

Parent/Guardian Signature

Date

Student (PRINT NAME)

Grade

Student Signature

Date