

# Strath Haven Middle School

200 S. Providence Road  
Wallingford, PA 19086

**District Voice Mail:** 610-892-3470  
**School Telephone:** 610-892-3460  
**School Fax:** 610-892-3492  
**Snow Emergency Closing:** #460  
**Emergency/Closing Hotline:** 610-892-3411  
**Attendance Phone:** 610-892-3466

Website: [www.wssd.org](http://www.wssd.org)

**Chris Matsanka**  
Principal

**Stephen Krall**  
Assistant Principal

**Joseph Buecheler**  
Assistant Principal

**Paul Tagliaterra**  
Athletic Director

This student handbook belongs to:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Team: \_\_\_\_\_ Connections: \_\_\_\_\_

## SHMS Bell Schedule

**2021-2022**

	GRADE 6	GRADE 7	GRADE 8	Minutes
1	7:50 - 8:37	7:50 - 8:37	7:50 - 8:37	47
2	8:40 - 9:27	8:40 - 9:27	8:40 - 9:27	47
3	9:30 - 10:17	9:30 - 10:17	9:30 - 10:17	47
4	10:20 - 11:07	10:20 - 11:07	10:20 - 10:55	47/35
5	11:10 - 11:45	11:10 - 11:57	10:55 - 11:45	47/35
6	11:48 - 12:35	12:00 - 12:35	11:48 - 12:35	47/35
7	12:38 - 1:25	12:38 - 1:25	12:38 - 1:25	47
8	1:28 - 2:15	1:28 - 2:15	1:28 - 2:15	47
Connections	2:18 - 2:30	2:18 - 2:30	2:18 - 2:30	12

## TO ALL STUDENTS

Welcome to the 2021 – 2022 school year at Strath Haven Middle School. Whether you are a returning student or a new sixth grader, we hope that this year is rewarding, both educationally and socially. Prepare yourself for a time of transition because the Middle School is a time of change. The workload and social adjustments are greater here than at the elementary level. While you will experience increased academic challenges, you will also discover that new relationships will develop while others will fade. During this time of transition, always maintain a high level of respect for everyone around you, including yourself. You will be expected to attend school regularly, complete all assignments, and behave properly. Accomplish these and your year will be exciting and filled with many new opportunities.

This Agenda Book has been designed to help guide your way at Strath Haven Middle School. It is intended to be used as a quick reference guide. Please read through it completely the first week of school with your parents/guardians. Additionally, this Agenda Book is to be used as an organizational aid. Use it daily, in every class, to write down homework assignments, upcoming tests and quizzes, as well as when projects are due.

Have an outstanding year, and use this Agenda Book often.

## SHMS VISION STATEMENT

Strath Haven Middle School is a student-centered community where meaningful personal connections foster engagement and motivate students to become independent learners.

## SHMS MISSION STATEMENT

Honoring the developmental uniqueness of young adolescents, we at Strath Haven Middle School aim to provide all students with a comprehensive education that empowers them to be responsible and confident learners. We will cultivate the potential in every student to achieve personal success and to contribute responsibly to the school community and society at large. By providing engaging and diverse opportunities both inside and outside the classroom, we strive to develop students who are capable of clear and sound reasoning as they prepare to enter High School.

## SCHOOL CALENDAR

First Day of School for Students	September 9
Picture Day	September 15
Holiday - Schools Closed	September 16
6 <sup>th</sup> Grade Back-to-School Night – 7:00 p.m.	September 20
7 <sup>th</sup> & 8 <sup>th</sup> Grade Back-to-School Night – 7:00 p.m.	September 22
Picture re-takes	October 27
Early Dismissal (3 hr) - Teacher In-Service K-8 Only	October 29
Teacher In-Service Day - No School for Students	November 2
End of Quarter 1	November 5
Parent /Teacher Conferences	November 22, 23
Middle School – 11:05 a.m. Dismissal	November 22, 23, 24
Holiday – Schools Closed	November 25, 26
Winter Recess	December 24 – 31
Holiday - Schools Closed	January 17
Teacher In-Service Day K-8 No School for Students	January 18
End of Quarter 2	January 28
Teacher In-Service Day - No School for Students	February 18
Holiday - Schools Closed	February 21
Early Dismissal (3 hr) – Teacher In-Service K-8 Only	March 4
End of Quarter 3	April 1
Spring Recess – Schools Closed	April 11 - 15
Teacher In-Service Day K-8 – No School for Students	May 17
Holiday – Schools Closed	May 30
Last Day for Students ½ day	June 17
End of Quarter 4	June 17

## **POLICY ON EQUAL RIGHTS AND OPPORTUNITY**

It is the policy of the Wallingford-Swarthmore School District not to discriminate on the basis of race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin, or handicap/disability in its educational and vocational programs or employment as required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990 (ADA). Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons. Wallingford-Swarthmore School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. For information regarding civil rights and grievance procedure, please contact Mr. Ferguson Abbott, Compliance Officer and Human Resources Director, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086; phone: 610-892-3470, extension 1401; e-mail: fabbott@wssd.org.

## **NOTICE OF SPECIAL EDUCATION SERVICES**

The Wallingford-Swarthmore School District believes that all students can and must have an opportunity to reach their full potential. To this end, the District will provide free, appropriate public education to children with disabilities who need special education and related services and will identify, locate and evaluate all students with suspected disabilities for such special services using all applicable laws. If at any time, parents or guardians think that their child may be eligible for special education and related services they may request that the District conduct a multi-disciplinary evaluation. Such a request should be made in writing to the Director of Special Education, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086. All such requests will be addressed within 10 days of receipt from the parent or legal guardian.

## **AFTER-SCHOOL ACTIVITY SUPERVISION**

After-School Activity Supervision is held daily. It is open to any student who is involved in any activity that begins after 3:05 p.m. These activities include but are not limited to athletics, drama, musical, clubs. Supervision begins at 2:35 p.m. and ends at 3:05 p.m.

All students involved in an after-school activity must report to this Activity Supervision by 2:35 p.m. Students who are athletes and have a game or practice after school should change immediately after school and then report to the cafeteria for Activity Supervision or to the bus platform for an away game or practice

## **ASSEMBLY ETIQUETTE**

Assemblies at Strath Haven Middle School provide the students with a variety of programs designed to enhance the cultural and academic environment. In order for all students to fully appreciate these events, proper assembly conduct is important. Guidelines for acceptable conduct include:

1. Walk in a quiet and orderly fashion to the auditorium.
2. Follow seating instructions and quickly move to the directed seats.
3. Immediately come to order (become quiet and cease talking) when the person in charge of the program calls for your attention.
4. Remain quiet and orderly throughout the entire program.
5. Applaud at the appropriate times. This is the only acceptable response.
6. Remain seated and attentive until dismissed. Backpacks are not to be brought to the auditorium.
7. No food or drink permitted in auditorium area.

## ASSESSMENT/GRADING

Report Cards will be available online. Simply access your portal account, click on grades, and then view or print.

### Grading Policy

Students are graded according to the following guidelines:

A+	99-100	B+	87-89	A	Excellent	I	Incomplete
A	93-98	B	83-86	B	Very good	N	No Grade
A-	90-92	B-	80-82	C	Average	P	Pass
C+	77-79	D+	67-69	D	Passing	W	Withdrawn
C	73-76	D	63-66	F	Failing	X	Excused
C-	70-72	D-	60-62				
F	59 and below						

Incompletes (I) are converted to “F” in all subjects if not completed within two (2) weeks of receiving report card, unless other arrangements are made with the Teacher.

### Honor Roll

To qualify for this recognition, a student must receive a “B-” or better in all subjects.

### Eligibility/Ineligibility for Extracurricular Activities

To be eligible to participate in any extracurricular activity, including the **8<sup>th</sup> Grade Hershey Park Trip**, and the music trip to **Hidden Hollow**, the following standards will apply:

- Student eligibility status will be determined on a weekly basis starting after the third week of each marking period. Eligibility is based on a three (3) point system as follows: D average = 1 point; F average = 2 points. Students who obtain three (3) or more points are ineligible to participate in sports or any extracurricular activity for a minimum of one (1) week. Guidance Counselor and Teacher(s) will meet with students and help outline an academic improvement plan.
- If a student continues to remain ineligible, in addition to the above, one (1) or more of the following might take place: a parent conference with the student’s team of teachers, a referral to the Child Study Team, a strong recommendation for student participation in an after-school homework club, or the assigning of an adult mentor to the student.
- Eligibility status for any student can be reviewed at any time. Students who are deemed to be ineligible will remain ineligible for a minimum of one (1) week after report cards have been distributed.

## ATTENDANCE PROCEDURES

*(For the complete Wallingford-Swarthmore School District Policy on Attendance, please reference School Board Policy #204)*

### Attendance

Regular and timely attendance is essential for success in school. A student’s first responsibility is to attend classes regularly and fulfill all requirements. Regular and prompt attendance is a habit to be cultivated early in one’s school career. Excessive absences, even when excused, have an impact on learning and student achievement.

### Arrival & Lateness to School

When students arrive at school, they are to report to their designated area and remain there until 7:40 a.m. After 7:40 a.m., they are to go to their lockers and then to their 1<sup>st</sup> Period class. Students arriving to school after 7:48 a.m. are considered late and should report directly to the Attendance Secretary with a written note from their parent/guardian. A student will be considered unexcused late if a parent note is not provided on the day of the lateness.

## Excused Absences

The District considers the following conditions to constitute reasonable cause for absence from school:

- Illness (Absences of 3 or more consecutive school days require a doctor's note.)
- Family Emergency
- Quarantine
- Recovery from Accident
- Death of a Family Member
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The national veterans' organization or incorporated unit must provide the student with note in advance of the absence indicating the date, location and time of the event or funeral.
- Medical and Dental Appointments
- Authorized School Activities
- Pre-Approved Educational Tours/ Educational Family Trips (Maximum 10 days per school year) (See Attachment C). In order for educational tours/educational trips to be recognized as excused absences, the following conditions must be met:
  - i. The student must be in good academic, disciplinary, and attendance standing; and
  - ii. The parent/guardian must submit the Trip Preapproval Request Form (Attachment C) at least one week prior to the absence; the request must be approved by the building principal or designee prior to the tour/trip.
- Pre-Approved College Visitations
- Pre-Approved Religious Instruction (limit 36 hours per year)
- Bona Fide Religious Holiday
- For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring

The following are examples of reasons that are not considered excused: oversleeping, missing the bus, completing school work, car problems, unapproved vacations or trips.

Illness/Sickness Absences in Excess of Ten Days when Excused by a Parent note - When a student has been absent for a total of **ten (10) days in a school year due to sickness/illness and was excused by a parent note**, any additional absences for sickness/illness must be accompanied by a doctor's note to be considered **Excused**.

## Reporting and Excusing Student Absences

PARENTS OR GUARDIANS MUST CALL THE SCHOOL BEFORE 8:00 A.M. EACH DAY THAT THEIR CHILD/ CHILDREN WILL NOT BE IN ATTENDANCE OR WILL BE LATE TO SCHOOL.

The Attendance Line number is 610-892-3466. For your convenience, the Attendance Line is available 24/7. Please be brief and state the following to the Attendance Secretary or telephone answering machine:

- The date
- Your name
- Your child's name
- Your child's grade
- The reason for the absence

An absence note **MUST** be submitted within three (3) school days of the student returning to school, or the absence will be **permanently coded as Unexcused**. If a student is absent for three (3) or more consecutive days, a doctor's note from a treating physician is required upon the return to school to excuse these absences. The following are acceptable ways to excuse an absence:

1. **PowerSchool (Preferred option) – Please submit notes on PowerSchool, through the “Forms” section of the navigation bar, via the Parent Portal. Please see SHMS Attendance page on the WSSD website for further instruction.**
2. Email option – Please include a picture of a handwritten note with a signature, as an attachment to an email and send to the school attendance email line at [shms-attendance@wssd.org](mailto:shms-attendance@wssd.org).
3. Written excuse notes may be turned into the attendance office.

**DO NOT** send excuse notes to individual teachers, administrators, or secretaries. Please be sure to use the procedures as noted above.

In order to account for all students, parents/guardians will be contacted if a student is reported absent and the Attendance Secretary has not received a parent/guardian phone call. In the event that your child/children will be absent for an extended period of time, please provide this information so a call does not have to be made each day.

### **Absences and School Events/Activities**

Any student who has been absent from school will normally be excluded from participation in school-related activities or events on the date of the absence. The Administration realizes there may be mitigating circumstances which will be reviewed on a case-by-case basis. When a student's attendance record is reviewed, the continued participation in school-related activities may also be examined. Please note that a student who arrives at school after 11:15 a.m. will not be eligible to participate in after-school activities or sports on that given day.

### **Leaving School Early**

Each student is to bring a note, signed by a parent or guardian, when an early dismissal is requested. This note is to be taken to the Main Office first thing in the morning. The parent or guardian must come to the Main Office to meet the student and sign the sign-out sheet. Students with an appointment at Dr. Forwood's office do not need a parent/guardian to sign them out.

### **Approved Family Trips**

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. The Principal, as empowered by the School Board, may excuse a student from school attendance to participate in an educational tour or trip for entertainment purposes not sponsored by the District if the following conditions are met:

1. The student must be in good academic, disciplinary, and attendance standing.
2. The parent/guardian must submit the Trip Preapproval Request Form at least one (1) week prior to the absence.
3. The student's participation must be approved by the Principal one week in advance of the scheduled trip.

The Trip Pre-Approval Request form may be found on the Attendance Information page, found by clicking the gray header tab on the main page of your child's school.

### **Unexcused Absences**

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence. The written excuse must be submitted within three (3) days of the student returning from the absence or excuse will not be accepted. Written excuse notes may be turned into the attendance office, or a picture of a handwritten note with a signature may be attached to an email and sent to the school attendance email line at [shms-attendance@wssd.org](mailto:shms-attendance@wssd.org).

### **Truancy and Absence**

Absence without sufficient reason as outlined previously for students between the ages of 8 and 17 is considered *unlawful*, as well as *unexcused*, as the Pennsylvania School Code currently mandates regular school attendance for students ages 8-17. Absences without sufficient reason for students 17 years of age and over is simply considered unexcused. Modeled after the PDE guidelines, the WSSD truancy intervention steps are as follows:

- ✓ 1. After an accumulation of **three (3) illegal/unexcused** absences from school, the student's parents/guardians will receive the *Official Notice of Truancy* letter. At this time, the school counselor will make contact with the student and/or family in order to become more fully aware of the circumstances surrounding and attributing to the unexcused absences. The counselor will work collaboratively with the student and family on preventing future absences and maintaining consistent school attendance.
- ✓ 2. After an accumulation of **six (6) illegal/unexcused** absences from school, the student's parents/guardians will receive a second letter inviting the family to a School Attendance Improvement Conference held by the district social worker. The goal of this meeting is to create an individualized Student Attendance Improvement Plan for the student.
- ✓ 3. If further unexcused or unlawful absences continue to accrue on the student's attendance record, the school district can take any of the further actions in order to help improve the student's school attendance:
  - Referral to another school or community based school attendance improvement program
  - Referral to an outside social service agency, such as the Child Guidance Resource Center for case management and family supports, or referral to the county Department of Human Services office (Children and Youth Services)
  - A citation may be filed against the student or parent in the local magisterial court for truancy for unlawful absences of a school age child

## **BUS RULES**

1. When on bus, walk, do not run.
2. Littering, eating, or smoking on buses is not permitted.
3. Everyone must be seated while the bus is in motion.
4. Abusive/obscene language, pushing/fighting, throwing objects, or destruction of property is not permitted.
5. The late bus is available only for students who stay for extra help, clubs, rehearsals, or athletics. Students may be subject to disciplinary action for violation of this rule.
6. Students are to take their assigned bus only.
7. Loud noises are not permitted. The driver's first concern is for the safety of the students and loud noises are distracting.
8. Students should not enter a bus at the end of the day if there is not a driver on the bus.
9. Students who do not follow the bus rules will be in danger of losing the privilege of bus transportation.



## WALLINGFORD-SWARTHMORE SCHOOL DISTRICT K-12 CODE OF CONDUCT/DISCIPLINE CODE

The Wallingford-Swarthmore School Board has the responsibility and the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the *School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils*; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school including technical college high schools; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The Teachers have the responsibility to maintain a suitable environment for learning, and the Administrators have the responsibility for maintaining and facilitating the educational programs.
- The Principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be in the student handbook for each school as well as online. Copies shall be available in each school library and also to students and parents/guardians upon request.
- The Principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The Teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and School Administrators shall administer discipline within local, state, and federal statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

The Wallingford-Swarthmore School District will also evaluate conduct of District students that is not specifically outlined in this Code, wherever it has occurred, and will balance the competing interests presented to determine if the pedagogical goals of the District require the Administration to take further disciplinary action. The Administration shall only take action as permitted by law and in doing so shall afford such students all due process and other rights guaranteed by District policy and state and federal law.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved an Administrative Disciplinary Action Schedule for the District's schools. The intent of this Schedule is to provide students with a definition of the limits of acceptable behavior, and to equip Teachers and School Administrators for their disciplinary responsibilities. The schedule shall be interpreted by the Principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that Administrators shall have the authority to enforce reasonable disciplinary action which they find warranted by situations not referenced directly in the disciplinary guidelines below.

**SECONDARY CODE OF CONDUCT/DISCIPLINARY CODE  
GRADES 6 – 12**

<i>Levels</i>	<i>Examples of Behavior</i>
<p><b>Level I:</b> Includes actions which interfere with orderly operation of the classroom or school</p>	<ul style="list-style-type: none"> <li>• Classroom &amp; school lateness (less than 4)</li> <li>• Creating a nuisance</li> <li>• Disrespectful speech or action</li> <li>• Distractive behavior</li> <li>• Failure to follow established procedures (as outlined in Code of Conduct for each school)</li> <li>• Failure to report to a teacher's detention (1st offense)</li> <li>• Failure to submit a required note</li> <li>• Horseplay or hitting (no harm intended or inflicted)</li> <li>• Violation of Dress Code</li> <li>• Violation of extracurricular program standards</li> </ul>
<p><b>Level II:</b> Includes actions for which frequency or seriousness disrupts the orderly operation of the classroom or school.</p>	<ul style="list-style-type: none"> <li>• <b>Continuation of unmodified Level I misbehavior that does not change after disciplinary action</b></li> <li>• Bullying</li> <li>• Cutting class</li> <li>• Defiance of authority</li> <li>• Disruptive behavior on the school bus or school property, or at social functions, athletic events, or extracurricular activities</li> <li>• Driving violations</li> <li>• Failure to identify yourself to staff member, upon demand</li> <li>• Foul or abusive language</li> <li>• Insubordination</li> <li>• Leaving school building or assigned areas without permission</li> <li>• Loitering</li> <li>• Parking lot violations</li> <li>• Possession of matches/lighters</li> <li>• Possession of pornographic material</li> <li>• Public display of affection</li> <li>• School lateness (greater than 4)</li> <li>• Selling unauthorized items</li> <li>• Soliciting money from another student</li> <li>• Throwing objects (including snow balls)</li> <li>• Truancy</li> <li>• Use of cell phone in unauthorized areas or failure to turn phone over to staff member, upon demand</li> <li>• Vandalism</li> <li>• Violation of Academic Integrity Guidelines</li> <li>• Violation of Acceptable Use Policy (Internet/ Network)</li> <li>• Visit to car without permission</li> </ul>

<p><b>Level III:</b> Includes offenses against persons or property or offenses of which consequences may endanger the health or safety of self or others in the school. These offenses may result in the intervention of law enforcement officers.</p>	<ul style="list-style-type: none"> <li>• <b>Continuation of unmodified Level II misbehavior that does not change after disciplinary action</b></li> <li>• Cutting school or leaving campus without permission</li> <li>• Forgery</li> <li>• Gambling/games with exchange of money</li> <li>• Harassment of other persons – including but not limited to: ethnic, racial, religious, and sexual harassment (See Policy #248)</li> <li>• Inappropriate use of laser pointer</li> <li>• Lewdness</li> <li>• Obscene and/or threatening calls or messages on internet, telephone, written format, or in any other means of communication</li> <li>• Petty theft</li> <li>• Possession of any type or variety of vaping equipment (See Policy #227.1)</li> <li>• Possession or use of tobacco or nicotine no matter the delivery method. (See Policies #227 &amp; #227.1)</li> <li>• Removal or attempted removal of an article of clothing from another student</li> <li>• Student to student assault/ battery/ fighting or physical attack (no injury incurred)</li> <li>• Tampering with fire extinguisher</li> <li>• Threat to others</li> <li>• Trespassing</li> <li>• Use of hate speech</li> <li>• Use of matches, lighter, etc.</li> <li>• Vandalism (major)</li> </ul>
<p><b>Level IV:</b> Includes acts resulting in violence to another's person or property or posing a direct threat to the safety of others in the school. These acts are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the Board of School Directors. Level IV misbehaviors shall be reported to law enforcement officials.</p>	<ul style="list-style-type: none"> <li>• <b>Continuation of unmodified Level III misbehavior that does not change after disciplinary action</b></li> <li>• Arson</li> <li>• Assault/battery or physical attack on any staff member</li> <li>• Extortion</li> <li>• Furnishing/selling/possession of drugs and/or alcohol (See Policy #227)</li> <li>• Indecent exposure</li> <li>• Making a bomb threat</li> <li>• Possession/use/transfer of weapons or replicas as dictated by Policy #218.1</li> <li>• Pulling a false fire alarm</li> <li>• Student to student assault/ battery/ fighting or physical attack (injury incurred)</li> <li>• Terroristic threats</li> <li>• Theft/possession/sale of stolen property</li> <li>• Use of firecrackers, smoke bombs, stink bombs, etc.</li> <li>• Any other criminal act not mentioned elsewhere in the grid</li> </ul>

## ADMINISTRATIVE DISCIPLINARY ACTION SCHEDULE

The Administrative Disciplinary Action Schedule shall be interpreted by the Principals and their designees in a manner which they deem just, given the circumstances of the individual case.

### A. Level I

1. Unexcused lateness to school:
  - a. Each of the first three (3) offenses in a semester will be recorded in the student's attendance record.
  - b. Fourth through eighth offenses in a semester will result in detentions.
  - c. Ninth and subsequent lateness in a semester will result in one (1) Saturday School. (Note: this will be an Administrative detention at the Middle School)
  - d. A new late record will be started each semester. (Note: High School only)
2. Unexcused lateness to class:
  - a. One (1) detention will be assigned for each offense.
  - b. Upon recording of the seventh or more lateness in a school year, the student will be assigned one (1) Administrative detention.
3. Not reporting to detention:
  - a. Two (2) detentions assigned
  - b. Saturday School Assigned (Note: High School only)
4. Other minor infractions of unacceptable behavior in or on school property:
  - a. Detention
  - b. Up to one (1) day of In School Suspension
5. Dismissal or Removal from Class
  - a. If a Teacher dismisses you from a class, you must report immediately to the Office. On the day of dismissal from class, you will not be readmitted to the class from which you were dismissed. Instead, you must remain in the Office until seen by an Administrator or sent to your next class. You will not be admitted to your next class without a note from the Administration.

### B. Level II

1. These offenses could result in any of the following actions:
  - a. Any appropriate option from Level I
  - b. Detention
  - c. Parent conference
  - d. In School Suspension
  - e. SAP Referral
  - f. Out of School Suspension
  - g. Possible schedule change
  - h. Removal from class
  - i. Restitution
  - j. Suspension from activities
2. Acceptable Use Policy
  - a. Possible restriction of network access
  - b. Restitution
  - c. Possible referral to local law enforcement
3. Cutting Saturday School (Note: High School only)
  - a. One (1) day of In School Suspension and the student must repeat the Saturday School.
  - b. One (1) day of Out of School Suspension and the student must repeat the Saturday School.
  - c. Student Attendance Improvement Plan and possible referral to Truancy Court.
4. School Bus Disruption
  - a. Disruptions caused on the school bus may result in the revocation of bus privileges.
5. Being in an Unauthorized Area(s)
  - a. Being in an unauthorized area will be treated in the same manner as a class cut. Additionally, you and your belongings may be searched if the circumstances – including your presence in an unauthorized area – rise to the level of reasonable suspicion for such a search.

Except when authorized, "Unauthorized Areas" include but are not limited to the following:

- i. Hallways (during classes without a pass)
- ii. All unused classrooms
- iii. All areas outside the buildings including areas around the doorway
- iv. Auditorium
- v. Cafeteria (if it is not your lunch period)
- vi. Faculty rooms
- vii. Custodial areas
- viii. Locker rooms
- ix. Gym
- x. Weight/Cardio rooms

- b. Searches: If there is reasonable suspicion that the student is in possession of stolen property, and/or illegal and/or inappropriate items (including but not limited to cigarettes, cigars, weapons, drugs, alcohol, and vaping equipment), the student and student's belongings will be searched. The student's presence in particular areas off limits to all students may be a factor in determining reasonable suspicion.

If Administrator considers a Level II offense sufficiently severe or disruptive to the school environment, Administrator may provide up to a three (3) day external suspension for any Level II offense.

### **C. Level III**

The offenses in this class are uniformly contrary to the educational mission of the District and often represent violations of the law. This type of behavior should be understood by every student as unacceptable in the District community and may result in the intervention of law enforcement. Any action taken by law enforcement will be separate from the School District based discipline described in the Code of Conduct and District policy. In addition, the following action will be taken:

1. With the exception of tobacco use, vaping equipment use and/or possession, willful fighting or verbal assault, these offenses could result in any of the following actions:
  - a. Any appropriate option from Level II
  - b. Out of School Suspension
  - c. Possible expulsion from School
2. Tobacco use:
  - a. First Offense – One (1) day of In-School Suspension and participation in smoking cessation program.
  - b. Second Offense – Three (3) days of Out of School Suspension, participation in additional smoking cessation program and citation through Nether Providence Police Department.
  - c. Third Offense – Five (5) days of Out of School Suspension, citation through Nether Providence Police Department, and referral for prosecution in the Magisterial District Court.
3. Vaping equipment use and/or possession:
  - a. First Offense – One (1) day of In-School Suspension and participation in vaping awareness education.
  - b. Second Offense – Three (3) days of Out of School Suspension, participation in an additional vaping awareness course, and citation through Nether Providence Police Department.
  - c. Third Offense – Five (5) days of Out of School Suspension, citation through Nether Providence Police Department, and referral for prosecution in the Magisterial District Court.
4. Fighting
  - a. Each offense will result in a one (1) to ten (10) day Out of School Suspension and the local law enforcement agency will be notified and could take action in addition to the penalties set forth herein. Possible alternative school placement.
5. Harassment of others
  - a. Harassment of others may result in the following action:
    - i. Any appropriate option from Level II
    - ii. Out of School Suspension
    - iii. Possible referral to the police

### **D. Level IV**

Level IV offenses are all serious violations of the law or violate District policy in a manner that the Board has determined cause a greater detrimental impact to the school community as a whole, as well as the educational mission of the District. These acts are all considered sufficiently serious that they will always require administrative action of some sort, including potentially immediate removal of the student from school and/or recommendations to the Board for expulsion. All Level IV misbehaviors will be reported to law enforcement officials

1. Any appropriate action from preceding Levels
2. Expulsion
3. School Board Action resulting in appropriate placement of student
4. Implementation of Drug-Free Schools Policy #227 (refer to section on Controlled and Other Substances)

## Definitions and Special Notes

**Academic Integrity** – The act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as one's own; allowing someone to copy an assignment or test and submit it as one's own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, any other electronic or communicating device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the Teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner.

**Bullying** – is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: (1) Substantial interference with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Example of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. Note, mutual "teasing" should not be confused with bullying behavior.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, Facebook, SnapChat, Instagram, E-mail, and other social networking sites shall be subject to this Policy.

**Defiance of Authority** – refusing to follow a reasonable directive of either a School District professional employee or Administrator acting within the scope of one's authority.

**Disrespect to Peer(s)** – any action meant to intentionally demean or cause offense to a peer, including but not limited to teasing and name calling – oral or written.

**Extortion** – intentionally obtaining or withholding property of another by threatening to: (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.

**Fighting** – an encounter with blows or other physical contact involving two (2) or more students.

**Forgery** – reproducing a parent's/guardian's signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S.A. § 4104 et seq. as may be amended, or other similar actions.

**Foul and Abusive Language** – use of language that is vulgar, profane, or lewd.

**Harassment** – harassment is defined in accordance with the definitions found in Policy #248. Harassment is either: (1) sexual harassment and/or; (2) harassment based on race, color, religion, national origin/ethnicity, sex, disability, age, or sexual orientation.

**Hate Speech** – any speech that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, disability, or other traits. Absent a documented history of disturbance resulting from hate speech, such speech will only result in discipline where an actual disturbance results or the Administration reasonably forecasts that the speech will result in a substantial disruption.

**Hazing** – any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into an affiliation with, or as a condition for continued membership in, any organization operating under sanction of or recognized as an organization (including, but not limited to, clubs, sports teams, musical groups such as marching band and orchestra) by the Wallingford-Swarthmore School District. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety for the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

**Indecent Exposure** – A person commits indecent exposure if that person exposes one's own genitals in any public place or in any place where there are present other individuals under circumstances in which offender knows or should know that this conduct is likely to offend, affront, or alarm.

**Intentional Contact** – intentionally causing contact with another, when such contact is neither invited nor provoked and the purpose of such contact is defiance of authority, harassment, extortion, or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing, and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects student's ability to control student's actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available shall be included.

**Intimidation** – to frighten or make timid another student by threats, bullying, or other aggressive actions or language.

**Lewdness** – A person commits a misdemeanor of the third degree if person does any lewd act, which person knows is likely to be observed by others who would be affronted or alarmed.

**Major Bus Problems** – those behaviors that are chronic and/or could jeopardize the safety of others.

**Minor Bus Problems** – those behaviors that are not chronic or jeopardize the safety of others.

**Misuse of the Network-Internet** – obtaining access to the Network/Internet intentionally and without proper authorization or misuse of the Network/Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or any violation of local, state or federal laws relating to use of Internet. (Refer to Policy #815)

**Personal Technology Device** – any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to, such devices as laser pointers, telephone pagers/beepers, cellular telephones, handheld computers, laptop computers, calculators, digital musical players, including without limitation, iPods and iPads, MP3 players, and digital and video cameras.

**Physical Assault** – (1) attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, “Assault”, of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).

**School Personnel** – any School Board member, school employee, agent, volunteer, contractor, or other person subject to the supervision and control of the District.

**Terroristic Threats** – threatening to do immediate and/or future personal bodily harm to another or others.

**Theft** – withholding property of another permanently or for such an extensive period of time as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses,” of the Pennsylvania Crime Code (18 Pa. C.S.A § 3901 et seq. and as may hereafter be amended).

**Tobacco Use** – possessing, using and/or selling tobacco in any form, including but not limited to, in or as a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco, smokeless tobacco, and hookah; or possessing or using tobacco use paraphernalia, including but not limited to, lighters or matches when used as a mechanism for nicotine delivery. Possession of vaping equipment, whether used or not, and no matter whether intended to introduce nicotine or any other substance or chemical into the body, is not considered “tobacco use.”

**Vandalism** – damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.

**Vaping equipment** – an electronic device equipped with an atomizer designed to transform a liquid substance into a vapor for purposes of inhalation, as well as peripheral or auxiliary equipment, parts, canisters or attachments for such devices. Such devices include but are not limited to e-cigarettes, vape pens, e-hookahs, and other devices that operate on the same principles as above. Possession of any type of vaping equipment will be a violation of Policy #227.1. Discovery of any controlled substance or residue thereof will be a separate violation under Policy #227.

**Verbal Assault** – verbally addressing a teacher or student with lewd, vulgar or profane language, and in an aggressive or otherwise disrespectful manner.

**Weapons in the School** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting bodily injury and/or used with the intent to threaten or inflict bodily injury.

## COMMUNICATION WITH MAIN OFFICE STAFF

In order to best facilitate the smooth operation of the Main Office, it is requested that parents/guardians do not call the Office with reminders for their child unless it is an emergency. Please explain to your child that it is their responsibility to stop by the Office to see if any items have been dropped off, such as lunch, homework, projects, sports items, etc. Also, please remind your child of any known doctor’s appointments. This, too, will help eliminate classroom interruptions. Be sure to call the Attendance Line at 610-892-3466, which is available 24/7, if your child is going to be absent or late to school.

## DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board requires that all students wear appropriate and respectable dress while attending school. It is also necessary that students dress appropriately and respectably when attending or participating in any school-sponsored activity. Clothing and accessories shall conform to the boundaries of decency as defined by the community’s standard, shall not be disruptive to the educational process, nor considered a health or safety risk (from School Board Policy #221, “Dress and Grooming”).

1. All clothing shall be neat, clean, and in proper repair.
  2. Except as below, no hats, headbands, hoods, scarves or any other head coverings shall be worn inside the school building between 7:35 a.m. and 3:15 p.m. Head coverings, such as headbands, bandanas, scarves, designed to hold hair in place are permissible as long as they are no larger than 4 inches wide. Religious head coverings may be worn as approved by School Administration.
  3. Footwear must be worn at all times.
  4. As a standard, student tops must include a neckline that is modest, typically falling no more than three (3) inches below the collarbone.
- In addition:

- a. Tops must cover and conceal undergarments.
  - b. Sleeveless tops may be worn as long as the neckline meets the standard.
  - c. Camisoles, tank tops, and spaghetti straps are permissible under other layers of clothing that meet the standards above.
  - d. Tops with gaping arm holes and open backs are not permitted.
  - e. Tops must reach shorts, skirts, or pants comfortably, without exposing the midriff.
5. Shorts must have an inseam of three (3) inches or greater. All pants, shorts and/or skirts must be worn either at the waist or without exposing undergarments or midriff. Skirts/dresses must be at least as long as shorts with a three (3) inch seam or worn over opaque tights/leggings.
  6. Message T-shirts, sweatshirts, and similar apparel which encourage the use of drugs and alcohol or which cite unacceptable language or cite words or expressions having an unacceptable double meaning have no place in a school setting. Slogans and message shirts found to be provocative, suggestive, or inflammatory are prohibited, consistent with legal parameters.
  7. Spandex and sheer leggings/hosiery designed to be worn under other clothing are not permitted to be worn as outerwear.
  8. Students are not permitted to wear:
    - a. Clothing with sharp spikes, or metal pieces.
    - b. Safety pins, chains, choke collars.
    - c. Winter coats in classrooms.
    - d. Pajamas, slippers, or any sleepwear.

Note: Extracurricular sponsors also have the prerogative to set reasonable codes of dress and grooming to suit the activity on Spirit days.

### **Consequences of violation of the Dress Code:**

1. Discussion with student, home notification, requirement to change clothing.
2. A shirt or sweatpants may be provided by Administration. Such clothing must be washed and returned to the Administration, or held out as an obligation.
3. Further violations of the Dress Code may result in detention and/or suspension for defiance of authority.

### **ELECTRONIC DEVICES**

Electronics, including but not limited to cell phones/electronic games/iPods, etc.: Items not directly associated with the educational program may not be used during the instructional day unless authorized by a teacher. Students are responsible for the security of these items.

If students choose to use these items during school hours, they risk confiscation of the device. Continued non-compliance will result in a discipline referral. At the discretion of the Administration, these items may need to be picked up by a parent or guardian. Non-emergency calls to or from cell phones are not permitted during the school day. For emergency purposes, students may use the telephone in the Main Office to contact parents/guardians.

### **EMERGENCY DRILLS**

Drills give you practice in either leaving the building or remaining within the school in case of fire or other emergencies. Instructions for fire drills are posted in the classroom. Other drills are practiced according to teacher instructions. When moving to your assigned place, whether in the building or outside of it, it is essential that you move silently and quickly.

### **EXTRACURRICULAR PROGRAM**

#### **After School**

The after-school activities program at Strath Haven Middle School has something for everyone. Participating in the activities program gives students a chance to explore an interest in a relaxed atmosphere while meeting new friends from all the grade levels. Some activities have very specific goals to accomplish while others allow you to just relax with friends. These activities begin either at 2:35 p.m. or 3:05 p.m.. All students waiting until 3:05 p.m. to begin an activity should report to the cafeteria at 2:35 p.m. for After-School Activity Supervision (refer to After-School Activity Supervision section).

**Clubs:** Clubs meet regularly throughout the year and vary according to student interest. Students who are interested in starting a club should contact the Activities Director. Refer to the Activities Calendar, which may be found on the website and also posted monthly on the 2<sup>nd</sup> floor Main Hallway bulletin board outside of the Library.

#### **Performing Music Program**

The SHMS Music Program is offered to all interested students. Over 50% of our middle school students perform in one or more of the instrumental and choral ensembles. The large performing ensembles such as chorus, orchestra, and band are co-curricular and meet before the start of the school day at 7:00 am – 7:45 am. Auditioned ensembles such as Select Chorus, Cantabile, Jazz Band, and other small ensembles meet and rehearse after school at 2:30 pm – 3:00 pm. Students, no matter their skill level, are encouraged to participate in the SHMS Music Program. Students who are new to the program or wish to start a new instrument should contact the music teacher sponsoring that ensemble. Concerts and programs are held throughout the year; both in school and throughout the WSSD community including two (2) major concerts in December and May.



**Interscholastic Athletics:** As a member of the Central Middle School League, Strath Haven Middle School fields teams each season for **girls and boys in grades seven and eight.** Teams compete against other league teams, which include Bala Cynwyd, Beverly Hills, Drexel Hill, E. T. Richardson, Garnet Valley, Haverford, Northley, Paxon Hollow, Radnor, Ridley, Springton Lake, Tredyffrin/Easttown, Valley Forge and Welsh Valley. Team practices and games are held at the various athletic facilities during the fall and spring seasons and at SHMS during the winter season. Athletic teams by season include:

FALL

Field Hockey  
Volleyball  
Soccer (B & G)  
Football (115-lbs. & unlimited teams)  
Cross Country

WINTER

Basketball (B & G)  
Wrestling

SPRING

Lacrosse (B & G)  
Baseball  
Track & Field (B & G)  
Softball

In order for your child to participate in Interscholastic Athletics, your child should schedule a physical well before the start of school but not more than six (6) weeks prior to the fall season. This physical is good for one (1) year; however, the P.I.A.A., the governing body for athletics in the state of Pennsylvania, also requires that a student athlete be recertified for every sport student plans on playing beyond the fall sports season. This does not mean another physical is needed. Rather, it simply states that a doctor's signature or an office stamp is required, stating your child is still in good health and can try out for a winter or spring sport.

**Theater:** This activities program at the Middle School consists of performances. Each involves students in all aspects of theater - acting, costumes, sets, stage crew, tech crew, make-up, and program design. Acting roles are cast through audition. Rehearsals take place after school from 3:05 p.m. - 5:00 p.m. Much of the work on sets and costumes takes place on Saturday under the direction of teachers and parents/guardians.

### **FIELD TRIPS**

Field trips are frequently planned by grade level teams as an outgrowth of the curriculum. Teachers regard field trips as an extension of the classroom.

When a student's behavior warrants exclusion, Administrators may restrict them from participating in field trips and other non-curricular activities such as dances and end-of-the-year celebrations.

Students are required to return a Parental Permission Form for every field trip they wish attend. The School will not permit any student to participate in any field trip unless the School has received a permission form signed by the student's parent or guardian.

There is a financial cost to the students for field trips. Financial aid is available for certain trips upon request. Parents/ guardians may contact Team Leaders to determine field trip costs for the year.

Return home arrival time is stated on the information sent home to parents/guardians.

### **GUIDANCE SERVICES**

The grade level Counselor, together with parents/guardians and Teachers, help students adjust to Middle School, discover and nurture their talents, make responsible decisions, set goals, and cope with problems involving school, friends, or family. Counselors facilitate communication between home and school to enable students to make the most of their Middle School experience. Students can go to their grade level Counselor at any time but must have a hall pass. If a student has an urgent problem and the Counselor is not available, the student should report to another Counselor, the Nurse, or to the Main Office.

Sixth Grade Counselor	TBD
Seventh Grade Counselor	Jessica Domsky
Eighth Grade Counselor	Erica Laster

### **GYM CLOTHES**

The recommended physical education uniform consists of black shorts or black sweat pants, and a gray Strath Haven Panther T-shirt. This uniform is recommended by the Physical Education Teachers for the following reasons: improvement of student hygiene, development of School "Panther Pride," and improvement of class management. Black shorts and the gray panther T-shirt may be purchased from the School Store. Each item will cost \$5.

## HEALTH SERVICES

To better care for your child, we need your help with the following:

### **Illness or Injury**

No ill or injured student may leave School without permission from the Nurse, Principal, or Assistant Principals. If during the school day it becomes necessary for a student to be sent home due to illness or injury, it is the parent's/guardian's responsibility to provide transportation.

### **Student Information Form**

All student information forms must be updated annually and on file in the Health Office for your child to receive care or medication. We need updated home, work, and cell telephone numbers for parent(s)/guardian(s). Please notify the School if there is a number change. If you plan to be away, let us know who is to be contacted during your absence.

### **School Medication Policy**

All medication should be given at home whenever possible (e.g., medication prescribed three (3) times a day does NOT have to be taken at school). Medication, prescribed or over-the-counter, which must be taken during school hours (e.g., medication prescribed every four (4) hours or four (4) times per day), can be administered by the School Nurse, provided the following is submitted:

1. Medication must be in the original pharmacy-labeled container with the student's name, name of medication, dosage, time, and duration of medicine.
2. Medication must be accompanied by a specific order from a licensed physician or dentist in addition to parent/ guardian written permission.
3. **All medication must be brought to School by a parent/guardian and given to the Nurse. Students are NOT allowed to carry medication to and from School.**

The School District Nurses have a standing order from the School Health Advisor which permits aspirin substitute (i.e. Tylenol or Ibuprofen), cough drops and Tums to be administered during school as needed for appropriate illness. Parent's/guardian's permission on the student information form is required for administration of the above medicine.

### **Special Health Needs**

Parent(s)/guardian(s) of students with a physical disability, illness, or other special health concerns should notify the School Nurse.

## HOMEWORK PROCEDURE

The purpose of homework is to reinforce previously taught skills, enrich the curriculum, develop student responsibility, and communicate with parents/guardians. It is the student's responsibility to complete homework assignments. Parents and guardians are encouraged to moderate and, where necessary, assist with homework assignments. Homework is assigned regularly. The type and frequency of the assignments will be at the discretion of the Teacher based on individual and group needs. When no written assignment is given, students are expected to review the day's classwork and focus attention on reading/studying text materials. Many Teachers post assignments on their Teacher web pages.

## HOME AND SCHOOL ASSOCIATION

Our Home and School Association (HSA) is organized and operated to foster the education of SHMS students, promote better communication between parents/guardians and teachers, and contribute to a positive school community. Teachers and parents/guardians of every student are considered members of HSA, and are invited and encouraged to participate fully in the life of SHMS. Donations are an essential funding source for HSA's efforts to support SHMS staff, students, and community. HSA is committed to encourage staff in their tireless efforts and promote student life through special events, activities, and programs such as:

Enrichment Activities:	Art Goes to School Career Day Fine and Applied Arts School Beautification STEM Projects
Hospitality:	Hot Chocolate Bar New Families' Welcome Parent-Teacher Coffees Senior awards Staff Appreciation Gifts Student Support Teacher Appreciation Luncheons
School Activities:	6 <sup>th</sup> Grade Transition Activities 8 <sup>th</sup> Grade Dance Back to School Nights Brain Games/Providence Cup Presentations on timely topics for parents/guardians Spirit Wear Challenge
Ways and Means:	Book Fairs Concessions Sales Merchandise Yard Sales Passive Fundraisers (Amazon Smile, Box Tops, Restaurant Spirit Nights)
Information Services:	Monthly HSA meetings (every 3 <sup>rd</sup> Thursday of month) School Directory Social Media Website ( <a href="http://www.shmshsa.membershiptoolkit.com">www.shmshsa.membershiptoolkit.com</a> ) Weekly E-blast

### INTERNET, ACCEPTABLE USE OF NETWORK, COMPUTING RESOURCES, AND CIPA INTERNET SAFETY COMPLIANCE

Following is an excerpt of School Board Policy #815, which may be found in its entirety on the School District website. All students who use the District's connection to the internet, District E-mail, and other District network facilities, must agree to and abide by all conditions of this Policy.

Policy #815 includes the following prohibitions:

#### Illegal Use/Harmful To Others

1. Uses which are illegal – including illegal purposes, use in an illegal manner, or otherwise legal activity intended to facilitate illegal activity – or any other use which does not fall within the above definition of Appropriate use.
2. Harassment, Bullying (as defined elsewhere in the District's policies), unwelcome remarks or conduct based upon sex, race or other protected characteristics which could be reasonably and objectively understood to unreasonably interfere with a student's education or employee's position within the District, threatening statements and other similar antisocial communications on the network.
3. The illegal installation, distribution, reproduction or use of copyrighted software.
4. Use to access, view, send, create, post or obtain obscene material, including but not limited to pornography or child pornography or other sexually oriented material.
5. Use to obtain, copy or modify files, passwords, data or information belonging to other users without express permission of the owner to do so.
6. Use to intentionally misrepresent other users on the network.
7. Use of another person's E-mail address, user accounts, passwords or District accounts (MMS, network, etc.).

8. The unauthorized disclosure, use or dissemination of personal information regarding minors.
9. Use while access privileges are suspended or revoked.
10. Use inconsistent with network etiquette and other generally accepted etiquette as set forth in District Administrative Procedures and student Codes of Conduct.
11. Use to invade the privacy of other persons.
12. Posting anonymous messages.
13. Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.

**System Security** *(Policy #815 prohibitions continued)*

1. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
2. Loading or use of unauthorized games, programs, files, music or other electronic media.
3. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
4. Use to upload, create, or attempt to create a computer virus.
5. Any attempt to circumvent or disable the Filter or any security measure.
6. Removal of technology hardware (including desktops, laptops, printers, etc.) from District premises.
7. Disclosure or dissemination of any personal identification information of themselves or other students.

**Commercial Use/Personal Gain** *(Policy #815 prohibitions continued)*

1. Use for any commercial (whether for profit or not) purpose, including, without limitation, any advertisement for the same, except as otherwise permitted in District policy.
2. Use for lobbying or political purposes.

**Copyright** *(Policy #815 prohibitions continued)*

1. Use which involves any copyright violation or for the copying, downloading or distributing of copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available in Instructional and Information Technology Offices.)
2. Copyright laws will govern the use of material accessed through the District system. Users that violate copyright laws will be solely liable for such violations.
3. Users may not use or install unlicensed software on District computers.
4. Users may not violate the law by illegally duplicating software.
5. Users may not plagiarize. Teachers will instruct students in appropriate research and citation practices.
6. When using material (text, graphics, sound, movies, etc.) from the Internet which could not be considered fair use for educational purposes, the user must request permission from the creator of the material before duplicating said material in any way. All materials on the Internet are considered copyrighted, whether so stated or not.
7. Users may not download materials in any format that is copyrighted without permission from the copyright holder, unless permission is expressly given to download and use that material.

## **LIBRARY**

Our School Library provides varied materials to enrich and support the curriculum, keeping in mind interests, abilities, and maturity levels of the students. Students are encouraged to use the Library for concentrated study, recreational and informational reading, research, and cultural enrichment. The Library will be open from 7:30 a.m. until 3:00 p.m. Books are loaned for a two-week period and can be renewed. There is no fine for overdue books; however, if a book is lost, the student will be charged the replacement cost.

Summer reading lists will be posted on the website at the end of the school year. Required books can be found at the local libraries and nearby bookstores.

## **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. The security of all items in the locker is each student's responsibility. Lockers remain the property of the School and the Administration has the right to search the locker and its contents at any time. Parents/Guardians should discourage students from bringing valuables and large sums of money to school. **The School will not be responsible for lost or stolen articles.** Students are not permitted to share lockers.

## **LOST AND FOUND**

Lost and found items will be kept in the cafeteria where they may be identified and reclaimed by students. All items not claimed will be donated to charity at scheduled intervals. Students will be notified prior to a scheduled donation. Items taken from lost and found that do not belong to them will be considered theft.

## **LUNCH**

The Cafeteria period is designed to provide a balanced diet and proper nutrition, opportunities for socialization, and relaxation. The Board of School Directors has authorized an outside contractor to provide cafeteria service. Students are offered three (3) different lunch options: hot lunch, deli bar (sandwich, fruit or salad, and pickle), or salad bar. There is also a snack line but parents/guardians are asked to encourage students to buy snacks only after eating a nutritious lunch. The cost of student lunches will be approximately \$2.75 for a basic meal. In case a student forgets lunch from home, a parent may leave it in the Main Office to be picked up there.

- The Cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for cleaning the entire table and floor around the table where the student ate.
- Students are allowed to go to the Library or classrooms during lunch provided they have a pass.
- Students may be dismissed to go outside for recess approximately fifteen minutes before the end of the period. Once students have cleaned the table/floor and sat down, they will be dismissed to go outside (weather permitting).
- During lunch recess, students should stay in the designated area within full view of the monitors.
- Students are not permitted in the Cafeteria during periods other than their assigned lunch period.
- Game equipment is available for sign-out. All equipment should be returned at end of period.
- Borrowing of money is prohibited.

## **PARENT/STUDENT PORTAL**

Middle School students and their parents/guardians are able to access current grades and information about student assignments, attendance, discipline, and scheduling. Access to the Student/Parent Portal provides you the opportunity to be more informed about your/your child's academic progress and other pertinent information. In order to access the Student/Parent Portal, you will need Internet access and a confidential user name and password.

If you are a Middle School student, or the parent of a Middle School student, please use the following link to access the Student/Parent Portal:

<https://wssd.powerschool.com/public>

The Parent/Student Portal is not meant to replace direct communication between students, parents/guardians, teachers, and/or other school staff members. If a parent or guardian has questions about any of the information viewed via the portal, those questions should be discussed with the student. If questions still remain, the student may discuss them with student's Teacher.

## **SCHOOL CITIZENSHIP**

No matter where students go or what students do, students will find certain regulations to guide them. Naturally, there are rules and regulations at Strath Haven Middle School. They are meant for the students' benefit, as well as the benefit of our entire school community.

Students should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. You are responsible to the School Authorities and Teachers for your conduct while you are a school citizen. With this in mind, it is important to note that incidences of cheating and plagiarism will be handled through the implementation of the following:

### Plagiarism

First violation: Parent contact from Teacher; notify Team Leaders for tracking reasons.

Second and future violations: 0 on assignment; parent contact from Teacher; discipline referral for tracking reasons only.

### Cheating

All occurrences: Point deduction at Teacher discretion; parent contact from Teacher; notification of Team Leader.

## **SCHOOL CLOSING**

School closing due to inclement weather or other emergencies will be announced via the School Messenger Alert System. Information is also distributed via the radio, major television networks, and District website. The code number for the Wallingford-Swarthmore School District is #460.

## **SCHOOL STORE**

The School Store is open Monday, Wednesday and Friday mornings from 7:15 a.m. – 7:45 a.m. before 1<sup>st</sup> Period so that students may purchase pens, pencils, paper, notebooks, rulers, protractors, markers, poster board, index cards, Strath Haven Middle School gym T-shirts, gym shorts and other school supplies. The School Store is located near the Library. A Faculty Sponsor oversees and manages the School Store.

## **STRATH HAVEN MIDDLE SCHOOL WEBSITE**

The SHMS website is accessible via the District website ([www.wssd.org](http://www.wssd.org)). It is the central source of information for nearly everything going on at the Middle School. Students and parents/guardians can check the site daily for continually updated announcements. Students can access Teacher websites for homework. Parents/guardians can use the e-mail directory to look up Teachers, Counselors and Administrators regularly.

## **STUDENT ASSISTANCE PROGRAM**

**The Student Assistance Program is a way to identify students who are having problems in school because of high risk behaviors and quickly refers them for help. It is designed not as a treatment but as an intervention program.** The Student Assistance Program (SAP) Team, a specially trained group of school personnel, is the core of the Student Assistance model. A referral to this team commonly happens as a result of observed changes in the student's behavior or school performance. The SAP team receives referrals from other school personnel, parents/guardians, and students themselves and conducts a pre-assessment to develop an appropriate plan. The SAP Team members include Teachers, Administrators, Guidance Counselors, School Psychologist, School Nurse, District Social Worker, and SAP Liaison from Community Hospital.

Members of the team receive intensive training in group process, adolescent chemical dependency, adolescent depression, and suicide. Theories of adolescent development, simulations, and action planning are also part of the training.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share a responsibility with the Administration and Faculty that is to develop a climate in the school that is conducive to wholesome learning and living. All students have the right to an education free from interference from their peers. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a manner that does not defame others or prevent others from expressing their views.

It is the responsibility of the students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
2. Be willing to cooperate in matters relating to health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
4. Assume that until a rule is waived, altered, or repealed it is in full effect.
5. Assist the School Staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of student prescribed by state and local school authorities.
11. Avoid inaccurate, libelous, or obscene communications in student newspapers or publications.

## **STUDENT VISITORS**

Students who attend another school/district and wish to visit the School for the day need to obtain permission from the Principal prior to the day of visitation. Permission is typically granted for those students who are interested in enrolling in Strath Haven Middle School.

## **PARENT VISITORS**

We encourage parents/guardians to communicate regularly with staff members at Strath Haven Middle School. Please be aware, however, that if a parent/guardian wishes to meet with a staff member, a prior appointment time should be arranged. All visitors are required to sign in at the Main Office and pick up a visitor's identification badge and wear it while in the building.