



WARWICK MIDDLE SCHOOL 2017-2018 HANDBOOK

401 MAPLE STREET
LITITZ, PA 17543
(717) 626-3701
www.warwicksd.org

WORKING TO CAPACITY is desirable because it leads to self-improvement and greater usefulness to others.

AMBITION is the driving force that empowers you to surpass your known limits of personal achievement.

RESPECT for others, regardless of their race or social standing promotes a spirit of friendliness, understanding, and cooperation.

RESPONSIBILITY- Maturity measured directly by your willingness to accept responsibility, without excuses, for your actions.

INTEGRITY within your mind the feeling between right and wrong is distinct. Be true to yourself and follow your moral path.

OPTIMISM - Your outlook will always determine your ability to successfully overcome any challenge. Stay focused on solutions, not problems.

RELATIONSHIPS - Life acquires meaning only as it is shared. Cherish the time you spend with family and friends.

SUCCESS is a lifelong journey that is measured in degrees of accomplishment. It is important to always see an end and to know what it will take to get there.

Dear Students and Parents/Guardians,

Welcome to Warwick Middle School for the 2017-2018 school year.

This handbook contains a summation of important rules, policies, and procedures pertaining to our school. While the handbook cannot physically contain all information concerning the Middle School, it is intended to provide general guidelines. Please read it carefully for future reference. If you are in need of a hard copy of the handbook or forms found online, please contact the Middle School main office.

Parents/guardians, you are very important to the success of his/her educational experience. A cooperative relationship between the school and home in which students, parents, and teachers meet their responsibilities is necessary if every student is to be successful. Please do not hesitate to contact the school with questions for teachers or the administration when concerns arise. Open and honest communication between home and school is vital to the success of the educational program. You may be assured that the District will continue to strive to provide a comprehensive quality education in a secure atmosphere that is conducive to learning.

It is imperative that students and their parents/guardians read and review this handbook. It is our hope that your years in the Middle School will be pleasant, informative, and rewarding. We look forward to working with you.

Sincerely,

Mr. Steve Szobocsan,
Principal

Dr. Michelle Harris,
Assistant Principal

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WARWICK SCHOOL DISTRICT'S MISSION STATEMENT

In collaboration with the community, the mission of the Warwick School District is to enable all students to acquire the knowledge, skills and values necessary to become responsible, productive and resourceful citizens.

WARWICK SCHOOL DISTRICT BOARD OF DIRECTORS

Dr. Timothy Quinn	President
Mr. Todd Rucci	Vice-President
Mr. Michael Landis	Treasurer
Mr. Millard Eppig, Jr.	
Mrs. Leslie Penkunas	
Mr. Nelson Peters	
Mr. Benedict Sahd	
Mr. Scott Shaub	
Mrs. Debra Wenger	
Mr. Nathan Wertsch	Secretary (Non-member)

WARWICK SCHOOL DISTRICT ADMINISTRATION STAFF

Dr. April M. Hershey	Superintendent
Dr. Melanie Calendar	Assistant Superintendent
Mr. Nathan Wertsch	Business Manager
Dr. Ryan Axe	Director of Secondary Education
Mr. Ryan Landis	Director of Athletics
Mr. Mark Leidich	Director of Human Resources
Mrs. Karen Miller	Director of Food and Nutrition
Mr. Jeff Weber	Director of Buildings and Grounds
Mr. Fred Griffiths	Director of Technology
Dr. Ron Hallett	Director of Curriculum/Instruction/Assessment

WARWICK MIDDLE SCHOOL ADMINISTRATION AND OFFICE STAFF

Mr. Steve Szobocsan	Principal
Dr. Michelle Harris	Assistant Principal
Mrs. Lynn Wright	Administrative Assistant
Mrs. Tracy Winters	Receptionist/Secretary
Mrs. Dena Johnson	Office Assistant (Attendance)
Mrs. Sharron Farish	Secretary (Guidance Office)

SCHOOL COUNSELING/PSYCHOLOGIST

Two guidance counselors and a school psychologist are available to serve middle school students. The counselors and psychologist are willing to assist students with educational and personal problems. The middle school staff is comprised of the following:

Mrs. Marianne Brobst	Counselor
Mr. Shane Martin	Counselor
Ms. Christina Moore	Psychologist

Parents are encouraged to contact the guidance office with questions regarding school performance, grades or additional concerns. Conferences with counselors and teachers can be arranged by calling 626-3701 Ext. 3810.

WARWICK MIDDLE SCHOOL'S MISSION STATEMENT

The Warwick Middle School provides an academic-centered climate that encourages individual strengths and talents. Our school strives to develop responsible, productive, lifelong learners who show respect for self and others. All students shall have opportunities to:

- Pursue an Intellectually Challenging Program of Study
- Achieve Personal Development through Supplementary Enrichment Activities
- Connect Diverse Fields of Knowledge Through Interdisciplinary Activities
- Develop Individual Potential and Achieve Success

WARWICK MIDDLE SCHOOL EXPECTATIONS

We strive to have every administrator, teacher, staff member and student to:

Be where you should to be,
When you should to be there,
Doing what you should be doing, and
Giving your best effort!

FREE EDUCATION RIGHT

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

FASTNEWS

A free online subscription to *FastNews* enables Warwick School District to send critical school communications directly to your home/work computer in the event of an emergency, a non-scheduled school closing, early dismissal or whatever the district has a need to communicate quickly. By subscribing, the district is able to notify you in minutes! Parents, be informed: sign up online by visiting www.warwicksd.org and clicking on *FastNews*.

ELECTRONIC COMMUNICATION WITH PARENTS/GUARDIANS

Throughout the year, the middle school administration may use the electronic communication system, "Blackboard Connect" to send information home to parents/guardians. The Blackboard Connect system is also used to notify parents/guardians daily of student absence or tardy. It is important to provide the school district with current parent/guardian phone numbers and email addresses to increase efficiency in communication.

WARWICK WORD DISTRICT NEWSLETTER

The District's online newsletter, *Warwick Word*, is published 4 times a year on the district website at www.warwicksd.org.

NOTICE OF NONDISCRIMINATION

The Warwick School District will not discriminate in its educational programs, activities, or employment practices based on race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law. The policy is in accordance with federal and state laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools, Warwick School District, 301 West Orange Street, Lititz, PA 17543, (717) 626-3734.

COMPLAINT RESOLUTION PROCESS

From time to time concerns and/or complaints arise that require a process for reconciliation. In these instances, the individual with the complaint should seek a remedy with the party most directly involved, i.e. teacher, bus driver, or administrator. If some mutual resolution cannot be reached, the complaint should be addressed to the building principal. In the event the problem still remains unsettled, contact should be made with either the Superintendent or the Assistant Superintendent. Concerns that are not reconciled at this level should be directed to the Board of School Directors for their consideration.

SCHOOL VIOLENCE HOTLINE

1-888-814-3684

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365 days a year by Lancaster County Wide Communications Center.

Tips to consider:

- You should understand the difference between those incidents that require a 911 emergency call and those that would be appropriate for the hotline. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.**
- The School Violence Hotline has been created to give you an anonymous way to report any threats of violence or possession of a weapon. However, you should call this hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult (parent, teachers, administrators, or other school employees) that you trust is by far the best way to deal with information about school violence.
- In the event you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information to law enforcement. By doing this, you know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.
- When you call the School Violence Hotline, a trained professional will document the information and forward this directly to the appropriate Police agency that can initiate immediate and appropriate action.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

THE NATIONAL ANTHEM (Star Spangled Banner)

Students and citizens are expected to show respect for our country's National Anthem. It is the Warwick School District's expectation that all students stand, remove hats, and sing or remain silent during the playing of the Star Spangled Banner. This expectation is applicable at all events.

Students who decline to participate in this responsibility due to religious or personal belief are expected to respect the rights and interests of citizens and peers who wish to participate.

SCHOOL DAY (SIX-DAY CYCLE)

Both the Warwick Middle School and the Warwick High School follow a six-day cycle for scheduling of classes. The six-day schedule identifies each day by number, therefore, Day 1, Day 2, Day 3, etc. rather than by the day of the week. Beginning with Day 1 on the first day of school, each consecutive day follows up to Day 6 and then the cycle starts again. This six-day cycle is repeated throughout the entire year in an uninterrupted manner. Cycle days are never skipped and only counted when school is held. These cycle days assure continuity of programming in special area subjects since no day is ever lost or skipped due to school closures for holidays and inclement weather; increased uninterrupted direct instructional time for core subject areas; and more effective utilization of staff.

INTERNET SAFETY AND NETWORK ACCEPTABLE USE POLICY SUMMARY

The Acceptable Use Policy has been developed to establish guidelines for all students and staff on the use of network resources in the district, including Internet access. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet; the School District cannot ensure that students who use the Internet will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School District believes, however, that the availability and value of the Internet far outweigh the possibility that users may procure inappropriate or offensive material. Internet access and network resources are available to teachers, administrators, and students in the Warwick School District solely for educational and instructional purposes and other purposes consistent with the educational mission of the School District. In accordance with the Children's Internet Protection Act (CIPA), the School District employs the use of an Internet filter as a technology protection. The School District reserves the right to monitor any user's utilization of School District's technology resources. Users should have no expectation of privacy using District technology resources. For more details, please see Warwick's complete Acceptable Use Policy posted online www.warwick.org/aup.

All Internet activities that students engage in at school must be in support of curriculum objectives.

Below are examples of inappropriate technology use.

- Use of inappropriate or illegal purposes, bullying or cyberbullying, for commercial or for-profit purposes, or for lobbying and political purposes.
- Use to access, view, or obtain material that is obscene or pornographic, including child pornography, or harmful to minors.
- Use to transmit material likely to be offensive, including harassing or discriminatory remarks, or sexually-oriented material.
- Illegal installation, distribution, reproduction, or use of copyrighted software, including the loading or use of unauthorized games, programs, files, music, or other electronic media.
- Use that involves any copyright violation or for copying, downloading or distributing copyrighted material without the owner's permission, unless, permitted in accordance with the Fair Use Guidelines.
- Use to obtain, copy or modify files, passwords, data, or information belonging to other users, or to misrepresent other users on the network.
- Any attempt to circumvent or disable the filter or any other security measure. In addition, student users shall not use the system to disclose, use, or disseminate any personal identification information of themselves or other students, or engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

CLASSROOM ASSIGNMENT PROCEDURES

It is the Warwick School District's practice that, prior to implementing consequences for not completing classroom assignments, educators will advise parents at the beginning of the course/class of their homework procedures and expectations regarding academic responsibilities for the students. The sharing of these expectations will include the consequences the students will experience should they fail to be responsible for their work. Modifications will be made for students' academic programs if determined appropriate by an Individualized Education Program (IEP) or 504 Accommodation Plan.

STUDENT RECORDS POLICY/FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Warwick School District Board of School Directors has primary responsibility for the collection, maintenance, disclosure, and security of student records. Only records mandated by the Commonwealth of Pennsylvania, the federal government, or specifically permitted by the Warwick School Board may be compiled by the staff. No information shall be gathered from students without either representational consent of the School Board or informed individual consent from the parents or eligible student. Student records are purged of information that is not necessary to help a child or to protect others at transition points between elementary, middle, and high school.

The Family Educational Rights and Privacy Act (FERPA) states that parents, eligible students, or their designated representatives (as authorized in writing) have the right to examine their child's school records. The district requires all parents to submit such requests in writing. To review your child's school records, please make an appointment with your child's school counselor or the building principal. Access to such records shall be granted within 30 days after receiving a written request. Parents are responsible for providing the district with verification of any custody or court order related to access to records. In cases where a non-custodial parent has requested access to records, the district will verify the person's identity and notify the custodial parent of the request. In the absence of written parent notification regarding divorce, custody, or other court orders, the school district will assume that the requesting parent has authority to inspect and review the records. Conversely, if there is a court order restricting parental access, the order will be honored by the district. Parents have the right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA and Pennsylvania State Regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, support staff (including health staff and law enforcement personnel), school board member, person or company which the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, liaisons from community agencies). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll. Directory information may be disclosed for purposes beneficial to the student or the school district only with the approval of the Superintendent or her designee.

A parent or eligible student has the right to refuse disclosure of such information by providing written notice to the building principal within twenty (20) school days of the first school day of each school year or for students new to the district within 20 days of their first day of attendance. Directory information

includes: student's name, address, telephone number, birthday, field of study, participation in officially recognized activities and sports, weight and height of athletic team members, attendance dates, degrees, awards, most recent previous educational agency or institution attended by the student and other similar information.

A parent or eligible student who believes that information in that student's record is inaccurate, misleading or violates the privacy or other rights of the student may request in writing that the school official responsible for the maintenance of the records amend them according to the process outlined in Warwick School District Records Policy. A copy of Warwick School District Records Policy may be obtained from the Office of the Superintendent, Director of Student Services, or any Building Principal. Complaints related to compliance with this policy may be made by contacting the Warwick School District Superintendent. If further appeal is necessary, the parent or eligible student may contact the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. S.W., Washington D.C. 20202-4605.

GRADING SYSTEM

All grades on report cards are noted in letters. In addition to letter grades, various comments related to learning behaviors may be reported. Report cards will be issued every nine weeks. The following grading system will be used to determine report card grades:

A+ 97-100 Excellent
A 93-96 Excellent
A- 90-92 Excellent

B+ 87-89 Good
B 83-86 Good
B- 80-82 Good

C+ 77-79 Average
C 73-76 Average
C- 70-72 Average

D+ 67-69 Passing
D 63-66 Passing
D- 60-62 Passing

F 59 and below – Failing

I Incomplete

M Excused

Parents can monitor their student's progress throughout the school year by creating a Parent Portal account. See paragraph below for more information.

ONLINE PARENT PORTAL

The Parent Portal is an online tool that enables parents to access their student's grades, attendance, bus information, and a newly-created Health Report Card (which contains your child's health records for the year). Parents may choose to receive email alerts if an assignment is missing or if grades fall below a certain grade (benchmark determined by parent). Parents are encouraged to create an online Parent Portal account at <http://www.warwicksd.org/eparents> to keep track of student progress throughout the school year.

REPORT CARDS

A report card of your child's progress will be made during the following months for students: November, January, April, and June. It is suggested that your child's report card be discussed fully. Parent/teacher conferences are an excellent way to share concerns and information. Report cards are available on the password protected Parent Portal. (Students do not receive hard copies). Parents who do not have Internet access should contact their child's school to request a hard copy. Parents are encouraged to keep track of student progress by creating an online Parent Portal account by visiting www.warwicksd.org and clicking on *Webgrades > Parent Portal*.

HONOR ROLL

Each marking period students who have achieved 1st or 2nd honors will have that indicated on their report card. In determining honor roll selection, letter grades are given the following values:

A+	4.00	B+	3.33	C+	2.33	D+	1.33	F	0
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

Distinguished Honor Roll = 3.50 average

Honor Roll = 3.00 average

NOTE: Any grade below a C- in a major or minor subject keeps a student from any honor roll. A student's cumulative GPA is determined by dividing the total letter grade values by the number of credits taken during the marking period.

CURRICULUM

Grade 7

- Language Arts (2 periods), Math, Science, and Social Studies meet every day.
- Art, Health, Music, and Physical Education meet 2 periods per cycle.
- Technology Education meets 2 periods per cycle for one semester.

Grade 8

- Language Arts, Math, Science, Social Studies, and World Language (French, German and Spanish) meet every day. Students who do not qualify to take a World Language will have 2 periods of Language Arts.

- Art, Business Computer Applications, and Health and Physical Education meet 2 periods per cycle.
- Family and Consumer Science and Technology Education meet 2 periods per cycle for a semester.

PROMOTION AND RETENTION POLICY

This middle school policy shall comply with [Board Policy No. 215](#) and will be used by the middle school staff for determining promotion and retention of students unless superseded by a new district policy. Students failing two or more major subjects will be considered for retention. The retention of students will be determined as follows:

- At the end of the second and third marking periods, the guidance office compiles a list of students failing two or more major subjects. A letter will be sent home to the parents of the students on the list explaining that the possibility of retention exists at this time.
- At the end of the year, counselors and administration meet to discuss those students who have not completed the minimum requirements needed for promotion. The parents are notified about the decision for retention and the reasons for such decision. Options such as summer school will be explained to the parents.

STUDENT SERVICES

Student services consist of learning facilitators, school counselors, school psychologists, school nurses, special education consultants, and a home and school visitor who assist students during their educational experience. Each professional has a master's degree and state certification in their area of specialization. Learning facilitators coordinate all academic, social, and behavioral health interventions for all students. School counselors provide consultation, counseling, educational services related to academic achievement, career development, and child social/emotional development. School psychologist services are available for consultation and student evaluation related to behavioral and academic concerns. School nurses administer state regulations related to student health, provide consultation to parents, students, and staff related to health issues and provide emergency care as needed during the school day. In addition, a home and school visitor serves as a liaison between parents, staff, and community agencies. At the secondary level, student assistance teams (SAP) consist of trained staff members who identify students whose behaviors create barriers to learning. They work with parents, staff, and community agencies to assist students in removing those barriers. Referrals may be made through the school counselor/learning facilitator, building principal, school nurse, home and school visitor, or other SAP team members.

Services include supports through special education, 504 service plans and gifted education.

SPECIAL EDUCATION SERVICES

The Warwick School District works diligently to provide an appropriate education program to all children with disabilities in a least restrictive environment. We strive to provide all students identified with special needs an Individualized Education Plan (IEP) within their home school building or as close to the school district as possible, while meeting their unique special and academic needs. The school district provides a continuum of services designed to serve all students with IEPs.

Building principals, school counselors, learning facilitators, and teachers (general and special) work closely with the Assistant Superintendent and the school psychologist in the screening, referral, and evaluation process. Parents who believe that their school-age child may be in need of special education services may request screening and evaluation at any time, whether or not their child is enrolled in the District's public school program. This would include students who are developmentally delayed. Developmentally delayed is defined as a condition, either physical or cognitive, which represents a significant delay in the process of development when student performance is compared to same age peers.

Requests for screening and evaluation are to be made to the building principal in writing. When a student is determined to be eligible for "specially designed" instruction, an Individualized Education Plan (IEP) is developed. The special education placement is determined by the team.

EVALUATION FOR SPECIAL EDUCATION SERVICES

The evaluation process is a team evaluation designed to provide a comprehensive report describing a student's educational strengths and needs. This team, that includes parents as essential members, determines whether a student meets a definition of exceptionality (described in state standards and regulations) and needs "specially designed" instruction as described in an Individualized Education Plan (IEP), often delivered by a special education teacher. This team is chaired by a certified school psychologist and/or the building principal. Requests for screening and evaluation are to be made to the building principal in writing.

EVALUATION FOR 504 SERVICE PLANS

The evaluation process is a team evaluation designed to provide a review of eligibility of services based on an existing condition. The 504 Plan will address areas of concern based on the school team and parent feedback. This team, that includes parents as essential members, determines whether a student meets a definition of need and develops an accommodation plan based on the needs of the child. This team is chaired by a school counselor or learning facilitator. Requests for screening and evaluation are to be made to the building principal in writing.

EVALUATION FOR GIFTED SERVICES

The evaluation process is a team evaluation designed to provide a review of eligibility of services based on eligibility. The Gifted Individualized Education Plan (GIEP) will address areas of enrichment based on the gifted evaluation. This team, that includes parents as essential members, determines whether a student meets a definition of gifted and develops the GIEP, often delivered by a gifted support teacher. This team is chaired by a certified school psychologist and/or the building principal. Requests for screening and evaluation are to be made to the building principal in writing.

CONTINUUM OF SERVICES

Warwick School District provides a range of supports and programs for students with special needs. The least restrictive environment (LRE) concept is used as the foundation for these supports and services. The mission associated with LRE is education all students in an environment that is close to

the general education classroom as possible. Below is a list of supports and services that are used to ensure an appropriate education for all students:

- General education class with support strategies and intervention
- Tiered instruction
- Speech and Language Therapy
- Hearing and Vision Therapy/consultation
- Gifted Support programs
- Learning Support programs
- Emotional Support programs
- Life Skills Support programs
- Multiple Disabilities service
- Autistic Support programs
- Approved Private Schools
- Residential Placement

It should be noted that some more restrictive services are accessed through a partnership with IU13 and/or other agencies. Building Principals, Learning Facilitators/School Counselors, and School Psychologists are able to provide details, supports, and services available to all Warwick School District school-aged students. In addition, parents may contact the Student Services Department at 626-3734.

LANCASTER-LEBANON INTERMEDIATE UNIT 13 EARLY INTERVENTION PROGRAM

The Lancaster-Lebanon Intermediate Unit 13 provides services for children who are developmentally delayed between ages of three years and school age. Programs are available in a number of settings throughout the two-county area. These services are available at no cost to parents. Programs are funded through state and federal monies. Some of the services available are classroom services, physical therapy, occupational therapy, and speech and language therapy. If you have a child who might be eligible for services, or if you know of a child who needs services, please call 717-606-1894. Early Intervention makes a difference in a child's life.

ATTENDANCE

The full version of the attendance policy can be found in the [Warwick School District Attendance Manual](#) on the school's webpage under the information header. Information contained in that manual include:

- PA Compulsory Education Law
- Absence from School
- Unexcused Absence
- Excused Absence
- Educational Trips
- Medical Appointments
- District Accountability for Absences
- Written Notification for Absences
- School-Family Conference and Student Attendance Improvement Plan (SAIP)

ABSENCE FROM SCHOOL

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence.

Phone calls to the homes of students who are absent will be made each day. This is done to accurately monitor student attendance. If convenient, you may call the attendance office (626-3701 Ext. 3806) to leave a message indicating your child will be absent. **THIS DOES NOT TAKE THE PLACE OF A WRITTEN EXCUSE. WRITTEN EXCUSES MUST BE RETURNED FOR ALL ABSENCES.**

A student arriving at school between the hours of 10:00 AM and 1:00 PM are recorded as a half day absence. Students arriving after 1:00 PM are recorded as a full day absence.

Absent students are not permitted to attend or participate in any school related extracurricular or athletic activities on that day.

UNEXCUSED ABSENCE

Parents/guardians must provide a written explanation for the absence of their student. All absences should be treated as unexcused until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) school days of the absence. If no written explanation is provided, the absence is recorded as unexcused. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in [Board Policy No. 204](#) of the attendance manual), the absence will be recorded as unexcused. Unexcused absences may include, but are not limited to, absences from school due to parental neglect, parental consent for reasons other than those specifically excused, illegal employment, and truancy. If a written explanation is questionable in nature, the absence will be investigated. An absence only becomes excused when the school codes it accordingly. Students who are under the age of 17 with an unexcused absence, as per the Pennsylvania Department of Education definition, are considered truant.

EXCUSED ABSENCE

An excused absence from school is broadly defined by the state. Excused absences from school at the Warwick School District include the following:

- Illness
- Prearranged medical, dental, clinic, or hospital appointment
- Court appearances
- Funeral of relative
- Educational trips pre-approved by the appropriate administrator—limit of two (2) annually, not to exceed a total of five (5) school days
- Authorized school activities
- Family emergencies
- Observance of student's religious holiday
- Participation in religious instruction program—maximum of 36 hours annually
- Attendance of PA State Farm Show—one (1) day only

- Participation in a 4-H, FFA or combined 4-H and FFA project—upon written request
- Hunting—maximum of three (3) days annually
- Performance/Non-school Sponsored Activities – 1-15 pre-approved cumulative school days

A maximum of ten (10) days of cumulative excused absences verified by parental notification are permitted during a school year. All cumulative excused absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who have excused absences have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.

WRITTEN NOTIFICATION FOR ABSENCES

The Warwick School District has implemented the following guidelines for monitoring attendance and providing written notification to parents/guardians about their student's absences.

Excused Absences:

- After a student has seven (7) absences, a Doctor's Excuse Warning Letter is issued to the parent/guardian.
- After a student has ten (10) absences, a Doctor's Excuse Required Letter is sent to the parent/guardian. Subsequent absences that do not have an accompanying doctor's note will be considered unexcused.
- The written excuse is to be submitted within three (3) days of the absence.

Unexcused Absences:

- Absences are treated as unexcused until the school receives a written excuse, to be submitted within three (3) days of the absence.
- After a student has one (1) unexcused absence, the school will send an Unexcused Absence Warning Letter.
- After a student has three (3) unexcused absences, the school sends an Unexcused Absence Letter (the first official notice) via certified mail, which includes: (a) dates of the three (3) unexcused absences (or accumulated school time missed), and (b) legal penalties resulting from additional unexcused absences. If the letter is returned, the school will send another one using regular mail service.
- After the third unexcused absence, the school may coordinate a School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian) sign the SAIP at the conclusion of the meeting.
- Additional unexcused absences (6 or more) will result in a referral to Children and Youth if the child is under 15 years of age, and a possible referral to Children and Youth if child is 15 years of age or older.
- The district may refer parents to the District Magistrate's office after 6 unexcused absences (habitually truant).

TRUANCY

Truancy is defined as an absence from school without the knowledge or permission of the parents/guardians or the school.

Students are to comply with the Compulsory Attendance Requirements of the Public School Code. Parents and guardians are to help enforce this law by making sure that their children attend school on a

regular basis. Failure to attend school on a regular basis, to be truant or otherwise illegally absent, may result in fines to the parent and possibly the student.

TARDINESS TO SCHOOL

Tardiness is defined as a late arrival to school. Middle School students are to be in homeroom by 7:52 AM. **A student who is not in his homeroom by 7:52 is considered tardy and should report to the office.**

Middle School students are only permitted three tardies per semester without consequence. Should a fourth tardy occur during the semester, the school administrator will initiate a warning. Being tardy more than four times per semester will result in disciplinary action.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students may be excused from school during the regular day only with the permission of the Principal or Assistant Principal. Leaving the building without such permission is considered truant and a class cut.

MEDICAL APPOINTMENTS

Students with an appointment to visit a doctor or dentist during school hours may be excused for the absence with a signed written request provided by the parent/guardian prior to the event. The written request should include the name of the physician and appointment time. A note from the doctor/dentist must be given to the office upon the student's return to school. If a student does not bring a note to school before leaving for an appointment, the absence will be marked unexcused.

If an appointment becomes necessary at the last minute, the parent/guardian should contact the building to provide authorization for the student to leave school. A note from the doctor/dentist should follow the student's return to school, recognizing the three-day grace period.

The building administrator may require a 30-day doctor's certificate or 30-day letter in situations where frequent absences and/or tardy minutes are occurring and/or it appears absences and/or tardy minutes are unexcused. Students with this type of intense medical need are seeing a physician regularly. This requirement may remain in effect for the remainder of the school year. The 30-day certificate or letter is required to have the following information: diagnosis, 30-day prognosis, symptoms that require student to remain in the home, date, and physician signature.

Students participating in extracurricular activities are strongly encouraged to make appointments after school hours. In order to participate in extracurricular activities, students must be in attendance at school by 10:00 AM on the day of the practice, rehearsal, event, etc. If students in extracurricular activities have a doctor's appointment, they must provide a doctor's note to be permitted to engage in the activity.

EDUCATIONAL TRIPS

A student is permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, not to exceed a total of five (5) school days. Parents/guardians requesting to have

their child(ren) excused from school for a one day educational trip (with parent/guardian(s)) must submit an Educational Trip Request Form to the building principal for approval. [Educational Trip Request Forms](#) are available on the district website and at your student's building office. If the trip requires an absence of two or more consecutive days, the form must be submitted to the Superintendent for approval. Parents are encouraged to schedule trips when school is not in session. Absences for educational trips should not be requested for the first and last ten (10) days of the school year, and during scheduled testing times. Such trips may not be approved for students who are failing any subjects or who have unexcused absences.

HOMEBOUND INSTRUCTION

Homebound instruction is available for resident students who are unable to attend regular school sessions due to medical issues based on a doctor's note. Contact your child's guidance counselor for more information (626-3701 Ext. 3810).

MAKE UP WORK

Students are expected to make up work missed during absences from school. If a student knows of an absence before it occurs, such as an extended hospitalization or a family trip, they should inform their teachers and the office before the date of the absence. If a student is absent one or two days, they are encouraged to collect their assignments from a friend or when they return to school. If the student is absent more than two days, a parent may request assignments by 9:00 AM on the morning of the third day to be picked up after 3:15 PM. Books may be picked up upon request.

The following time limits shall be enforced by the faculty and respected by the students:

- When a short-term absence (one to four days) occurs, all work missed shall be made-up within the number of days absent (1=1, 2=2, 3=3, 4=4).
- When a prolonged absence occurs (five or more days), all work missed shall be made-up within a period of time not to exceed twice the number of days the student was absent.

Students are encouraged to meet with their teacher at a mutually convenient time to collect missed work and develop a make-up schedule if necessary. Teachers are willing to assist students with their work.

CONTACT INFORMATION/CHANGE OF ADDRESS

Warwick School District uses Blackboard Connect to send phone calls and emails to parents in the event of an emergency or early dismissal. It is also used to keep parents up to date with important school information.

Please verify your contact information on the first day of school using the parent contact information form that is sent home with all students. You can also verify your contact information at any time by logging into Warwick WebGrades and clicking on the contact info tab. If student or parent contact information changes throughout the year, the parent should contact the school to update this information for emergency contact and school information.

Students who change their residential mailing address should report the change promptly to the office so that records may be corrected. A copy of a document listing a current address must be submitted as a Proof of Residency (examples would be a copy of utility bill, lease, deed, etc.).

WITHDRAWAL PROCEDURES

Families planning to move or transfer shall complete a withdrawal form. [Withdrawal forms](#) are available on the district website and from the guidance office. All textbooks must be returned to the proper teacher. Library fines and other bills must be paid before a student will be cleared to withdraw. Health records and transcripts are sent to the new school upon the request of that school.

BUSES

The privilege of any pupil to ride a school bus is conditional upon good behavior. Any pupil who violates the rules or regulations established by the driver will be reported to the principal of the school for necessary corrective action.

Exceptions to the assigned transportation may be granted by building principals for emergencies such as illness or death in the immediate family, parents out of town, etc. Telephone requests will be taken in case of emergency only. Requests for transportation changes for non-emergency reasons (working on school projects, staying overnight with a friend, parents work schedule, scout meetings, etc.) will **NOT** be accepted. All other requests must be made by completing a [Transportation Request Form](#) and submitting it to the Transportation Coordinator at the District Office. Notes requesting transportation changes signed only by parents will no longer be accepted by bus drivers. The Transportation Request Form must be submitted at least 5 days in advance of the request to the Transportation Director.

Students are permitted to ride only the bus to which they are assigned. In addition, they are permitted to get on or off the bus only at the stop to which they are assigned for safety reasons.

If a bus student wants to walk, a note from parent/guardian must be handed in to the office no later than the morning the student wishes to walk.

If your child is to be transported to and/or from school at a location other than your home, please fill out a Transportation Request Form and return it to the transportation coordinator in the district office. Forms may be picked up at the district office.

Students who ride buses are expected to be courteous to the driver and fellow students. Bus drivers have the authority to devise rules and regulations to insure the safety of passengers. According to Pennsylvania law, students may be assigned seats. In case of repeated misbehavior, students may lose the privilege of riding the bus. Loss of bus privilege is not an excuse to miss school.

Students should be at their assigned bus stop 5 to 8 minutes before their pickup time. The bus cannot wait at stops. Buses are permitted to leave a stop when students are not present at the bus stop.

We appreciate your cooperation in this matter. If you have any questions, feel free to call the Transportation Coordinator, at 626-3734 Ext. 3880.

AUTOMOBILES

Students who are transported to and from school in automobiles should load and unload from their cars in the front of the middle school building using the small circle area. We ask that all cars pull through to the front of the circle. There is additional parking by the soccer fields towards Limerock Road. No cars are permitted to block the main road.

BICYCLES/SCOOTERS/SKATEBOARDS

Students who travel to school on bicycles or scooters must obey all rules of safe driving. Bicycles and scooters should be parked in the bike racks provided. For your protection, it is recommended that a bicycle lock be used.

Skateboards should not be ridden in school and must be kept in the office if it does not fit in the locker.

MINI-BIKES

The School Board prohibits the use of mini-bikes and motorcycles on school property at any time, including weekends and holidays.

Operators of these vehicles, on any school district property, will be subject to prosecution.

WALKERS

Walkers must arrive at the middle school by 7:45 AM.

Walkers should NOT delay their arrival to or departure from school by unauthorized stops or visits.

Walkers are permitted to leave at 2:55 PM. All walkers should leave school property as soon as possible following dismissal. Bus students will be dismissed beginning at approximately 3:00 PM. It is imperative that all walkers are off of school grounds by that time.

DRESS PHILOSOPHY

With the constant and rapid change in fashion, a code of dress, which specifies the length, colors or types of clothing to be worn in school, becomes a challenge. We may revise our policies as needed during the school year. Administration may impose limitations on dress or attire that cause the disruption of the educational process or constitutes a safety hazard.

Students shall be dressed in clean, neat apparel worn in the intended manner. Clothing must cover stomach, back, chest, upper thighs, and undergarments.

Shoes must be worn for health and safety reasons. Bare feet, slippers, or socks only are not permitted.

Students are NOT permitted to wear clothing that may be considered a distraction to the learning environment. This includes but is not limited to:

- Clothing that advertises Drugs, Alcohol, Tobacco or Violence.
- Clothing that suggests a double meaning regarding sex, drugs, or inappropriate language.

- Revealing attire: No undergarments should be visible.
 - Excessively short skirts and shorts
 - Muscle shirts or tank tops (straps less than 2 inches wide or oversized armholes)
 - Halter tops, Tube tops
 - Boxer shorts
 - Midriff blouses
 - Jogging shorts
 - See-through blouses
 - Bicycle pants
 - Off-the-shoulder tops
 - Jeans ripped above mid-thigh
- Inappropriate attire:
 - Bandanas/handkerchiefs as hats
 - Hoods, hats/caps
 - Collars with studs
 - Sunglasses
 - Pajama bottoms
 - Coats/jackets/gloves

Students who do not comply with the school regulations will be asked to change into clothing provided by the school, or asked to call home for a change of clothing. If students refuse to change or are unable to reach their parents, they may be assigned ISS. Consequences may be assigned for repeated violations.

BACKPACK AND HANDBAG GUIDELINES

Students are permitted to carry backpacks to and from school.

Students will **NOT** be permitted to carry backpacks, tote bags or large purses/pocketbooks to and from classes during the school day. Drawstring bags may be utilized to transport physical education clothes.

MORNING BEHAVIOR GUIDELINES

7th grade students should report to the gym and 8th grade students should report to the cafeteria upon arrival. All students may enter the cafeteria for breakfast.

The following guidelines are presented in order that proper behavior can be maintained:

- Students are to behave in a proper manner.
- Fighting and horseplay are prohibited.
- Students who report to the cafeteria or gym must remain there until the bell rings unless they have a pass to report to a different location.
- Students reporting to the cafeteria are to remain seated at the tables.
- Students are expected to treat other students with respect.
- Students are permitted to use electronic devices during this time, not cameras(photos) or video use are permitted.

At 7:45 AM, students are dismissed from the gym/cafeteria, which allows seven minutes to go to their lockers and report to homeroom. There is a warning bell that sounds at 7:50 to notify students that they have two minutes to get to homeroom.

HOMEROOM

Each student begins and ends his/her school day in an assigned homeroom.

Morning homeroom: At this time attendance is taken, supplies are distributed, opening exercises are conducted, and announcements are made over the public address system. **Students are expected to be in their seat promptly at 7:52 AM** or will be marked absent or tardy.

Afternoon homeroom: In order for a bus student to walk home, a note must be submitted by that morning. (See "Buses" Section) Bus students are to remain in their homerooms from 2:55 PM until they are dismissed by the public address announcement. Walkers are dismissed at 2:55 PM.

ANNOUNCEMENTS

Each morning beginning at 7:52 AM, announcements are made to all students over the public address system. Student organizations desiring to make announcements must present a written copy on the forms available in the office. These announcements should be submitted by 3:00 PM on the day before the announcement is to be read.

CAFETERIA

It is important that every child eats a healthy meal during the school day. A nutritional breakfast and lunch are vital to a child's success in school. For this reason, Warwick has a very generous policy regarding forgotten lunch money. Middle school students who do not have funds to purchase lunch may borrow money from the cashier.

- Students are allowed to borrow money from the Food and Nutrition fund for the full or partial cost of a meal. Money should be paid back as quickly as possible.
- When students have borrowed the equivalent of two lunches, they may no longer borrow money until the borrowed amount is paid.
- When money is borrowed, an email is sent home to advise families of the amount owed.
- Negative balances are deducted from monies deposited to a student's account.
- Money may not be borrowed for ala carte purchases.

Breakfast Prices:

- Student \$1.50
- Reduced Breakfast Free
- Milk \$.50

Lunch Prices:

- Student \$2.75
- Warrior \$3.50
- Reduced Lunch \$.40
- Milk \$.50

All students must go to the cafeteria for lunch. Books and materials should be placed in the cubicles provided in the cafeteria for this purpose. No food or drink is to be taken outside of the cafeteria.

The following procedures are followed in the cafeteria:

- All students are to report directly to the cafeteria at the time they are scheduled.
- Students are to be seated in their assigned area upon entering the cafeteria.
- The monitors will direct students to the serving line when it is their turn.
- Students are to remain seated until they have finished their lunch. Students will return their tray to the dishwashing windows and put trash in the appropriate receptacle.
- Students return to the seat where they were eating and remain there until the monitor dismisses you.
- Students are not permitted to leave the cafeteria for any reason without permission.
- Students are to talk quietly to the students at their table.
- Students who do not follow these directions and/or show disrespect to cafeteria personnel are subject to disciplinary procedures.

FREE AND REDUCED LUNCH

Free and reduced priced lunches are available for families who meet income requirements, are receiving benefits from Supplemental Nutrition Assistance Program, or Temporary Assistance for Needy Families. Students who are currently designated as Homeless and those in foster care also qualify for free lunches. Click on the following link to apply online,

<https://paschoolmeals.com/Register.aspx>

Paper applications can be obtained at your child's school. If you have any questions or need help, call (717) 626-3701, Ext. 3722.

MEAL PLAN MODIFICATIONS

Some students with medical disabilities may require a modified meal plan. If your child may qualify, parents should contact the building principal for information related to a 504 Service Plan. Parents should supply a signed medical note with the following information:

- Information about the child's physical or mental impairment that is sufficient to allow the school to understand how the impairment restricts the child's diet;
- An explanation of what must be done to accommodate the child; and
- The food or foods to be omitted and recommended alternatives, if appropriate.

In some cases, more information may be required. For example, if the child requires caloric modifications or the substitution of a liquid nutritive formula to accommodate a disability, this information must be included in the statement.

CLASS MEETINGS

Warwick Middle School facilitates class meetings on a monthly basis. The goal of these meetings is to provide students with skills to support healthy growth and development in the area of social skills, problem solving, and leadership.

STUDENT COUNCIL

The Student Council of Warwick Middle School is made up of both 7th and 8th grade students who complete an application process at the beginning of the school year. These students represent their peers in matters concerning the student body and typically meet on a bi-weekly basis. Student Council is constantly striving to create and sponsor various activities to meet the needs of students and the community, such as fundraisers, spirit days, contests and dances. Student Council is a self-supporting organization, and has in the past, and will in the future, sponsor functions and projects that have educational and social merit and have been approved by administration and a majority of its members.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program Teams attempt to identify high-risk students at the middle school and high school who may be having school-related problems because of alcohol and drug use or who are at risk of suicide or other mental health problems. Both student assistance teams are comprised of professionally trained staff members who will establish a confidential profile of the student's behaviors. It is not the function of the SAP Team to diagnose chemical dependency or to determine specific treatment programs, but rather to identify patterns of behavior that are associated with alcohol and drug usage. When such patterns of behavior are discovered, the student is referred to a professional agency for a formal diagnosis and possible treatment. Students can receive help from the SAP Team by contacting a SAP Team member or a school counselor.

LIBRARY

Students are encouraged to use the library facilities for class assignments, individual projects, and personal interests. The card catalog is computerized and there are many other educational programs on the library computer network. All computers are also connected to the Internet to take advantage of the PA Power Library and other educational sites.

Materials in the library are available to all students. Such items should be checked out at the library desk.

Students are reminded to return materials on time and to treat all materials in the library with care.

LOCK PROGRAM/LOCKERS

All students are assigned a locker the first day of school. Homeroom teachers will provide each student with a combination lock. The serial number is logged with the student's name.

Once assigned, the lock is the student's responsibility. \$6.00 will be charged to replace a lost or stolen lock.

THE ONLY LOCKS PERMITTED ON STUDENT LOCKERS ARE THOSE OBTAINED THROUGH THIS PROGRAM.

Gym Lockers: All students are assigned a locker for physical education classes. Combination locks are provided for the gym lockers. Students should use the locks on the large lockers when participating

in gym classes. All personal items should be locked in the large locker. Students who lose locks will be charged \$6.00.

All lockers are, and shall remain, the property of the school district, and to the extent students have any privacy of lockers at all, is very limited.

Students are responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them.

HALL PROCEDURES

Middle school students are expected to conduct themselves as ladies and gentlemen in the halls. When changing from class to class, move quickly and quietly. There should be no running, pushing, or shoving at any time in the halls.

HALL PASSES

Students in halls, except when classes are passing, must have appropriate signed passes from the teacher to whom they are responsible. Students arriving at school to meet with a teacher or do work assigned by a teacher must have a hall pass signed by the teacher so that they may be admitted to a particular area of the building. Students are responsible for carrying their passes issued by the homeroom teacher. When the pass is completely filled, the homeroom teacher will issue a new pass.

PHYSICAL EDUCATION UNIFORMS

The official gym uniform for both boys and girls at the middle school will consist of a red T-shirt, black shorts, sweats, leggings, socks and sneakers.

PE Jewelry Policy: The middle school will follow the PIAA interscholastic rule regarding jewelry. For safety reasons **students must remove all jewelry** before participating in class activities. This includes all types of earrings. Students who do not remove all jewelry will not be allowed to participate in class activities but will be offered an alternative activity.

PHYSICAL EDUCATION EXCUSE

Students may be excused from physical education classes by submitting to the physical education teacher a note signed by their parent/guardian to be excused. The teacher will accept 3 excuses per semester. Each of the excuses will be valid for a single physical education class. After a student has submitted three one-day notes to be excused from class, he or she is required to get a physician's note for additional excuses from physical education class.

PROJECT PAYMENTS

Materials for required projects are available from the school. Since the project becomes the personal property of the student, a fee may be charged for all materials used in making the project. The Technology, Art, and Consumer Science teachers will inform the student of the cost of the materials.

ADMINISTRATIVE PROCEDURES FOR USE OF VIDEO MONITORS ON SCHOOL BUSES AND IN FACILITIES

PURPOSE

The use of video cameras on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video cameras add a dimension of verification of student behavior that will not further detract driver attention. Video monitoring will not replace the responsibility of the driver to control the students riding his/her bus. All bus discipline policies and procedures remain in effect, and the driver must continue to monitor the behavior of riders as has been expected in the past.

PROCEDURES FOR USE OF CAMERAS

Please be aware that all Warwick School District facilities and vehicles are being monitored by audio video surveillance devices. Recordings by camera will not be used on a routine basis as a means of spotting discipline problems. Building principals may use recordings to determine the appropriateness of student behavior. They are used for verification only if a bus/van driver needs assistance in sorting out the necessary facts. Recordings will be reviewed only by appropriate school personnel. Parents will not be given the opportunity to review them unless their child is involved in a violation and is receiving disciplinary action as a result of that infraction, and only if the recording was used to determine the violation. Drivers will not discuss the use of cameras and/or tapes with students, especially avoiding any conversation regarding the presence of a camera on the bus. Students are informed that all WSD buses and vans are equipped with audio video devices. The audio recording shall not be used as a basis for disciplining students. Recordings will be erased one week after the original taping or until a pending disciplinary situation requiring use of said recording is completed. No recording shall be used for any purpose other than those stated above.

VIDEO/PHOTO RELEASE

Warwick School District reserves the right to use student photographs and/or videos for in-house publications and as part of its instructional program (i.e. district calendar, newsletter), our website, and/or school district social media accounts (district level accounts only). We may also use student photographs and/or videos for our broadcasting class, or in the evaluation of student teachers. Any families who do not wish to have photographs or images of students used for Warwick School District purposes shall write an opt-out letter to the principal of their child's school. This letter should be completed each year.

VIDEO SURVEILLANCE

Warwick School District uses video surveillance equipment on campus and video/audio on district-provided transportation. There should be no expectation of privacy on the campus or various modes of transportation provided by the Warwick School District due to the use of this safety and security equipment. Videos and images are housed within the district and are for official use only.

ELECTRONIC DEVICES POLICY AND BRING YOUR OWN DEVICE (BYOD)

The School Board prohibits the use of personal communication devices, cellular telephones, laptops, personal digital assistants, and other emerging technologies by students during the school day, except for instructional use under the authority of the teacher or administrator. The School Board prohibits the use of any electronic device that has the capability to take photographs or record audio or video except for instructional use under the authority of the teacher or administrator.

BYOD “Bring Your Own Device” is an initiative that allows students who have personal technology devices to bring them to school and connect to the School District’s wireless Internet network. Students must complete the BYOD Access Quiz annually to gain access to the BYOD wireless network. This quiz can be accessed in Moodle.

Violations of any Board policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student’s personal device if there is a reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. The School District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

While students are engaged in school-sponsored activities, the privilege of carrying a cell phone or other personal communication device may be revoked if the device becomes a disruption or the student misuses the device.

The transmission of unauthorized or confidential information through electronic devices is restricted. In addition, the Board prohibits student use of any device that provides for a wireless, unfiltered connection to the Internet. ([Board Policy No. 815](#))

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district’s electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee. ([Board Policy No. 237](#))

Cell Phones/Telephone Pagers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

- A student who is a member of a volunteer fire company, ambulance or rescue squad.
- A student who has a need for such a device due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building principal.

Laptop Computers/Personal Digital Assistants/Cell Phones

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by school officials for the educational use of laptop computers and PDAs.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until contact has been made with a parent/guardian.

Students and parents should review the Electronic Devices Policy in its entirety on the school district's website.

IPADS/IPODS/MP3 Players/Game Systems

Students are not permitted to have IPODS, MP3 players or Game Systems in the classroom, with exception of before school in the cafeteria or gym and during lunch.

Students may not carry IPODS, MP3 players or Game Systems players in the hallways between classes. If these devices are visible during the school day, they will be confiscated and retained in the main office. Devices will be returned to the student on the first offense only. Subsequent violations will result in confiscation of the device and parents will be required to pick up the device. In addition, discipline may be assigned.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until contact has been made with a parent/guardian.

Electronic devices that have been used or suspected to have been used to disrupt the educational environment are subjected to be search by Administrator and/or confiscated for investigative purposes. They may be handed over to the police if necessary and may result in disciplinary action.

Students and parents should review the Electronic Devices Policy in its entirety on the school district's website.

HEALTH SERVICES

A health room is available for all pupils who become ill during school hours. If a pupil becomes ill or is injured during school hours, he/she should obtain permission from the teacher in charge of the class to go to the school nurse. In the event of the nurse's absence, the student shall report to the office. Parents will be requested to come for a child who is too ill to continue in school. It is important that you return the "Annual Health Updates" at your earliest convenience so that we know how to proceed if your child becomes ill. Only in emergency cases will the student be taken to the hospital.

IMMUNIZATION REQUIREMENTS

The Pennsylvania School Immunization Law requires the following immunizations for all students entering school for the first time:

- 4 doses of tetanus, diphtheria and acellular pertussis (DTaP or DTP) vaccine, with 1 dose administered on or after the fourth birthday.

- 4 doses of polio vaccine, with 1 dose administered on or after the fourth birthday and 6 months after previous dose (a fourth dose is not necessary if the third dose was given at age 4 or older and was at least 6 months after the previous dose).
- 2 doses of measles, mumps and rubella usually given as MMR administered at 12 months of age or older and the second dose administered at least 30 days after the first dose.
- 3 properly spaced doses of hepatitis B vaccine, with a minimum of 28 days between the first and second doses, and the third dose separated by at least 4 months after the first dose and at least two months after the second dose. The third dose must be given after 6 months of age.
- 2 doses of varicella (chickenpox) vaccine or evidence of immunity.

Students entering 7th grade or older need these additional vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap).
- 1 dose of meningococcal conjugate vaccine (MCV).

Proof of immunization is required before a student may enter school for the first time or transfer from another school. Students will be excluded from school if immunizations are not completed by the date established by the Pennsylvania Department of Health. Proof of immunization means a written record showing the dates (month, day, year) the student was immunized. Parents are also encouraged to provide to the school nurse the dates of all immunization boosters that the student receives during his/her school years. The only exemptions to the school laws for immunization are medical reasons documented by your medical doctor and religious/philosophical beliefs. If you have any questions, please contact the school nurse at 626-3701 ext 3816.

MANDATED HEALTH SCREENINGS

Height & Weight	All Grades	Yearly
Body Mass Index (BMI)	All Grades	Yearly
Vision (near and far vision acuity)	All Grades	Yearly
Convex Lens Vision Test	1 st Grade & All New Entrants Not Previously Screened	Yearly
Color Vision Test	2 nd Grade & All New Entrants Not Previously Screened	Yearly
Depth Perception Vision Test	2 nd Grade & All New Entrants Not Previously Screened	Yearly
Hearing	K, 1 st , 2 nd , 3 rd , 7 th , 11 th & Students w/ Previous Hearing Failures	Yearly
Scoliosis	6 th & 7 th Grades	Yearly
Dental Exam	K or 1 st , 3 rd , 7 th & Students w/ Incomplete Health Records	Yearly
Physical Exam	K or 1 st , 6 th , 11 th & Students w/ Incomplete Health Records	Yearly

MEDICATION POLICY

When possible, all doses of medicine should be given at home. If it is necessary to take medication at school, the following procedures must be followed:

- All medication must be kept in the health room. Students may not carry medicine of any kind or keep the medicine in their lockers or desks. Exceptions to this policy may be granted providing that the parent/guardian obtains a written request from the student's licensed prescriber and approval from the principal. Students needing to carry and self-administer asthma inhalers and/or Epinephrine auto-injectors will be permitted to do so upon receipt of the self-administration authorization forms completed by the parent/guardian and the licensed prescriber each school year.
- It is the expectation of the District that the parent/guardian or adult authorized by the parent/guardian deliver the medications to the nurse. It is also the responsibility of the parent/guardian or adult authorized by the parent/guardian to pick-up any remaining medication from the nurse.
- It is the responsibility of the student to report to the nurse at the time the medication is to be given.
- All medications require both written parent/guardian consent and written authorization from the licensed prescriber. Medication orders must be presented to the nurse in writing, with an original signature, or an authorized electronic signature of the licensed prescriber. Written parent/guardian consent and written authorization from the licensed prescriber for medication administration is required each school year, and also each time a change in medication type, dosage, or time of administration occurs throughout the school year.
- Over-the-counter (nonprescription) medications require both written parent/guardian consent and written authorization from the licensed prescriber.

Standing orders written by the school physician(s) authorize the administration of certain over-the-counter medications as outlined in the Warwick School District's "[Health Room Guidelines for First Aid and Emergency Care](#)." Medications that can be administered per the standing orders are listed on the "Annual Health Update" form and require annual written parent/guardian consent.

- All medications must be sent in the original container with proper and legible labels affixed. Expired medications and medications sent in baggies, plastic containers, etc., will not be administered.
- Please feel free to contact the nurse with any questions regarding the above guidelines.

To review the entire Warwick School District Policy regarding the administration of medications in school, refer to [Board Policy No 210](#).

DENTAL EXAMINATION

All seventh grade students and those students with incomplete health records are required by the Pennsylvania School Health Law to have a dental examination. It is recommended that your family dentist perform your child's dental exam as he or she can best evaluate and assist in obtaining the necessary corrections. The school dentist will examine your child if this is not possible. Examinations performed by your family dentist must be performed **no earlier** than July 1st of the previous (sixth grade) school year and returned to the school nurse by November 30th of the current (seventh grade)

school year. Failure to return a form completed by the family dentist or signed permission for the school exam will require the involvement of the principal. Click [here](#) to print a dental exam form.

MEDICAL SCREENINGS AND EXAMINATION

Height, weight, and vision screenings are performed annually for all students, as outlined by the Pennsylvania School Health Law. Rapid hearing screenings and scoliosis screenings are performed for all seventh grade students. Parents can set-up a portal account to access a student's health screening results through the confidential online "health report card."

Complete medical examinations are required for those students entering the Middle School with incomplete health records. It is recommended that your child's physician perform this examination. The school doctor will examine your child if this is not possible.

ILLNESS AND INJURY

A student who becomes ill or injured during school hours should report to the school nurse after receiving permission from the supervising teacher. The nurse will administer first aid care. The ill/injured student should not leave the building under any circumstances without permission from the nurse or administration. The nurse will contact the parents in the event that the student needs to be taken home or needs to be referred for further medical care. It is the responsibility of the parents to make arrangements to take the child home or to the physician. The nurse has the authority to summon an ambulance without prior notification of the parent/guardian or physician, and parents are responsible for the ambulance fee.

COMMUNICABLE AND OTHER DISEASES

A student may be temporarily excluded from school because of symptoms suggesting a communicable disease or other condition that may be transmitted. Students are sent home from school if they are obviously ill or have a temperature at or above 100 degrees, have unusual skin eruptions, and/or other symptoms suggestive of an infectious condition. Students excluded under these conditions may return when they are judged to be noninfectious by the school nurse or upon certification by a physician indicating that the student is free of such disease or condition. It is advised that a student be fever-free for 24 hours before returning to school.

INSURANCE

Accident Insurance policies will be offered for student purchase at a minimum cost. The school derives no profit from this service. Students may enroll in the plan during the first two weeks of school. Homeroom teachers will collect the premium. It should be noted that this insurance is a contract between the parents and the insurance company, and all negotiations other than the purchase of the policy must be with the agent of the company.

WATER BOTTLES

Students are permitted to carry a water bottle during the day. They must be clear plastic, have a leak proof lid, and not larger than 16 oz. They may be filled at a water fountain between classes. Any accidental spills must be wiped up.

ATHLETIC ELIGIBILITY

ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Any student failing two (2) or more subjects and is not passing four (4) full credits, or the equivalent, will be considered academically ineligible for competitions and performances.
- Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. Eligibility will be checked on Fridays for the following week. In cases where a student's cumulative work from the beginning of the grading period does not meet the above requirements in number 1, he/she shall be ineligible from the Sunday through Saturday immediately following the Friday it was checked.
- In cases where a student's work in any preceding grading period does not meet the requirements provided for in number 1, said student shall be ineligible to participate in interscholastic athletics and extracurricular activities for fifteen (15) school days of the next grading period, beginning on the first day report cards are issued, except as provided in number 4 below. Incomplete assignments may be made up, provided they are completed in accordance with the regular rules of the school.
- Student athletes who are academically ineligible will still be permitted to practice with the team. Academically ineligible student athletes will NOT BE ALLOWED to be dismissed early for an away contest.
- At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

Extracurricular activities include: Athletics, Marching Band, Cheerleading, Fall Play, Spring Musical, and Drama.

FACILITY USE

Any organization requesting access or use of the building/grounds for activities must complete an electronic Facility Use Request. Click [here](#) for the direct link, or go to the Quick Links tab on the Warwick School District website. Select "For the Community" and then under the heading, Warwick School District, select "Rent Warwick Facilities."

This request must be completed for all building use requests, including Locker Decorations, Clubs, etc. Students are responsible for providing their locker numbers to the parent's organizations, not the middle school office.

FUNDRAISING ACTIVITIES

Fundraising activities are kept to a minimum and occur with the approval of the principal. Students are reminded that they may not sell, trade or exchange items during the school day.

LOST AND FOUND

When students find items in school, which do not belong to them, these items should be turned in to the office.

The owner may claim lost items, upon proper identification, in the office.

If you lose a textbook, check the lost and found areas. If the book is not found, report the loss to the teacher who the book belongs. Students will have to pay for lost books. If a book is damaged due to improper care the student must pay for these damages.

The physical education teachers maintain a separate lost and found box. Students should also check with these teachers for lost items.

SCHOOL TELEPHONE

When an unforeseen emergency occurs, call the office and leave a message for your child. School staff will deliver emergency messages to your child as needed.

Students may use the office telephone only for emergency situations. Encourage your child to remember to bring lunch money, musical instruments, and homework, as well as notes with special requests. This contributes to developing a sense of responsibility. The use of personal communication devices, cellular telephones, laptops, personal digital assistants, and other emerging technologies by students during the school day is prohibited, except for instructional use under the authority of the teacher or administrator.

VISITORS

Electronically controlled locks at building entrances have been installed as an additional security measure to further protect students and school personnel. Once the school day has begun, all doors to the building are secured.

All visitors and parents/guardians should use the main entrance at the front of the building. All persons must report directly to the middle school office to register. Parents/guardians/visitors are then required to wear a visitor pass, which should be returned to the middle school office upon departure from the building.

EMPLOYMENT CERTIFICATE (WORKING PAPERS)

Employment certificates are required by Pennsylvania law for employment of all persons between the ages of 14 and 18. Students desiring an employment certificate should consult the high school office

for the necessary information and forms. Students must bring with them a document showing proof of birth date (birth certificate, baptism, driver's license, or a passport).

Under the Pennsylvania Child Labor Act, the Warwick School District may deny or revoke a work permit due to a student not maintaining adequate academic achievement.

CHEATING/PLAGIARISM

In any academic environment, it is essential that each student be responsible for his/her own accomplishments. Cheating, copying another student's work, sharing answers, and plagiarism are unacceptable practices. Students who work collaboratively on assignments without explicit pre-approval from their teacher will be cited for cheating. When it has been determined that a student has cheated, copied, or plagiarized, the teacher will notify the student's parents/guardians and refer the student to the building administration. Additional infractions by the student will result in the above academic penalty, suspension, and a parent/guardian conference with the principal.

Cheating is the act of gaining an unfair advantage, or misrepresenting one's knowledge. It includes, but is not limited to:

- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, test or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Copying answers from another student's quiz or test.
- Allowing another student to copy answers from a quiz or test.
- Orally communicating answers during a test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.

Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part or all of another person's work and presenting it as your own.
- Submission of papers or reports from commercial research companies, including online sources.
- Copying portions of a text without crediting sources.
- Rephrasing another person's ideas and presenting them as your own without crediting sources.

When it has been determined that a student has cheated or intentionally plagiarized, the teacher will immediately notify parents and provide information to the school administration for discipline and further determination of how grading of assignment/assessment will be addressed.

PUBLIC DISPLAYS OF AFFECTION

Kissing, hugging, holding hands or any form of prolonged physical contact is considered inappropriate behaviors during the school day.

GUIDELINES ON DISCIPLINE

PHILOSOPHY

- Discipline in the school is essential to ensure an orderly environment in which each person may live and learn to his/her full potential in harmony with others.
- The most effective discipline is self-discipline. Self-discipline means the ability to control one's actions, to respect the rights and property of others and to develop the sensitivity to the feelings of others. Each student should learn to exercise self-discipline. The purpose of a school discipline policy is to assist each student to discipline him/herself.
- When a student's behavior impedes his/her own learning and that of others, disciplinary actions must be imposed to protect the rights of others.
- In accordance with Pennsylvania School Law, every teacher and administrator has the authority to monitor and adjust the conduct and behavior of the students during the time students are attending school, **including the time students are going to and from their homes.**
- When corrective or remedial action becomes necessary, sound disciplinary procedures for all school related activities helps establish basic tenets that contribute to education and harmony in the school.

ADMINISTRATIVE RESPONSIBILITY

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of Board policy and/or the code of student conduct.

The penalty phase of the Guidelines on Discipline follows a progressive pattern.

- Repeated, chronic or cumulative offenses may require increased or higher levels of interventions/consequences.
- Serious violations may require increased/higher levels of interventions and consequences.

GENERAL DISCIPLINE ACTION

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The disciplinary action may vary, depending on the individual situation and student. The administration may use its discretion in altering the severity of the punishment when necessary.

School counselors and administrators are available for consultation with students, parents and school staff at any point in the discipline process.

In general, these steps are followed when resolving a concern:

Classroom Level Interventions/Consequences

- Warning
- Loss of privileges
- Seat changes
- Parent contact
- Teacher conference with student
- Counseling/Mentoring
- In-class time-out

- Reinforcement of appropriate behaviors
- Before or after school detention
- Lunch detention
- Behavior contract

Administrative Level Interventions/Consequences

- Warning
- Parent contact/involvement
- Teacher and administrator conference with student
- Counseling/Mentoring
- Reinforcement of appropriate behaviors
- Lunch detention
- Before or after school detention
- Behavior contract
- Saturday detention
- In-school suspension
- Out-of-school suspension
- Building hearing
- Administrative hearing
- Police involvement

DISCIPLINARY DEFINITIONS

The following terms are defined so that students, parents and school personnel understand clearly the actions that are being taken to resolve a particular problem.

Lunch Detention - This is assigned by staff or administration for minor infractions. Students are assigned to an alternate room during lunch where they may work on assignments, read and eat lunch. They will be given limited menu choices. It is meant to be a quiet time where there is no socializing with their peers.

Teacher Detention – This detention is assigned by an individual teacher for minor classroom infractions. It is to be served before or after school any day, Monday through Friday, in the teacher’s classroom.

Administrative Detention - Administrative detention is held after school, Tuesday and Thursday, from 3:10 to 4:10 PM. A printed detention memo listing the reason(s) for detention will be sent home with the student. It is the responsibility of the student to have the detention memo signed by a parent and returned to the office the next day.

Saturday Detention - Saturday detention is from 8:00 to 11:00 AM at the Warwick High School. A Warwick School District teacher will be responsible for supervising students in Saturday detention. Students are responsible to bring assignments to complete. Parents will be responsible for providing transportation to and from Saturday detention.

In-School Suspension – This is assigned to students for a serious offense or to students who frequently cause disruptions. The student should report to WMS office in the morning as soon as they arrive to school. The ISS room is located in the high school where the student will spend the day completing homework assigned by their teachers. A student serving ISS may not attend any school activity during the day(s) or evening(s) of suspension.

- Suspended students are expected to complete work while on in-school suspension and will have the same amount of days to make up their work that they were suspended. (i.e. suspended for 5 days, student has 5 days upon return to make up work).

Out-of-School Suspension - Students are placed on Out-of-School Suspension for serious offenses or for frequently causing disruptions. The suspended student may not be on school property or attend school activities during that time period. A student may be assigned out-of-school suspension for a period of one to ten days, depending on the nature of the offense. A parent conference may be requested by the administrator handling the referral.

- Suspended students are expected to complete work while on out-of-school suspension and will have the same amount of days to make up their work that they were suspended. (i.e. suspended for 5 days, student has 5 days upon return to make up work.)

Building Hearing – A Building Hearing will be held as needed in order to review a student's performance and make suggestions to modify the student's behavior. This will be a formal meeting involving the student, parents and school personnel.

Administrative Hearing - This hearing will be a formal meeting before the Superintendent of Schools, or designee, involving the student, parents and school personnel. The purpose of the Administrative Hearing is to review the student's record and to determine appropriate actions. Recommendations by the Superintendent may include a probationary period monitoring the student's progress, and extended suspension or expulsion from school. The action taken will depend on the frequency and severity of the offenses.

Judiciary Committee of the School Board - The School Board holds a formal meeting with the students, parents and school personnel to review the student's record. The School Board has the authority to expel students for the balance of the school year.

SEARCHES

The School Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is reasonable suspicion that the place or item to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board Policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or item being searched.

Refer to [Board Policy No. 226](#) for more information.

BULLYING/CYBERBULLYING (Policy No. 249)

The Warwick Board of School Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying/cyberbullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits all forms of bullying/cyberbullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

School setting means in the schools, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, or sanctioned by the school.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct/Student Handbook, which may include but is not limited to the following:

- Counseling within the School
- Parental conference
- Loss of school privileges
- Transfer to another classroom or bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/therapy outside of school
- Referral to law enforcement officials

All forms of bullying are unacceptable. Any student who believes he/she has been subjected to bullying/cyberbullying should promptly report such bullying to a staff member.

Bullying, as defined in this policy, includes cyberbullying. The term bullying or cyberbullying shall not be interpreted to infringe upon a student's rights to engage in legally protected speech or conduct.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

- Board's Bullying Policy
- Report of bullying incidents
- Information on the development and implementation of any bullying prevention, intervention or education programs

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

EDUCATION

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

SUICIDE AWARENESS, PREVENTION, RESPONSE POLICY

The adoption of new policy ([#819](#)) on June 16, 2015 was in direct response to an amendment to Section 1526 of the Public School Code of 1949, which states that all LEA's (Local Education Agencies) must adopt a Youth Suicide Awareness and Prevention policy prior to the start of the 2015-2016 school year that includes: Four hours of professional development training every five years on youth suicide awareness and prevention for professional employees assigned to school buildings serving grades six through twelve.

Policy 819 also contains:

- A statement on youth suicide awareness and prevention.
- Protocols for administering youth suicide awareness and prevention education to staff and students.
- Methods of prevention, including procedures for early identification and referral of students at risk of suicide.
- Methods of intervention, including procedures that address an emotional or mental health safety plan for students identified as being at increased risk of suicide.
- Methods of responding to a student or staff suicide or suicide attempt.
- Reporting procedures.
- Recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs.

The district remains committed to all venues of student safety and wellness, as noted in the additional policies of [#249](#) (Bullying/Cyberbullying), [#248](#) (Unlawful Harassment), [#247](#) (Hazing), and [#252](#) (Dating Violence).

If you or someone you know are in need of immediate support, please call Crisis Intervention: 394-2631.

HARASSMENT POLICY

The Warwick School Board strives to provide for its students and employees an educational environment that is free from discrimination and harassment. It shall be the policy of the school district, therefore, to maintain an environment in which harassment in any form is not tolerated. Harassment includes, but is not limited to, verbal and physical conduct that substantially interferes or disrupts another's work performance, the work of the school or the rights of others and their ability to work and/or receive an education. Harassment includes, but is not limited to, repeated slurs, jokes, offensive or derogatory comments or phrases, or other verbal, graphic, physical conduct or actions characterizing a given racial or ethnic group or relating to an individual's race, color, religion, ancestry, sex, national origin, age, handicap/disability, or any other characteristic protected by federal, state, or local law, including criminal harassment and stalking as defined by the Pennsylvania Criminal Code. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Harassment of any student or employee by another person is prohibited. Any person who believes he/she has been subjected to harassment should promptly report, orally or in writing, such harassment to a staff member or his/her immediate supervisor or the director of human resources.

STUDENT HARASSMENT

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

FIRE DRILL

Fire drills are a necessary safety routine and will be held periodically throughout the year. The object of the fire drill is to evacuate the building quickly and safely.

Fire drill instructions concerning the proper exits to use will be discussed by your homeroom teacher. Each room will have a sign indicating which exit to use during a fire drill.

When the alarm sounds, students should exit from the classroom in a single line. Move quickly, but DO NOT RUN to the nearest exit. The last person out of the room should turn off the lights and close the door. **There should be no talking during the drill.**

The first two students to arrive at the exit door should remain at the doors and hold them open until all persons are out of the building. The doors should be closed when everyone is out of the building. When given an "all clear" signal, students should return to the building in a quiet, orderly manner.

If a fire drill should occur while students are in the cafeteria, all students should exit by the nearest door in the cafeteria.

EMERGENCY AND INCLEMENT WEATHER PROCEDURES

During each school year there may be occasions requiring delay in opening the school, early dismissals or closing of schools due to emergencies or inclement weather. When it becomes necessary to change normal school operations every attempt will be made to promptly notify members of the staff, pupils, and the general public.

The following procedures will be used should it become necessary to alter school schedules:

Delayed Openings - The public schools will open either one or two hours later than usual. Should it be necessary to delay the opening of school, a specific opening time will always be given in public announcements. Buses will make their regular runs, but one or two hours later than usual, depending upon the opening time of school.

Early Dismissal - Pupils are released from school prior to the regular dismissal time.

School Closings - School is closed for the entire day. School closings are announced on a day-to-day basis. These announcements are effective only for the day the announcement is made.

Announcements will be posted on the school district website, and broadcasted by radio stations WDAC, WIOV, WITF, WJTL, WLAN, WLPA, WMIX, WSBA, and TV stations WGAL, BLUE RIDGE CATV, WHTM, WPMT. Information pertaining to the operation of the school will be given to radio and TV stations prior to 6:30 a.m. and will be broadcast, in most instances, every 15-20 minutes until approximately 8:30.

PLEASE DO NOT CALL THE SCHOOL OR ADMINISTRATION CONCERNING SCHOOL CLOSINGS - LISTEN FOR THE BROADCASTS.

SCHOOL DANCES

School dances are scheduled throughout the year by the student council to provide an evening of fun and entertainment for Warwick Middle School students. The dances are for our students only and are intended to allow seventh and eighth grade students the opportunity to socialize under appropriate supervision. By adhering to the rules listed below, the students will have an enjoyable and safe evening.

- Dances are scheduled from 7:00-9:00 PM.

- Students attending dances are required to remain until 9:00 PM unless a parent/guardian arrives to pick up their child.
- Students who leave the dance without permission will not be allowed to attend future dances.
- Parents should be here promptly at 9:00 PM for transportation purposes.
- Students who are absent from school or who are suspended on the day of a dance may not attend the dance.
- School dances are open only to Warwick Middle School students.
- Students may not run at any time.
- Students may not sit or stand on the tables or seats.
- Students are allowed to have food and drinks from the concession stand only, and must remain in the lobby (not the cafeteria or gym) while eating and drinking. Please try to keep the area as clean as possible.
- All school rules, including dress, are enforced. Please refer to the section of the Handbook related to Dress Philosophy.
- Students who violate rules or misbehave in any other way will be asked to leave the dance. A phone is provided for them to call parents.

FIELD/ACTIVITY TRIP GUIDELINES

Board policy makes provisions for curricular enrichment through student/teacher involvement in educational field trips, cultural exhibits, special programs, and activities directly related to the curriculum. Field trips must include planned activities for students with prior approval giving due consideration to effective use of instructional time, continuity of instruction for all students, and the cost of such trips to the students and school district. Such trips shall be subject to the following guidelines:

- Related directly to the curriculum.
- Trips on a school day or a day preceding a school day must leave after 5:30 AM and return before 11:30 PM (except Friday return).
- Must have prior approval of principal and supervisor when appropriate.
- Must be chaperoned in accordance with district policy. Teachers not directly related with the students or curriculum activity will not be approved for chaperone responsibilities. Substitute teachers and/or parents may be used to chaperone trips as deemed appropriate by administration.
- Require signed parental approval, medical release, and emergency treatment forms prior to the trip.
- Participation by sixty percent (60%) of the class (elementary), team or instructional level (middle school and high school) is required for the district to provide a staff member as chaperone. If less than 60% participation is achieved, the traveling group shall cover the cost of substitutes, and other related travel expenses.
- All overnight and out-of-state field trips must receive Board approval prior to the trip.
- All overnight, out-of-state, and out-of-country student participants must be approved by the sponsoring staff member.
- Any field trip request not covered by these guidelines will be subject to administrative review for approval.
- All field trip requests must be submitted to the building principal for administrative and/or Board review at least six weeks before the activity date.

SUBSTANCE ABUSE

The Warwick School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. A student who, on school grounds, or during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the student handbook or in Board policy.

PA SCHOOL TOBACCO CONTROL ACT

All persons, including students, employees and visitors, are prohibited from using tobacco in any form in school buildings, in school vehicles and on all school property. The prohibition against student tobacco use includes possession of tobacco in any form.

Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, and smokeless tobacco in any form. Students in violation of the state School Tobacco Control Act are subject to prosecution by the District Magistrate and are subjected to a fine plus court costs at the discretion of the Magistrate, and will also face building disciplinary action.

Students who use/possess electronic cigarette devices will be disciplined in the same manner as students who use tobacco products.

CORPORAL PUNISHMENT

Corporal punishment, including striking or paddling, will not be administered. However, reasonable force or physical restraint may be used by professional staff members if such action is required to respond to one or more of the following circumstances: (a) to quiet a disturbance; (b) to obtain possession of weapons or other dangerous objects; and (c) for the protection of other persons or property.

WEAPONS POLICY ([Policy No. 218.1](#))

Students may not possess, at any time or under any circumstances, a weapon on a school bus or vehicle, in a school building or on the grounds, or during a sponsored activity of the Warwick School District.

Weapon: the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, stick, club, firearm, shotgun, rifle, air gun or spring gun, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession: A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

In instances where it is determined that students have violated this policy, the following actions will be taken:

- The student will be immediately taken to the principal's office where he/she will remain until parent(s) arrive.
- The weapon or item considered to be a weapon shall be immediately confiscated and secured.
- The incident will be reported to the student's parent(s)/guardian(s).
- The incident will be reported immediately to the police.

In all instances of violations of this policy:

- The administration shall immediately suspend the student from school for ten (10) days.
- The administration shall refer the student to the Board with a recommendation for expulsion from school for the balance of the school year.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The School Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Controlled substances include:

- Controlled substances prohibited by federal and state law
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Substances that when ingested cause a physiological effect similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids
- Prescription or non-prescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy

Under the influence shall include any consumption or ingestion of controlled substances by students.

Look-alike drugs shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to include others to believe the material is a controlled substance.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during time spent travelling to and from school and to and from school-sponsored activities.

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

- The conduct occurs traveling to and from school or to and from school-sponsored activities
- The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities
- Student expression or conduct materially or substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has direct nexus to attendance at school or school-sponsored activity
- The conduct involves the theft or vandalism of school property.
- There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Please refer to the Drug and Alcohol chart in this handbook. (Found at the end of this Handbook)

SUBSTANCE ABUSE AND TOBACCO REGULATIONS FOR EXTRACURRICULAR PARTICIPANTS

Warwick School District provides students with the opportunity to participate in many athletic programs and other extracurricular activities. Participation in such activities is a privilege and not a right.

To protect the health and well being of our students, and the integrity of activities, Warwick School District has established regulations to discourage substance use and assist students through an education/intervention program. Parents and educators must instruct young people about abuse, discipline those who choose to use prohibited substances, and emphasize training and practice rather than the use of chemicals to improve performance.

This contract is to be signed by each student and their parent/guardian at the beginning of the activity. This contract covers all athletic programs and extracurricular activities.

During the regular school year, for extracurricular participants, this contract is in effect twenty-four (24) hours per day, seven (7) days per week for all students during the season or time frame they are participating in extracurricular activities and extend to summer months when they are participating in extracurricular school activities under the supervision of district personnel.

A student who comes in contact with suspected drug or alcohol use should leave or avoid that location IMMEDIATELY to avoid temptation and eliminate suspicion.

If a student participating in interscholastic athletics is found using tobacco products such as cigarettes, snuff, or other tobacco products, that student will be suspended from the interscholastic sports team for seven calendar days. If the student is caught on a second offense, he/she is dismissed from the interscholastic sports team for the duration of the season. If practice for the next season has already begun, the student will not be permitted to participate during the next sports' season.

GUIDELINES - CONTROLLED SUBSTANCES/PARAPHERNALIA VIOLATIONS

Please Note: The order of listed information below is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline listed below are within the discretion of the administration, based on the severity of the offense.

	1 st Offense	2 nd Offense	3 rd & Subsequent Offense
Infraction	Student is using, possessing, distributing, or under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, during the time spent traveling to or from school or school-sponsored activities, or off school property where there is a nexus between the conduct and school.		
Immediate Action	<ul style="list-style-type: none"> ● Principal notified. ● A report of the incident will be written (and submitted to principal). ● Principal should search student, student's possessions, student's locker, and student's vehicle if parked on district property. ● Parent/guardian notified. ● Police notified. 	Same as 1 st Offense	Same as 1 st Offense
Disposition of Substance	<ul style="list-style-type: none"> ● Items found during the search that are related to the infraction should be placed in an envelope that is sealed and labeled with the student's name, the date, and the names of those present during the search. ● The envelope should be given to the police for further analysis (if warranted). 	Same as 1 st Offense	Same as 1 st Offense

Discipline	<ul style="list-style-type: none"> ● If the principal, assistant principal, or any other person designated by the Board to enforce this policy, shall have reason to believe that a student has violated this policy, the administration shall: <ul style="list-style-type: none"> ○ Schedule an informal hearing on the alleged violation as soon as practicable (which could be subsequent to receipt of laboratory or other scientific tests which may be required). ○ The building principal shall be the presiding officer to receive, hear, and evaluate all relevant evidence. The student, his/her parent(s)/guardian(s), and other district administration involved with incident shall be present. ● As a result of such informal hearing, the building principal or administrative designee may make any of the following determinations: <ul style="list-style-type: none"> ○ Dismiss the charge of the alleged violation and continue or reinstate the student in school. ○ Conclude that a violation of this policy has occurred. ● When a violation has occurred, the building principal shall: <ul style="list-style-type: none"> ○ Refer student to SAP. ○ Impose the suspension from school not to exceed ten (10) days. ○ Impose suspension from extracurricular activities (excluding commencement) for 60 calendar days. This suspension will be reduced to 40 calendar days if student abides by SAP recommendation. ○ Impose loss of student driving/parking privileges for a time period corresponding to the extra-curricular activity suspension. ○ File the appropriate report or charges immediately with the Lancaster County Probation Office, local police department, or other agency having jurisdiction. ○ Report the incident on the annual safe schools report. 	Same as 1 st Offense except: The 60-calendar day suspension from extracurricular activities may not be reduced and commencement is included in the suspension.	Same as 1 st offense except: 365-calendar day suspension from extracurricular activities with no option for reduction and commencement is included in suspension.
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	<ul style="list-style-type: none">o Convene a meeting with the student and parent/guardian before student returns to school from suspension or expulsion.• When a violation has occurred, the building principal may:• a. Refer the matter to the Superintendent who may file formal charges with the School Board for a formal hearing before the Board or a committee thereof. The Board may temporarily or permanently expel a student.		
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